

RULES OF PROCEDURE,

Chesterfield Economic Development Committee

10/8/2025

AUTHORITY: The Committee was formed by and reports to the Board of Selectmen.

MEMBERSHIP:

The Committee shall consist of up to seven (7) board members. Board members must reside in Chesterfield.

The Committee may also appoint Consultants. These Consultants may be short term as needed or long term. The Consultants can advise at any time during a meeting and perform tasks as asked. The Consultants have no voting privileges.

All board members will follow NH "Right to Know" rules per RSA 91-A

Board members have three (3) year terms that expire on December 31 of the third year. Terms will be staggered.

Board members are appointed by the Board of Selectmen, with input from the EDC. Renewal of term is appointed by the Board of Selectmen. In addition, there will be a recording secretary who is appointed by the Town who is not a voting member and is responsible to the Town.

Board members missing more than one half of yearly meetings without appropriate reason will be referred to the Board of Selectmen for removal.

The Committee will meet at minimum once (1) per month. Currently the Committee meets the first and third Thursday of each month at 5:30pm. A majority vote may change this schedule.

Committee meetings will be posted per Town regulations.

Committee meetings need a quorum to meet. A quorum is greater than 50% of board members not including vacancies.

This document of "Rules of Procedure" is not required by NH law but exists to clarify the EDC and the scope of involvement in the town of Chesterfield.

OFFICERS:

The Committee shall have the following officers Chair, Vice Chair, and a Financial Secretary. The duties of these positions are explained in the Economic Development Committee Handbook.

DUTIES:

1. The Committee will develop goals for the coming year and develop a budget based on such goals. This budget will be presented to the Town in a timely manner as required by the Town. Currently this budget is required in October.
2. The Committee will prepare and issue an Annual Report for the Town Meeting Report. Currently this is due beginning of January.
3. The Mission Statement and Vision Statement of the Committee should be reviewed yearly to maintain relevance. These Statements are located in the EDC Handbook.

COMMITTEE GUIDELINE:

1. The Committee should refer to the Mission Statement and the Vision Statement when fulfilling the purposes listed below.
2. Board members are expected to take on tasks and assignments as needed. Those that avert doing so will be asked to resign.
3. The Committee is to be a proactive and reactive body. Each Board Member and Consultant should continually be aware of what is going on in Town, how it affects the Town and what can the Committee recommend to enhance the Town.
4. Keep abreast of changing economic trends and development resources thru observation and joining regional, state, and federal organizations, as necessary.
5. To develop and advocate for economic development strategies that will enhance the Town, generate employment opportunities, and help maintain a fair property tax structure.
6. To review Town Planning Board documents and Zoning regulations and make recommendations to the Board of Selectmen that may make business applications for new and existing businesses more streamlined.
7. To work with Board of Selectmen, other committees, and business owners to obtain State, Federal, and private grants and initiatives that will encourage and improve businesses to grow and/or move to Town.
8. To support and encourage existing businesses to grow and new businesses to locate in Town that fit into the character of the Town.
9. To proactively welcome, encourage, and communicate to existing and new businesses and promote these businesses through the town website, mailers, coupon books, business to business gatherings and other means.
10. To use the information in the "Chesterfield Master Plan" as a guide in helping the Town grow by balancing the needs of the residents and the needs of the businesses.