

CHAPTER 159

FACILITIES AND GROUNDS COMMITTEE

[HISTORY: Adopted by the Board of Selectmen of the Town of Pembroke 4-18-2005. Amendments noted where applicable.]

GENERAL REFERENCES

Parks — See Ch. 172.

Town buildings and grounds — See Ch. **187**.

§ 159-1 Purpose.

The Facilities and Grounds Committee shall exist to advise and make recommendations to the Board of Selectmen on the maintenance, repair, renovation and leasing of all municipal buildings.

§ 159-2 Membership.

The Facilities and Grounds Committee is comprised of three voting members appointed annually by the Board of Selectmen as follows: **[Amended 5-20-2013 Board of Selectmen]**

- A. Board of selectmen (Advisory).
- B. Three members of the general public with a building/trades background.
- C. Town Administrator (Advisory).
- D. Public Works Director or their designee (Advisory)

§ 159-3 Duties and responsibilities.

- A. Conduct public meetings in accordance with RSA Chapter 91-A.
- B. Elect from its members a Chairperson, Vice-Chairperson and Secretary.
- C. Provide periodic reports to the Board of Selectmen.

D. Maintain a permanent Committee file that includes but not limited to:

- (1) Meeting minutes.
- (2) Correspondence.
- (3) Information.
- (4) Reports
- (5) Inspection records.

E. Conduct annual inspections of all municipal buildings and facilities to identify safety and maintenance issues, identify energy conservation and other operating cost-saving improvement projects and make recommendations to department heads and Selectmen for future building improvements, renovations or expansion projects.

F. Develop an action plan for renovating and leasing the former Police Station building for the Board of Selectmen's review and consideration.

Updated 5/20/2013 Board of Selectmen