

TOWN OF WARNER, NEW HAMPSHIRE

Charter: Housing Advisory Committee

Article I: Name and Purpose

1. The name of this Committee shall be the Housing Advisory Committee (hereinafter referred to as "Advisory Committee").
2. The purpose of the Advisory Committee is to provide recommendations and guidance to the Planning Board regarding Housing-related matters specific to the re-writing of chapter 4, the Housing section, of the Town of Warner 2011 Master Plan.

Article II: Authority

1. The Advisory Committee is established as an advisory body to the Planning Board. At the direction of the Planning Board, it has the authority to conduct research, analyze data, gather public input, and make recommendations, in order to provide guidance and assistance to the Planning Board regarding Housing policies, regulations, and development plans.

Article III: Composition

1. The Advisory Committee shall operate in collaboration with the Planning Board and shall include all members of the Planning Board.
2. The Advisory Committee shall consist of a diverse group of individuals who are passionate and knowledgeable about Housing issues, with expertise and interest in Housing-related matters. The Committee members should represent various stakeholders, including but not limited to residents, Housing developers, Housing advocates, local business owners, environmentalists, and members of the Planning Board. The Committee should aim to have a balance of perspectives and experiences to ensure comprehensive and inclusive decision-making.
3. The Advisory Committee is open to any and all Warner residents and property owners who have an interest in Housing. There is no set limit to the number of volunteers nor their term limits.

Article IV: Responsibilities

1. Responsibilities as directed by the Planning Board are to:

- a. Engage with stakeholders. The Advisory Committee shall actively engage with community members, organizations, and experts through public meetings, surveys, and other outreach methods. They should seek input and feedback on Housing-related issues to ensure a comprehensive understanding of community needs and aspirations.
- b. Conduct research and analysis. The Committee shall research and analyze Housing-related data, trends, and best practices to inform their recommendations. This may include studying Housing needs assessments, demographic information, market conditions, and relevant regulations.
- c. Develop recommendations. Based on research, analysis, and stakeholder input, the Advisory Committee will develop recommendations for the Planning Board. These recommendations should be well-documented, supported by evidence, and address the identified Housing challenges and goals of the community.
- d. Present recommendations to the Planning Board. The Committee shall regularly report its findings and recommendations to the Planning Board in a clear and concise manner. They should provide detailed explanations, supporting data, and potential implementation strategies to facilitate the decision-making process.

Article V: Procedures

- a. Meeting frequency: The Advisory Committee shall meet regularly, and shall be noticed as per NH RSA 91-A, with a minimum of 5 business days advanced notice to ensure public participation/awareness.
- b. Transparency: The Advisory Committee's meetings, agendas, minutes, and reports should be accessible to the public. Efforts should be made to provide opportunities for public input during the Advisory Committee's decision-making process.

- c. Facilitators: The Planning Board shall appoint two co-facilitators to preside over meetings, facilitate discussions, and represent the Advisory Committee when necessary. The Planning Board may also appoint additional facilitators and subcommittees as deemed necessary.

- d. Quorum: A quorum of the Advisory Committee shall be 3 members of the Planning Board and at least 1 of 2 co-facilitators.

- e. Reporting: The Advisory Committee shall provide regular reports to the Planning Board summarizing their activities, progress, and recommendations. These reports should be presented in writing and may include visual aids, data analysis, and other relevant materials.

- f. The Committee shall maintain transparency and accountability by keeping accurate records, ensuring proper use of resources, and adhering to ethical standards.

Article VI: Duration

1. The Advisory Committee shall operate for the duration of the re-write of the Master Plan Housing Chapter. The Advisory Committee shall terminate upon Planning Board adoption of the revised Housing chapter of the Master Plan.

Article VII: Amendments

2. This charter may be amended by a simple majority vote of the Planning Board.

This charter of the Advisory Committee is hereby adopted on June 19, 2023 and shall remain in effect until amended or dissolved as per the provisions outlined herein.