



**PLANNING BOARD**

**RULES OF ADMINISTRATIVE PROCEDURE**

**TOWN OF  
TAMWORTH, NH**

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# **TAMWORTH PLANNING BOARD**

## **Rules of Administrative Procedure**

### **TABLE OF CONTENTS**

I. AUTHORITY .....	3
II. PLANNING BOARD MEMBERSHIP .....	3
A. Members .....	3
B. How Elected/Appointed .....	3
C. Term .....	3
D. Vacancies in Membership .....	3
E. Removal of Members .....	3
F. Officers .....	4
G. Other Officers.....	4
H. Election of Officers .....	4
III. APPLICATION, SUBMISSION AND REVIEW PROCEDURES .....	4
A. Under Ordinances and Regulations .....	4
B. Lot Merger.....	5
IV. MEETINGS OF THE PLANNING BOARD .....	5
A. Definition of Meeting .....	5
B. Scheduling of Meetings .....	5
C. Special Meetings.....	5
D. Notice Requirements .....	5
V. PROCEDURES AT MEETINGS.....	6
A. Chairperson Presides .....	6
B. Attendance .....	6
C. Quorum Required.....	7
D. Designation of Alternate Members.....	7
E. Voting.....	7
F. Disqualification of a Member .....	7
G. Representation Before Board.....	8
H. Order of Business.....	8
I. Non-Public Sessions .....	8
J. Public Hearings.....	8
K. Decisions.....	9
VI. RECORDS .....	9
A. Minutes .....	9
B. Files and Documents .....	9
C. Requests .....	9
VII. JOINT MEETINGS AND HEARINGS .....	10
A. Other Approvals.....	10
B. Procedure.....	10
VIII. FORMS.....	10
IX. AMENDMENT .....	10
X. SEVERABILITY .....	10

# **TAMWORTH PLANNING BOARD**

## **Rules of Administrative Procedure**

### **I. AUTHORITY**

These rules were adopted under the authority of New Hampshire Revised Statutes Annotated RSA 676:1, et seq.

### **II. PLANNING BOARD MEMBERSHIP**

#### ***A. Members***

The Tamworth Planning Board shall consist of seven regular members and five alternate members, all of whom must be residents of Tamworth. One of the regular seven members shall be a Selectman who serves as an ex-officio member. All members shall be sworn in by the Town Clerk.

#### ***B. How Elected/Appointed***

1. Ex-Officio/Alternate Members: The Selectmen designate one Selectman as an ex-officio member. The Selectmen also designate a Selectman to serve as an ex-officio alternate member.
2. Regular Members/Alternates: The remaining six members of the Board shall be elected by vote of the Town. The five alternate members are appointed by any ex-officio member and the elected members of the Board. Any resident who wishes to serve as an alternate on the Board shall set forth such request in writing to the Board, which will make the appointments based upon the applicant's qualifications, integrity and willingness to serve.

#### ***C. Term***

The terms of the ex-officio member and the ex-officio alternate member shall coincide with the terms of the office as Selectmen. At the discretion of the Selectmen, the ex-officio and alternate ex-officio representatives to the Board may be appointed annually. The terms of the remaining six regular members and the five alternate members shall be for three years. The terms shall be staggered so that no more than two terms of regular members expire annually and not more than one appointment of an alternate member occurs annually, except when required to fill vacancies.

#### ***D. Vacancies in Membership***

Any vacancy in an elected position on the Board shall be filled by appointment by the remaining Board members. The appointment shall remain in effect until the next regular election of the Town, at which time, a successor shall be elected to fill the unexpired term or start a new term as appropriate. Any vacancy in an ex-officio position on the Board shall be filled by the original appointing authority for the entire unexpired term.

#### ***E. Removal of Members***

No member of the Board may be removed by the Selectmen until after public hearing held pursuant to RSA 673:13.

# **TAMWORTH PLANNING BOARD**

## **Rules of Administrative Procedure**

### ***F. Officers***

The officers of the Board shall be as follows:

1. Chairperson: The Chairperson shall preside over all meetings and hearings, shall prepare, with assistance of the Secretary, an annual report, and shall perform other duties customary to the office.
2. Vice-Chairperson: The Vice-Chairperson shall preside in the absence of the Chairperson and shall have the full powers of the Chairperson on matters that come before the Board in the absence of the Chairperson.
3. Secretary: The Secretary shall keep a full and accurate record of the proceedings of each meeting, issue notices of all meetings, record the names of the members present; notify applicants and abutters of hearings; prepare such correspondence and fulfill such duties as the Board may specify. In the absence of the Secretary, the Chairperson shall appoint a Secretary pro tem to keep records of the meeting. The Secretary may delegate responsibilities to a Clerk hired by the Board for that position.
4. Treasurer: The Treasurer shall keep a full accounting of all monies received and disbursed by the Planning Board.

### ***G. Other Officers***

The Board may create other officers as it deems necessary.

### ***H. Election of Officers***

The Officers of the Board shall be elected annually on the fourth Wednesday of March by a majority vote of the Board. If requested by a majority of those present, the vote shall be by written ballot.

## **III. APPLICATION, SUBMISSION AND REVIEW PROCEDURES**

### ***A. Under Ordinances and Regulations***

1. Applications for hearings before the Board shall be made on forms provided by the Board and shall be presented to the Secretary of the Board or the Town Clerk, who shall sign and record the date of receipt, or mailed to "Tamworth Planning Board, 84 Main Street, Tamworth NH 03886". A digital copy, with all attachments, shall be emailed to [tamplanboard@gmail.com](mailto:tamplanboard@gmail.com).
2. Applications should be returned by the close of business on the 1<sup>st</sup> day of the month for consideration at that month's meeting.
3. Completed applications shall be accepted by majority vote of the Board and shall be scheduled for consideration within thirty days of acceptance.
4. The Board shall reject all applications not properly submitted.

## **TAMWORTH PLANNING BOARD**

### **Rules of Administrative Procedure**

5. The Board shall consider all accepted applications at a properly noticed Public Hearing, as described in Section V.J.

#### ***B. Lot Merger***

An application/Notice of Merger is approved by the Planning Board. Copies are filed with the Carroll County Registry of Deeds and with the Town of Tamworth Assessor's Office. Application/Notification Form (including fees) is available at the Town Offices, by Mail (84 Main Street, Tamworth, NH 03886), and downloadable at the Town website: <http://www.tamworthnh.org/ord.html> (see "Applications For Town-Issued Permits, etc.").

## **IV. MEETINGS OF THE PLANNING BOARD**

#### ***A. Definition of Meeting***

A meeting is defined as the convening of a quorum of the membership (at least 4 members) to discuss or act upon a matter over which the Board has jurisdiction.

#### ***B. Scheduling of Meetings***

The Board shall hold at least one regular meeting each month, on the fourth Wednesday of each month at the Tamworth Town Office building. Where the fourth Wednesday of a month falls on or in close proximity to a holiday, the Board may, in its discretion, reschedule the date of such meeting. All meetings are open to the public.

#### ***C. Special Meetings***

Special Meetings may be called by the Chairperson, or in his or her absence, by the Vice-Chairperson or at the request of three members of the Board.

#### ***D. Notice Requirements***

1. Meetings:
  - a. The agenda for meetings shall be closed 72 hours before the meeting date and time. The Board, in its discretion, may refuse to recognize at a meeting any person not on the agenda. Space permitting, placement on the agenda shall occur upon submission of a request to the Clerk on the form, Request to Be Placed on Monthly Agenda (Appendix A.1).
  - b. A notice of the time and place of all regular and special meetings (i.e., site inspections and work sessions) of the Board shall be posted in two appropriate places and posted on the town website ([www.tamworthnh.org](http://www.tamworthnh.org)) at least 24 hours, excluding Sundays and legal holidays, prior to such meetings.
  - c. This notice requirement does not apply to an emergency meeting, which is defined as a situation where immediate undelayed action is deemed to be imperative by the Chairperson. In such a case the Chairman shall employ whatever means are available to inform the public that an emergency meeting is to be held.
2. Public Hearings to Consider Applications:
  - a. The following notices to abutters, applicants, agents, surveyors, engineers and the

## **TAMWORTH PLANNING BOARD**

### **Rules of Administrative Procedure**

public are required under the following regulations the following number of days in advance of the scheduled public hearings.

The number of days of both posting and/or publication shall not include either the day of posting/publication or the day of the hearing.

<u>Notices by Certified Mail</u>	<u>Posting in Public Places</u>	AND	<u>Posted on the town website</u>
10 days	10 days		10 days

- b. Notices to applicants, owners, agents, abutters, surveyors, and engineers shall be by certified mail, return receipt requested.

The above required notices and notices to the general public by posting or publication as required above shall include a general description of the proposal, the identity of the applicant, the location of the proposal, and the date, time and place of the public hearing.

- c. Once the above required notices are given, no further notices are required, provided that, prior to the adjournment of the public hearing, the date, time and place of the adjourned session is publicly announced at the hearing. In the event of excessive adjournments, the Board may require further notice to the abutters.
  - d. No notices are required when the Board acts or considers disapprovals of applications based on failure of the applicant to supply required information, to meet reasonable deadlines, or to pay costs of notices or other required fees.
3. Public Hearings Relative to Proposed Ordinances, Regulations and Master Plan:
- a. Notice of public hearing shall be posted on the town website in accordance with RSA 675.7.
  - b. Subsequent public hearing held after the alteration to the form of proposed ordinance or regulation shall be held at least 14 days after the prior public hearing with the same requirements per RSA 675:3(IV).

## **V. PROCEDURES AT MEETINGS**

### **A. *Chairperson Presides***

The Chairperson presides at all meetings and shall also have the power to compel the attendance of witnesses and administer oaths. The Vice-Chairperson/Secretary shall serve as acting Chairperson in the Chairperson's absence. If the Vice-Chairperson/Secretary is not present to so serve, the member who has served the longest period on the Board shall serve as acting Chairperson.

### **B. *Attendance***

All members, including the alternates, are required to attend every meeting of the Board. While only the regular members, or an alternate designated to act in the absent regular member's place, may actually vote on any matter, all members and alternates may ask questions and participate in the discussion at hand.

## **TAMWORTH PLANNING BOARD**

### **Rules of Administrative Procedure**

#### **C. *Quorum Required***

Four members of the Board constitute a quorum. A quorum is necessary both in order to comprise a "meeting" as well as to transact any business of the Board.

#### **D. *Designation of Alternate Members***

1. If the regular Board member is absent or disqualifies herself or himself, the Chairperson shall designate an alternate, if present, to act instead.
2. If the ex-officio member is absent or disqualifies herself or himself, however, only the ex-officio alternate, if present, can serve in place of that member.

#### **E. *Voting***

1. All votes on any matters to come before the Board shall be taken after the matter has been duly moved, seconded and discussed in accordance with the usual rules of parliamentary procedure and after all parties have been given ample opportunity to be heard.
2. All matters shall be decided by the majority vote of all of those members (both regular and designated alternates) present and voting. The Chairperson or acting Chairperson shall vote only in the event of a tie.

#### **F. *Disqualification of a Member***

1. A member of the Board may not take part in any deliberations or decisions which would disqualify that member from sitting as a juror if the matter was being decided in a Court of Law. In other words, a Board member must avoid any conflict of interest or even the appearance of a conflict of interest. Typical situations where a Board member should disqualify herself or himself would be as follows:
  - a. A member stands to gain a financial or economic benefit directly or indirectly, depending on the outcome.
  - b. A member has been retained or employed by the applicant or has performed some service for the applicant which is directly related to the matter at hand (such as an attorney or surveyor who also sits as a member of the Board).
2. A member should always, in advance of any deliberations, fully disclose the nature and extent of any matter which may disqualify that member from deliberating or making a decision. Any member may by his or her own motion disqualify himself or herself from any matter. If, after disclosure, a question exists as to whether a Board member should be disqualified, the Chairperson shall decide.
3. If a member is disqualified or unable to act in any particular matter pending before the Board, the Chairperson shall designate an alternate, if present, to act in that member's place.
4. If the Chairperson is disqualified to sit on any particular matter pending before the Board, if possible the Chairperson should not chair any portion of that particular meeting but should appoint the Vice-Chairperson/Secretary to serve as acting Chairperson instead, disclosing the reasons therefore. If such a matter comes up during the meeting, the Chairperson should at that time appoint the Vice-Chairperson/Secretary to serve as

## **TAMWORTH PLANNING BOARD**

### **Rules of Administrative Procedure**

acting Chairperson to chair the remainder of the meeting, disclosing the reasons therefore.

5. Any member whose interest in the outcome of a particular matter exists by reason of being an abutter of property which is the subject matter before the Board is disqualified to deliberate and decide as to that matter; such a member should not sit as a Board member during that portion of the meeting.
6. Any member so disqualified shall physically remove herself or himself from the table during the period of disqualification.

#### ***G. Representation Before Board***

No Board member shall appear before the Board in representative capacity for any applicant.

#### ***H. Order of Business***

Order of business shall generally be as follows:

1. Call to order by the Chairperson
2. Roll call by the Secretary
3. Approval of minutes of previous meeting(s)
4. Treasurer's Report
5. Secretary's Report
6. Report of officers and committees
7. Unfinished business
8. Public hearing
9. Other business – public comment
10. Adjournment

#### ***I. Non-Public Sessions***

Non-public sessions shall be held only in accordance with RSA 91-A:3.

#### ***J. Public Hearings***

The conduct of public hearings shall be governed by the following rules:

1. The Chairperson shall call the hearing in session, introduce the Board, the applicant or agent, and describe the rules of conduct for the hearing.
  - a. Any person with an interest in the matter may testify, in person or in writing. Any material presented to the Board as evidence shall become part of the public record and will not be returned.



## **TAMWORTH PLANNING BOARD**

### **Rules of Administrative Procedure**

- b. Any person who wishes to speak shall be recognized by the Chairperson and shall state her/his name and address.
- c. Any question of the applicant or agent must go through the Chairperson.
- d. Members of the Board may ask questions at any point during the hearing.
2. The Chairperson shall ask for the Secretary's report on the proposal.
3. The Secretary shall summarize the application and report on the manner in which public notice and personal notice was given.
4. The Chairperson shall then ask the applicant or agent to present the proposal.
5. The Chairperson shall then ask any person with an interest who wishes to testify or submit evidence to do so.
6. The Chairperson shall then ask any person with an interest who has a question about the application to ask it.
7. The Chairperson shall indicate whether the hearing is closed or adjourned pending submission of additional material or information or correction of noted deficiencies. In the case of adjournment, additional notice is not required if the date, time and place of continuation is made known at the adjournment.

#### ***K. Decisions***

Notice of decision, using Appendix D.2 or D.3, will be made available for public inspection at the Town Office Building within 72 hours after the decision is made, as required in RSA 676:3. If the application is disapproved, the Board shall provide to the applicant written reason for the disapproval.

## **VI. RECORDS**

#### ***A. Minutes***

The Board shall keep accurate minutes of its meetings in accordance with the provisions of RSA 91-A. Minutes shall be available for inspection within 144 hours of a meeting during regular business hours at the Office of the Planning Board.

#### ***B. Files and Documents***

The files and other documents of the Board shall be kept by the Secretary and shall be made available for public inspection at the Town Office Building as required by RSA 676:3(II).

#### ***C. Requests***

A request for records other than minutes shall be made using the request form provided by the Board (Appendix D.1)

**TAMWORTH PLANNING BOARD**  
Rules of Administrative Procedure

## **VII. JOINT MEETINGS AND HEARINGS**

### ***A. Other Approvals***

Whenever an applicant seeks Planning Board and other land use Board approvals for a particular application, a joint meeting or hearing of the Board shall be held only upon request by the applicant and at the Planning Board's discretion.

### ***B. Procedure***

Such an applicant shall fill out and file with the Planning Board Secretary completed applications for the land use Boards according to the application requirements set forth in the Regulations. The applicant must pay the application fee and costs set forth therein at the time of filing.

1. All abutters and the applicant shall be notified of the date and purpose of the joint public hearing according to the Regulations.
2. The Planning Board Chairperson shall chair the joint public hearing.
3. The public hearing shall follow the conduct of public hearings described in Section V., paragraph J.
4. The Boards shall jointly discuss and consider the proposal, seeking no further input from either the applicant or the public. After such joint discussion, the Boards shall separately convene; the Planning Board shall first deliberate and render its decision in the other Board's (s') presence according to the Planning Board's procedures, regulations, and ordinances. The other Board(s) shall next deliberate and render its/their decision(s) according to its/their procedures, regulations and ordinances.

## **VIII. FORMS**

All forms described herein shall be part of the Rules of Administrative Procedure:

Applicant Forms	Appendix A
Public Notice Forms	Appendix B
Accounting Forms	Appendix C
Administration Forms	Appendix D

## **IX. AMENDMENT**

These Rules of Administrative Procedure may be amended by a majority vote of the members of the Board provided that such amendment is read at two successive meetings immediately preceding the meeting at which the vote is to be taken. The amended Procedures shall be filed with the Town Clerk and with the New Hampshire State Office of Planning.

## **X. SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of these Rules of Administrative Procedure is for any reason held to be unconstitutional or illegal, such invalidity shall not affect the validity of the remaining portion of these Rules of Administrative Procedure.