

ASHLAND ECONOMIC DEVELOPMENT COMMITTEE

Rules & Procedures

SECTION I: GENERAL:

The Ashland Economic Development Committee (AEDC) was formed as a town Committee to assist, counsel, and advise the residents of Ashland, the Board of Selectmen, other Town Boards and Departments, and Ashland businesses, both existing and proposed, on the merits of Economic Development. AEDC Members will actively engage in furthering the goals set by the citizens of Ashland and the Town of Ashland.

SECTION II: DEFINITIONS:

A. AEDC:

- Ashland Economic Development Committee

B. Member of Ashland Business Community:

- A person who owns, manages, or works for an Ashland business

C. Ashland Resident:

- A resident of the Town of Ashland or taxpayer

SECTION III: FUNCTIONS:

A) MISSION STATEMENT:

The Ashland Economic Development Committee's mission is to enhance the vitality of the local economy by supporting existing businesses and attracting new businesses to Ashland, encouraging economic development consistent with the Ashland Master Plan, and promoting the spirit of the Town.

B) GOALS:

1. Define factors that attract growth, compare with existing assets and work to strengthen those factors identified.
2. Promote growth in commercial/industrial property valuation that generates tax revenue, which exceeds municipal costs, in order to reduce the tax burden on residents.
3. Promote Ashland as a destination for new businesses.

4. Establish and nurture supportive relationships with existing businesses and property owners.
5. Provide input and updates to the Board of Selectmen, Planning Board, and Zoning Board of Adjustment.
6. Provide educational and outreach opportunities to encourage and facilitate economic development.
7. Work collaboratively and seek support for Ashland economic development from local, regional, and state, and federal organizations.
8. Identify funding sources, on behalf of the Town, with Board of Selectmen approval.
9. Promote economic growth that provides employment opportunities in Ashland.
10. Identify housing and transportation concerns to affect economic growth.
11. Support continued maintenance and upgrade of Town facilities, parks and conservation areas through Capital Improvement Plan (CIP) and education.

SECTION IV: ADMINISTRATION:

A) MEMBERSHIP:

1. As established by the Board of Selectmen, the AEDC shall consist of seven voting members on a Steering Committee chosen in the following manner:
 - Five regular members, which are to be:
 - Members of the Ashland residents or members of the business community appointed by the Board of Selectmen
 - In addition to the five regular members, there will be two ex officio members:
 - One of whom shall be a sitting member of the Board of Selectmen, appointed by the Board of Selectmen annually
 - One of whom shall be a sitting member of the Planning Board, appointed by the Planning Board annually

2. The terms of office for regular members shall be three years, except that in order to ensure a staggered appointment schedule, the initial appointments to the AEDC shall be as follows:
 - Two members for 3-year terms
 - Two members for 2-year terms, and
 - One member for a 1-year term
 - Terms shall run from April 1 to March 30
 - The AEDC may recommend to the Board of Selectmen the removal of any member having unexcused absences from either three consecutive meetings, or a total of five unexcused absences in any one 12-month period
3. CONFLICT OF INTEREST: Members shall adhere to the Town of Ashland's Conflict of Interest Policy, a copy of which will be provided to each AEDC member upon appointment to the Committee.
4. MEMBERSHIP REPLACEMENT: When a vacancy occurs or when a membership term expires, the AEDC shall notify the Board of Selectmen, who shall then proceed to fill the vacancy using the Town's Appointment Guidelines.
5. SUBCOMMITTEES: Subcommittees may be established by AEDC to work on specific projects and/or initiatives and report back to the AEDC.
 - The Chair of the Subcommittee will be a member of AEDC and be appointed by the AEDC membership
 - Members of the Subcommittee are appointed by the AEDC but do not have to be members of AEDC, except for the Subcommittee Chair, and may be made up of residents, members of the Ashland area business community and professional consultants from the surrounding communities
 - All subcommittees must follow the requirements as outlined in NH RSA 91-A.

B) MEETINGS:

1. A quorum must be present in order to conduct any meeting. A quorum shall be a simple majority of the Committee membership. Except as prescribed in other sections of these Rules, Committee decisions shall require a vote of the simple majority of members present at a meeting.
2. The AEDC meetings shall be open to the public in accordance with NH RSA 91-A and be held monthly or as needed at a regular time and place to be determined by the Committee. The time and place of each meeting shall be

posted in accordance with RSA 91-A. All records and minutes of AEDC meetings or actions shall be filed with the Ashland Town Office and be made available to the public in accordance with NH State statutes.

3. Special meetings may be called by the Chair provided that at least two business days prior notice is given of the time and place. The time, place and agenda shall be provided to each member of the AEDC and shall be posted in accordance with RSA 91-A.

C) ROTATION OF OFFICERS:

Officers shall be: Chair, Vice Chair and Secretary. *Chair and Vice Chair will rotate quarterly.*

D) DUTIES OF OFFICERS:

1. The duties of the Chair shall be to:
 - Preside at all meetings of the AEDC
 - Follow the agenda for all meetings, as agreed on by the Committee, at the end of the previous Committee meeting, adding to it as needed
 - Act as the voice of the Committee, but only as authorized by the Committee
 - Act as the liaison to the other Ashland boards and departments
2. The duties of the Vice Chair shall be to:
 - Assume the duties of the Chair in his or her absence
3. The duties of the Secretary shall be to:
 - Keep minutes of all meetings and proceedings of the AEDC, and record any actions taken
 - Provide a meeting agenda to the Ashland Town Office
 - Prepare and distribute draft copies of meeting minutes to Committee members and Ashland Town Office within 5 days of the meeting
 - Supply a copy of each set of finalized minutes to the Ashland Town Office to be posted on the Town website
 - Notify the Ashland Town Office of any meetings being cancelled, rescheduled, or relocated as soon as possible

SECTION V: WAIVERS:

Rules, by request of the Committee, may be temporarily waived upon approval by the Board of Selectmen.

SECTION VI: AMENDMENTS:

At least annually, or more often if the AEDC considers it necessary, the AEDC shall review these AEDC Rules and recommend any amendments in writing to the Board of Selectmen for adoption. Said recommendations shall be approved by the AEDC by a majority vote of the full Committee membership. Written notice of intent to consider amendments must be publicly posted, provided to each member of the AEDC, and provided to the Board of Selectmen, at least 14 days prior to the Board of Selectmen meeting at which the proposed action is to be taken.

SECTION VII: EFFECTIVE DATE:

These AEDC Rules and Procedures shall be effective upon approval by the Board of Selectmen.

Updated 06/17/2026