

# **ASHLAND ECONOMIC DEVELOPMENT COMMITTEE RULES**

## **SECTION I: GENERAL:**

The Ashland Economic Development Committee (AEDC) was formed as a town committee so it may better assist, counsel, and advise the residents of Ashland, the Board of Selectmen, other Town Boards and Departments, and Ashland businesses, both existing and proposed, on the merits of Economic Development. AEDC Members will actively engage in furthering the goals set by the citizens of Ashland as defined in the Town of Ashland Master Plan.

## **SECTION II: DEFINITIONS:**

- A) **AEDC:** Ashland Economic Development Committee
- B) **Member of Ashland Business Community:** A person who owns, manages, or works for an Ashland business.
- C) **Ashland Resident:** A resident of the Town of Ashland who would not be considered a “Member of the Ashland Business Community”, as defined above.

## **SECTION III: FUNCTIONS:**

### A) MISSION STATEMENT:

The Ashland Economic Development Committee’s mission is to enhance the vitality of the local economy by supporting existing business and attracting new businesses to Ashland, encouraging economic development consistent with the Ashland Master Plan, and promoting the spirit of the Town.

### B) GOALS:

1. Define factors that attract growth, compare with existing assets and work to strengthen those factors identified.
2. Promote growth in property valuation that generates tax revenue, which exceeds municipal costs, in order to reduce the tax burden on residents.
3. Promote Ashland as a destination for new businesses.
4. Establish and nurture supportive relationships with existing businesses and property owners.
5. Provide input to the Board of Selectmen, Planning Board, and Zoning Board of Adjustment to project a welcoming and helpful image to the business community.
6. Provide education and outreach opportunities to encourage and facilitate economic development.
7. Work collaboratively and seek out support for Ashland economic development from local, regional, and state organizations.
8. Identify and pursue funding sources, on behalf of the Town, which would enable AEDC to meet the mission and goals set forth in this document.
9. Promote economic growth that provides employment opportunities in Ashland.

**SECTION IV: ADMINISTRATION:**

**A) MEMBERSHIP:**

1. As established by the Board of Selectmen, the AEDC shall consist of seven (7) voting members on a Steering Committee chosen in the following manner:

a) Five (5) regular members, which are to be Members of the Ashland Business Community or Ashland Residents, to be appointed by the Board of Selectmen.

b) In addition to the five (5) Regular members, there will be two (2) *Ex-Officio* members, one of whom shall be a sitting member of the Board of Selectmen, appointed by the Board of Selectmen annually; one of whom shall be a sitting member of the Planning Board, appointed by the Planning Board annually;

2. The terms of office for regular members shall be three years, except that in order to ensure a staggered appointment schedule, the initial appointments to the AEDC shall be as follows: two (2) members for three (3) year terms, two (2) members for two (2) year terms, and one (1) member for a one (1) year term. Terms shall run from April 1 to March 30.

3. The AEDC may recommend to the Board of Selectmen the removal of any member having unexcused absences from either three (3) consecutive meetings, or a total of five (5) unexcused absences in any one 12-month period.

4. **CONFLICT OF INTEREST:** Members shall adhere to the Town of Ashland’s Conflict of Interest Policy, a copy of which will be provided to each AEDC member upon appointment to the Committee.

5. **MEMBERSHIP REPLACEMENT:** When a vacancy occurs or when a membership term expires, the AEDC shall notify the Board of Selectmen, who shall then proceed to fill the vacancy using the Town’s Appointment Guidelines.

6. **AD HOC COMMITTEE:** In addition to the Steering Committee, this committee shall have a minimum of three (3) members, one of whom shall be a member of the Plymouth Regional Chamber of Commerce, appointed by the Chamber Board of Directors annually; one of whom shall be a sitting member of the Water and Sewer Commission, appointed by the Commission annually, and one of whom shall be a sitting member of the Electric Commission, appointed by the Commission annually; a representative from the Ashland business community and a sitting member of the Housing Standards Board may also serve on this committee. They shall meet as necessary with the Steering Committee and may be on any of the Subcommittees.

7. **SUBCOMMITTEES:** Subcommittees may be established by AEDC to work on specific projects and/or initiatives and report back to the AEDC.

a) The Chair of the Subcommittee will be a member of AEDC and be appointed by the AEDC membership

b) Members of the Subcommittee are appointed by the AEDC but do not have to be members of AEDC, except for the Subcommittee Chair, and may be made up of residents, members of the Ashland area Business Community and professional consultants from the surrounding communities.

c) All subcommittees must follow the requirements as outlined in NH RSA 91-A.

B) MEETINGS:

1. A quorum must be present in order to conduct any meeting. A quorum shall be a simple majority of the committee membership. Except as prescribed in other sections of these Rules, Committee decisions shall require a vote of the simple majority of members present at a meeting.

2. The AEDC meetings shall be open to the public in accordance with NH RSA 91-A, and be held monthly or as needed at a regular time and place to be determined by the first seated committee. The time and place of each meeting shall be posted in accordance with RSA 91-A. All records and minutes of AEDC meetings or actions shall be filed with the Ashland Town Office and be made available to the public in accordance with State statutes.

3. Special meetings may be called by the Chairman provided that at least 2 business days prior notice is given of the time and place. The time, place and business to be discussed shall be provided to each member of the AEDC and shall be posted in accordance with RSA 91-A.

4. Committee representative(s) shall agree to attend the regular Board of Selectmen meeting at the end of each quarter to report on the AEDC's progress.

C) ELECTION OF OFFICERS: The AEDC shall conduct annual elections in the month of April. Officers shall be the Chair, Vice Chair and Secretary. *Ex-Officio* members cannot hold Officer positions.

D) DUTIES OF OFFICERS:

1. The duties of the Chair shall be to:

- a) Preside at all meetings of the AEDC
- b) Set the agenda for all meetings, with input and recommendations from the Committee, as needed
- c) Act as the voice of the committee, but only as authorized by the committee
- d) Act as the liaison to the other Ashland Boards and Departments

2. The duties of the Vice Chair shall be to assume the duties of the Chairman in his or her absence.

3. The duties of the Secretary shall be to:

- a) Keep minutes of all meetings and proceedings of the AEDC and record any actions taken
- b) Prepare and distribute draft copies of meeting minutes prior the next meeting
- c) Supply a copy of each set of minutes to the Ashland Town Office
- d) Post all meeting dates and agendas as required

**SECTION V: WAIVERS:**

Any provisions of these Rules may be temporarily waived by a majority vote of the Board of Selectmen for good cause shown.

**SECTION VI: AMENDMENTS:**

At least annually, or more often if the AEDC considers it necessary, the AEDC shall review these AEDC Rules and recommend any amendments in writing to the Board of Selectmen for adoption. Said recommendations shall be approved by the AEDC by a majority vote of the full committee membership.

Written notice of intent to consider amendments must be publicly posted, provided to each member of the AEDC, and provided to the Board of Selectmen, at least fourteen (14) days prior to the Board of Selectmen meeting at which the proposed action is to be taken.

**SECTION VII: EFFECTIVE DATE:**

These Rules of Procedure shall be effective upon a majority vote of approval by the Board of Selectmen.

**Approved and adopted by the Board of Selectmen on April 21, 2014:**

Normand DeWolfe  
Chairman  
Board of Selectmen

Phil Preston  
Vice Chairman  
Board of Selectmen

Jeanette I. Stewart  
Board of Selectmen

Fran Newton  
Board of Selectmen

Steve Felton  
Board of Selectmen