

Master Implementation Committee Advisory Committee (Revised 2016)

The Master Implementation Advisory Committee, an advisory group created as a subcommittee of the Londonderry Planning Board, is charged with assisting the Planning Board in updating, reviewing, tracking and assisting with the *implementation* of the recommendations of the 2013 Comprehensive Master Plan. The Committee shall work with Staff, and coordinate with other Town Departments, Boards, and Committees on priority tasks as directed by the Planning Board.

Membership:

The Master Plan Implementation Advisory Committee shall be composed of nine (9) members each serving for a one year term as follows: one (1) representative from the Planning Board, one (1) representative from Trailways; one (1) representative from the Budget Committee; one (1) representative from Town Council; one (1) representative from Conservation Commission; one (1) representative from Heritage Commission; three (3) at- large members. There shall also be two (2) alternate member positions available. The Planning Board shall appoint the at-large and alternate members. The Planning Board representative shall be the committee chairperson, and the committee shall elect a vice chairperson and a secretary. For voting purposes only, a quorum shall be defined as five (5) members.

The Committee shall determine its own rules and order of business with the advice and consent of the Planning Board.

Duties/Responsibilities:

1. The committee shall hold regular meetings not more than once a month in accordance with an established schedule and post minutes of meetings as required by Chapter 91-A.
2. Staff shall post notice of meetings/workshops or hearings as required by law and maintain a page on the Town's website to serve as a communication tool for the public.
3. Staff shall forward notice of meetings/workshops and/or hearings to Town Departments, Boards and Committees, including the Londonderry Planning Board, Heritage Commission, Town Council, Department of Public Works, Conservation Commission, Trailways Committee, School Board and other as applicable.
4. Staff shall maintain a permanent project file that, at a minimum, includes:
 - a. Meeting agenda and public notices;
 - b. Meeting minutes;
 - c. Quarterly reports to the Planning Board;
 - d. Project correspondence; and
 - e. Other materials as deemed necessary.
5. Meetings are open to the public. The Committee may hold workshop meetings with members of the public and/or businesses to allow public input and discussion, and as an educational forum on issues relevant to the Master Plan implementation.

6. The committee shall regularly review the Master Plan, recommend setting or resetting priorities to the Planning Board, identify the most efficient strategies for implementation, and document responsible parties to complete goals for consideration by the Planning Board.
7. The Committee shall meet quarterly with the Planning Board to provide recommendations to the Planning Board for Action.

Implementation Process

As a subcommittee of the Planning Board, the Committee shall bring forth recommendations to the Planning Board. The Planning Board will determine what further action is necessary, if any. If further action is warranted, the Planning Board may refer that recommendation to the appropriate group, Board, Committee, Town Council, or CIP committee. Members of the Master Implementation Advisory Committee may be asked to assist with the presentation of the recommendation (s).