



***Charter for the
Madbury Public Works Planning Committee***

This charter establishes the Madbury Public Works Planning Committee and sets its organization, duties, and responsibilities.

Background

Madbury currently uses a Road Agent and contractor model to carry out most public works type tasks within the town; however, this approach is unlikely to be sustainable in the future. Accordingly, Madbury formed a Public Works Exploratory Committee (PWEC) to consider how the Town should handle public works tasks in the future.

After considerable research, the PWEC recommended that, "... the Town of Madbury develop a Public Works Department." The Select Board (SB) accepted this recommendation with the modification that the Town maintain contractor operations for as long as possible.

Based on this acceptance, the SB decided to (1) employ an Expert Highway Agent, (2) continue employing contractors where possible, and (3) create a committee to develop necessary public works facilities and capabilities.

Purpose of the Committee

Lead the planning for and development of public works facilities and capabilities as directed by the SB.

Tasks of the Committee:

All tasks are interrelated and will need to be accomplished concurrently. However, Task 1 is an urgent need for the Town and is the priority for completion. The SB reserves the right to modify committee tasks based on emerging events and conditions.

1. Develop a winter salt / sand storage facility on a site large enough to accept a future in-house Department of Public Works (DPW). The goal is to complete Task 1 within 12 months of the establishment of the committee.
2. Recommend specific responsibilities, equipment, and facilities needed for an in-house DPW. The goal is to complete Task 2 within 18 months of the establishment of the committee.
3. Develop additional public works facilities and capabilities including completion of engineering, architectural, and site work as needed. The goal is to complete Task 3 within 24 months of the establishment of the committee.
4. Regularly coordinate with the SB about specific details of the committee's tasks. Provide monthly progress reports to the SB.

Organization of the Committee

The committee shall consist of a minimum of five members (Selectperson, Expert Highway Agent, and three at-large members) appointed by the SB. The SB may appoint alternates and additional members as needed. All at-large members shall be residents of Madbury.

The Committee shall elect a Chair and Secretary. The committee may elect a Vice Chair. The Committee shall conduct its meetings as a Public Body (to include noticing, minutes, and public participation) consistent with RSA 91-A and other applicable statutes. The committee may break into smaller working groups but the groups must comply with RSA 91-A and other applicable statutes.

Committee Resources

The committee shall reach out to current Madbury officials and staff for input. The committee may also contact former Madbury officials and staff for input.

The committee may reach out to the general public for comment and suggestions and encourage public participation.

The committee may reach out to officials of other towns with similar expertise, organization, and or experiences. The committee may gather preliminary information from current and possible future contractors. The committee may utilize outside experts (e.g., NHMA, planning consultants, etc.). The committee may not make any formal or informal agreements with such resources without SB approval.

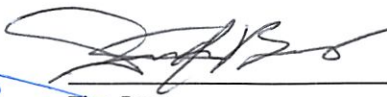
The town will provide general administrative support (meeting space, paper, copiers, etc.) to the committee.

Charter Length

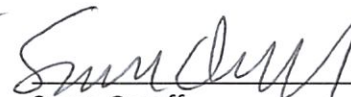
This charter is adopted on July 12, 2024 and is effective from adoption until dissolved by the SB.



Mark Avery
Chair, Select Board



Tim Burt
Member, Select Board



Susan Ossoff
Member, Select Board