



TOWN OF SPRINGFIELD
759 MAIN STREET, PO BOX 22
SPRINGFIELD, NEW HAMPSHIRE 03284-0022
PHONE (603)763-4805 FAX (603)763-3336
www.springfieldnh.net

CONSERVATION COMMISSION

Mission Statement

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3 **New Hampshire RSA 36-A:2 Conservation Commission.** – A city or town which
4 accepts the provisions of this chapter may establish a conservation commission, hereinafter
5 called the commission, for the proper utilization and protection of the natural resources and
6 for the protection of watershed resources of said city or town. Such commission shall
7 conduct researches into its local land and water areas and shall seek to coordinate the
8 activities of unofficial bodies organized for similar purposes, and may advertise, prepare,
9 print and distribute books, maps, charts, plans and pamphlets which in its judgment it
10 deems necessary for its work. It shall keep an index of all open space and natural, aesthetic
11 or ecological areas within the city or town, as the case may be, with the plan of obtaining
12 information pertinent to proper utilization of such areas, including lands owned by the state
13 or lands owned by a town or city. It shall keep an index of all marshlands, swamps and all
14 other wet lands in a like manner, and may recommend to the city council or selectmen or to
15 the department of resources and economic development a program for the protection,
16 development or better utilization of all such areas. It shall keep accurate records of its
17 meetings and actions and shall file an annual report which shall be printed in the annual
18 town or municipal report. The commission may appoint such clerks and other employees
19 or subcommittees as it may from time to time require.

By-Laws

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22
23 **Name and Authority:** The name of the Commission shall be “Springfield Conservation
24 Commission” as adopted at the Town Meeting on March 7, 1972. These by-laws are
25 adopted under the authority of New Hampshire RSA 36-A:2.

26
27 **Membership:** The Springfield Conservation Commission shall have seven regular
28 members and an unlimited number of alternate members to be appointed by the Board of
29 Selectmen in accordance with RSA 36-A. Terms of the members shall be for 1, 2, or 3
30 years, and so arranged that the terms of approximately 1/3 of the members and alternates
31 will expire at the end of each calendar year, and their successors shall be appointed for
32 terms of 3 calendar years each or for the remainder of the term being filled.

33
34 **Regular and Alternate Members:** Regular members are expected to attend every meeting
35 of the Commission to exercise their duties and responsibilities. Any member who is unable
36 to attend a meeting or is disqualified from participating in a particular case shall notify the
37 Chairperson at least two days prior. Alternate members are encouraged to attend all
38 meetings to familiarize themselves with the workings of the Commission and to stand
39 ready to serve whenever regular members of the Commission are unable to fulfill their
40 responsibilities.

41
Our mission: To protect and promote the proper utilization of our natural resources and watershed



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1 **Selectmen's Representative:** The Board of Selectmen may appoint one of its members as
2 a representative to the Commission. This representative shall not be a voting member
3 unless appointed as an Alternate Member of the Commission and the Chairperson
4 designates the Alternate Member to act as a voting member in the place of any regular
5 member who may be absent or disqualified.

6
7 **Removal:** Any member of the Commission may, after a public hearing, if requested, be
8 removed for cause by the Selectmen.

9
10 **Organization:** The Conservation Commission shall organize for the election of officers
11 each year at the first regular meeting of the calendar year.

12
13 **Participation:**

- 14
15 1. All regular and alternate members who are present at a meeting of the Commission
16 will participate in the discussion of all matters to come before the Commission,
17 unless disqualified from participation in accordance with [RSA 673:14](#).
18
19 2. All regular and alternate members of the Commission are entitled to vote on
20 procedural business of the Commission, such as the adoption of rules and the
21 election of officers.
22
23 3. All regular members sitting on the Commission will act as voting members when
24 considering non-procedural business. Prior to the commencement of non-
25 procedural business the Chairperson will designate alternate members to act as
26 voting members in the place of any regular members who may be absent or
27 disqualified.



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1 **Officers.** The officers shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer.

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3 A: A Chairperson shall be elected annually by a majority vote of the Commission in the
4 month of January. The Chairperson must be a regular member of the Commission, and
5 shall fulfill the following duties. Some of these duties may be delegated as the Chairperson
6 deems appropriate.

- 7
- 8 • preside over meetings and deliberations of the Commission
 - 9 • see that all proceedings are conducted in accordance with the laws of the state and
10 Roberts Rules of Order
 - 11 • keep the members informed of all pertinent matters
 - 12 • appoint such committees as directed by the Commission
 - 13 • initiate, accept and answer communications and correspondence
 - 14 • affix his or her signature in the name of the Commission with Commission
15 approval
 - 16 • bring any correspondence that deals with the expressed opinion or vote of the
17 Commission to the next meeting
 - 18 • represent the Commission to Town boards, departments and other entities
 - 19 • prepare an annual report to the Town
 - 20 • develop necessary information from outside sources that pertain to issues that are
21 or may come before the Commission
 - 22 • be responsible for administrative matters concerning the Commission

22 **B: Vice-Chairperson.** A Vice-Chairperson shall be elected annually by a majority vote of
23 the Commission in the month of January. A Vice-Chairperson must be a regular member
24 of the Commission, and shall exercise all powers and responsibilities of the Chairperson in
25 the event of the absence, incapacity, or disqualification of the Chairperson.

26

27 **C: Secretary.** A Secretary shall be elected annually by a majority vote of the Commission
28 in the month of January. The Secretary may be a regular or alternate member of the
29 Commission. The Secretary shall maintain a record of all meetings, transactions, and
30 decisions of the Commission, and perform such other duties as may be assigned by the
31 Chairperson or as the Commission may direct. If the Secretary is unable to attend a
32 meeting of the Commission, or wishes to participate as a party or member of the public in
33 the deliberations of the Commission the chairperson shall appoint a member of the
34 Commission as acting Secretary, or hire a substitute Secretary for the occasion.



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1 **D: Treasurer.** A Treasurer shall be elected annually by a majority vote of the Commission
2 in the month of January. The Treasurer may be a regular or alternate member of the
3 Commission. The Treasurer shall receive all funds paid to the Commission and disburse
4 them directly to the Town Treasurer, request reimbursement by the Town Treasurer to any
5 member for expenses incurred in their line of duty as a Commission member, and present
6 an itemized report of receipts, expenditures and fund balances at each meeting.
7

8 **E: Other.** The Commission may vote to hire an Administrative Assistant to fulfill some or
9 all of the duties of the Secretary and/or Treasurer.
10

11 **Meetings.**

12 **A:** Regular meetings of the Commission shall be held at 7:00 pm on the second Thursday
13 of every month, in the Springfield Town Office meeting room, or an alternate location
14 chosen by the Chairperson. The Chairperson may cancel any regular meeting if there is no
15 business that needs to be conducted by the Commission. The Chairperson may change the
16 date of a regular meeting after informal consultation with the members of the Commission.
17 Other meetings may be held at the call of the Chairperson or by vote of the Commission.

18 **B:** The Chairperson is responsible for preparing an agenda. Any member may submit an
19 item to the Chairperson to be placed on the agenda.

20 **C:** Special meetings may be called by the Chairperson or the Vice-Chairperson in his/her
21 absence, or at the request of the majority of the Commission, provided public notice and
22 notice to each member is given at least 3 business days in advance of the time of such
23 meeting. The notice shall specify the purpose of the meeting. Members desirous of
24 convening a special meeting should state in writing the reasons for that meeting and
25 forward same to the Chairperson or the Vice-Chairperson in his/her absence, at least three
26 business days before the requested meeting. The Board of Selectmen has the right to
27 request a special meeting by following the same procedure.
28

29 **D:** Field or site inspections for DES Wetlands permits are, by their nature, special meetings
30 of the Commission. Members are to be notified of these visits, giving as much notice as
31 possible under the circumstances. Inspection visits are to be posted for public notice.
32

33 **E:** A quorum for all meetings of the Commission shall be four members, including
34 alternate members sitting in place of regular members.
35

36 **F:** Public notice for meetings of the Commission shall be governed by [RSA 91-A:2](#).
37

38 **G:** The **Handbook for Municipal Conservation Commissions in NH** is to be a general
39 guide in conducting business.

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1 **Rules of Order.**

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3 A: At each regular meeting the following items shall be on the agenda.

- 4 1. Call to order by the Chairperson
5 2. Roll call by the Secretary
6 3. Introduction of Commission members by the chairperson
7 4. Minutes of previous meetings
8 5. Discussion items continued from previous meetings
9 6. Other business continued from previous meetings
10 7. New business
11 8. Communications and miscellaneous
12 9. Adjournment

13 B: Motions before the Commission shall be voted upon in the affirmative by a majority of
14 those present in order to pass.

15

16 C: Any rule or regulation may be suspended at any meeting, until the next meeting, or for a
17 shorter time, by a vote of the majority present.

18 D: The following general rules apply at every meeting.

- 19 1. Any non-member who wishes to speak must provide his or her name, address, and
20 relation to the matter under discussion.
21 2. During open discussion members of the Commission may ask questions after the
22 comments of any person.
23 3. Any member of the Commission may, through the Chairperson, ask any person to
24 speak a second time.
25 4. Any party to a case may, through the Chairperson, ask questions of another party
26 following that party's comments.
27 5. Parties to a case shall not address one another directly, but may ask questions of
28 another party through the Chairperson.
29 6. The Commission may vote at any time to continue a public hearing to a future
30 meeting or to a later time in the same meeting.



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1 **Records.**

2 The records of the Commission shall be kept by the Secretary and shall be available for
3 public inspection in the Springfield Town Offices during regular Town Office Hours, in
4 accordance with [RSA 673:17](#).

5 Draft minutes of all meetings including names of Commission members, persons
6 appearing before the Commission, and a brief description of the subject matter shall be
7 open to public inspection within 144 hours of the public meeting, in accordance with [RSA](#)
8 [91-A:2](#).

9 The Secretary is authorized to make audio or video recordings of meetings of the
10 Commission for use in the preparation of draft minutes. Any such recording shall be
11 retained until after the Commission's approval of the minutes of that meeting.

12 The Commission may authorize the placement of any documents, records or other
13 materials related to the business of the Commission on a web site, with the clear
14 understanding that materials on the web are not authoritative or definitive, and all materials
15 placed on such a web site shall be marked with a disclaimer to that effect.

16 **Amendments.** These by-laws and rules of procedure may be amended by a majority vote
17 of the Commission at a regular meeting, provided that the proposed amendments must
18 have been presented to the Commission at the regular meeting preceding the meeting at
19 which the vote is taken.

20

21 **ADOPTED: December 14, 2006. A True Copy. Attest:**  John D. Trachy, Chairman

22

23 **REVISED:**

24

25 **REVISED:**

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