

FARMINGTON ECONOMIC DEVELOPMENT COMMITTEE BY-LAWS

PREAMBLE

The Farmington Economic Development Committee (FEDC) is an advisory committee consisting of a group of citizens and business representatives appointed by the Farmington Board of Selectmen, whose purpose it is to promote a sound, diversified economic base that is consistent with Farmington's rural and village character and to encourage new businesses to locate in appropriate areas of Town. Additionally, the Economic Development Committee will foster business expansion, which will increase employment opportunities within the Town and broaden the tax base.

POLICIES

- The FEDC will encourage a diversity of local economic opportunities consistent with Farmington's community character and avoid to the greatest extent possible the negative effects of cyclical economic trends;
- The FEDC will work to increase the real property valuation on a per capita basis by encouraging high quality commercial and industrial development;
- The FEDC will recognize all established Tax Increment Finance (TIF) Districts and Economic Revitalization Zones (ERZ's) as locations for commercial and industrial activity as well as help educate business owners with regards to the Community Revitalization Tax Relief Incentive (RSA 79E);
- The FEDC will work to identify and address barriers to economic development.

ARTICLE I

1. **Name.** The name of this committee shall be the FARMINGTON ECONOMIC DEVELOPMENT COMMITTEE.
2. **Offices.** The offices of the FEDC shall be located at the Municipal Offices located in the Municipal Office Building, 356 Main Street, Farmington, NH 03835.

ARTICLE II

Membership and Meetings of Members

1. **Membership.** The members of the committee shall be open to all persons who espouse the promotion, encouragement and development of all lawful and beneficial business and industry within the Town. A member of the Select Board, Planning Board, and any other board or committee that can offer beneficial insight may also be members of the FEDC.
2. **Qualifications for Membership.** The members of the committee shall consist of those residents, business owners, or other stakeholders who are willing to contribute their time, energy, or skills towards the purpose of the committee.
3. **Rights of Members.** Each member shall have one vote at a regular or special meeting of the members of said committee.
4. **Meetings.** Regular meetings shall be held at a minimum of once per month and other meetings as needed.
5. **Special Meetings.** Special meetings of the members may be called at any time by the chairman of the committee or the written request of three (3) members.
6. **Quorum.** A majority of the FEDC shall consist of a quorum for the transaction of business, but a lesser number may adjourn any meeting and the same may be held as adjourned without further notice. When a quorum is present at any meeting, a majority of the members present shall decide any question brought before such meeting.
7. **Compensation and Expenses.** Members shall not receive any compensation for their services, but may be paid for rendering unusual or special services to the committee or reimbursed for expenses incurred with prior Board of Selectmen or Town Administrator approval.
8. **Voting.** At each meeting of the members of the committee, each of said members shall be entitled to one vote.
9. **Qualification, Number, and Term of Office.** The business of the committee shall be managed by the officers and a committee of not less than seven (7) or more than eleven (11) members appointed under the authority of the Farmington Board of Selectmen. The Selectmen will attempt to achieve a balance between business and citizen membership. One member of the Board of Selectmen shall be appointed on an annual basis. Terms shall be established at the initial appointment of members.
10. **Vacancies.** In the case of any vacancy in the committee, the Board of Selectmen shall appoint a successor.
11. **Removal.** Any committee member may be removed from office by the affirmative vote of a majority of the members of the Farmington Board of Selectmen represented at any regular or special meeting of the Board of Selectmen. Any member, upon the recommendations by the FEDC may be removed by the Board of Selectmen after missing three (3) consecutive meetings without contacting the committee.

ARTICLE III

Officers

1. **Number.** The officers of the committee shall consist of a chairperson, a vice chairperson, a secretary, and such officers with powers and duties not inconsistent with these by-laws, as they may be elected and determined by the members. The officers shall conduct the business affairs of the committee and shall be responsible to the Board of Selectmen.
2. **Term.** The term of each officer shall be one year, coinciding with the annual Town Meeting.
3. **Chairperson.** Shall preside over all meetings of the committee and be responsible for organization, preparation of the meeting agendas, scheduling of hearings, conduct of meetings, and ensuring that the work of the FEDC is carried out competently and in a timely manner. The Chairperson shall ensure that the meeting notices are posted and prepare the annual FEDC report. The Chairperson may delegate these responsibilities in order to meet the needs of the committee and provide training for members. Sub-committees will normally be established at the discretion of the committee.
4. **Vice-Chairperson.** The Vice-Chairperson shall preside at all meetings of the members and meetings of the Board of Selectmen when needed and have the general oversight and supervision of the affairs of the FEDC under the direction of the FEDC.
5. **Secretary.** The Secretary shall be responsible for keeping the minute book of the committee and for the preparation of certified copies of the FEDC votes if necessary. A recording clerk may be hired by the Board of Selectmen to perform the minute-taking duties of the Secretary.

ARTICLE IV

Fiscal Year

The fiscal year of the committee shall concur with that of the Town of Farmington, a municipality under the laws of the State of New Hampshire.

ARTICLE V

Budget

The budget of the committee shall be determined by the Board of Selectmen as part of its annual budget development process. Expenditures must be approved with prior Board of Selectmen or Town Administrator approval.

ARTICLE VI

Confidentiality

In accordance with RSA 91-A:2 entitled “Meetings Open to the Public” all meetings except those posted as non-public sessions in accordance with the above quoted RSA may be attended by interested members of the public. As with meetings of the Board of Selectmen, participation in committee meetings by members of the general public may be limited by the Chairperson in order to ensure prompt attention to business. Committee meetings regarding communications involving subject matter covered by RSA 91-A:3(11) shall be held in non-public session.

ARTICLE VII

Conflicts of Interest

No member of the Farmington Economic Development Committee shall introduce, speak on, or vote on any resolution or issue in which that member has a pecuniary interest, direct or indirect. Notwithstanding the foregoing, the committee may permit or request any such member to speak or testify on any motion or issue for which the member is an applicant or the agent of an applicant. In all other instances, members with a conflict of interest may submit comments in writing prior to the issue coming under consideration by the Committee. Furthermore, the FEDC is subject to the “Resolution Governing the Conduct of Town Officials” adopted on May 10, 2004 by the Farmington Board of Selectmen.

ARTICLE VII

Amendments

These by-laws may be altered, amended, or replaced with the approval of a majority of the Farmington Board of Selectmen.