

## Community Action Committee Guidelines

Purpose: To assist the Sugar Hill Select Board in assessing nuisance (loud and disturbing) noise during the hours of 10 pm to 7 am on route 117. Assist the Sugar Hill Select Board in assessing the impact of trash hauling and waste spillage truck traffic on route 117.

The committee can handle tasks such as research, communicating with other community groups (such as North Country Council), and other items that require legwork and time as approved by the Select Board in consultation with the town attorney, if necessary.

1. The committee should have a very clear sense of their purpose.
2. Those appointed to the committee should be accountable to the Select Board and will understand and respect the concept of attorney-client privilege.
3. At the first meeting of a newly-formed committee a chairperson, vice-chairperson, secretary will be selected
4. Per NH RSA 91-A, meetings shall be open to the public and all committees shall post notice of every meeting in two appropriate places one of which may be the Town's website.
5. Per N.H. RSA 91-A:2 II, at each and every meeting of the committee, minutes must be taken, put in written form, and a copy submitted to the Office of the Selectmen by the deadlines required. A written draft is required to be made available to the public within five (5) business days after the meeting
6. All communication, questions etc. from the committee should be directed to the Select Board by email. Town Department Heads should also be contacted through email with a copy sent to the Select Board.
7. All committee members will adhere to, and be conscious of, at all times while in service to standard ethical guidelines.
8. All Committee members are expected to educate themselves regarding relevant Town/State/Federal ordinances and laws, especially NH RSA 91-A aka The Right-to-Know