

POLICY AND PROCEDURES

In accordance with RSA 674:51-a and the provisions of Chapter 30 of the Derry Town Code, this policy and procedure has been adopted by the Building & Property Maintenance Committee. It describes the rules under which the Committee operates.

In general, the Committee operates as an Advisory Board to the Code Enforcement Office and Town Council.

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SECTION I

MEMBERSHIP –

The Building & Property Maintenance Committee is an Advisory Board which shall consist the Code Enforcement Officer/Chief Building Inspector, Director of Public Works, Fire Chief, Police Chief, Planning Director, Tax Collector, and any other Town staff as deemed appropriate and to include three (3) members from the public. This Committee makes recommendation to the Code Enforcement Office and Town Council. Permanent members may assign an alternate to sit and represent them in the absence of a permanent member, and if a member disqualifies himself or cannot act in a particular case, the member shall so notify the Chair.

SECTION II

OFFICERS, MEMBERS, ALTERNATES –

1. Composition – The officers of the Building & Property Maintenance Committee shall be comprised of a Chair, Vice-Chair and Recording Clerk.
2. Eligibility – Any member of the Committee shall be eligible to hold office.
3. Term of Office – All appointed members shall serve one (1) year and shall be eligible to be reappointed to the Committee.
4. Elections – Officers shall be elected annually in the month of April, as provided by the Town Charter, with the term of office to end in March. A special election may be held any time when any officer cannot serve through expiration of appointment, resignation, or other reason. Officers shall be elected by a majority of the Board.
5. DUTIES – OFFICERS:
 - a. Chair – The Chair shall preside over meetings and shall execute documents in the name of the Board.
 - b. Vice-Chair – The Vice-Chair shall have all the duties and responsibilities of the Chair in his absence.
 - c. Recording Clerk – The recording clerk, appointed by the Committee, shall send out meeting notifications, post agendas, minutes, and other related Committee information to the Building & Property Maintenance Committee web page.

6. DUTIES – MEMBERS:
 - a. Members are appointed by the Town Council for a one (1) year term.
 - b. Shall attend all scheduled meetings of the Building & Property Maintenance Committee.
 - c. Shall if unable to attend, notify the Chairperson, Vice Chair and/or clerk.
 - d. Are encouraged to drive by and observe properties under discussion.

SECTION III

MEETINGS –

1. Regular meetings shall be held at a place designated by the Board at 10:00 a.m. on the third Tuesday of each quarter (Jan, April, July, October). Other meetings may be held on call of the Chair.
2. The Board shall have the authority to modify the schedule of meetings.
3. Quorum – A quorum for regular business shall consist of a least six (6) members.
4. Order of Business – The order of business for meetings/hearings shall be as follows:
 - a. Meeting is called to order.
 - b. Approval of minutes of previous meeting.
 - c. Discussion - General Business, Blighted Properties and Strategies
 - d. Other Business – Public concerns, Property Maintenance issues, etc.
 - e. Motion to adjourn.

SECTION IV

APPLICATIONS/CONCERNS -

- 1 Concerns should be submitted in writing to the office of the Code Enforcement Office, 14 Manning St, 2nd floor, Derry NH.

- 2 When letters are submitted for consideration, they shall be examined to determine that the following information has been provided: description of the concern, property location, contact information, phone number and/or email address.
- 3 The Committee encourages citizens to bring supporting documentation, drawings, sketches, plot plans and/or other documentation they deem necessary.
- 4 All findings of the Committee shall be in the form of a motion. If the applicant was not in attendance at the meeting, a letter stating the outcome will be sent to them.
- 5 The Building & Property Maintenance Committee is an Advisory Board. If further action is necessary, the Committee will then forward their recommendations to the Code Enforcement Office and Town Council for further action by the Town.

SECTION V

AMENDMENT –

This policy and procedure may be amended by majority vote of the members provided that such amendment is read at two successive meetings. At the second and final reading, the board shall vote on the amendments.

Drafted on February 5, 2015
Amended on March 11, 2015
Adopted on April 8, 2015
Amended on June 19, 2018