

CITY OF LACONIA

In the year of our Lord two thousand and twenty-five

**AN ORDINANCE AMENDING CHAPTER 5, ADMINISTRATION OF GOVERNMENT,  
ARTICLE III – BOARDS AND COMMISSIONS**

The City of Laconia ordains:

That the Ordinances of the City of Laconia, as amended, be further amended in Chapter 5 as follows:

**Chapter 5 Administration of Government  
Article III Boards and Commissions**  
**ARTICLE III**  
**Boards and Commissions**

**§ 5-20. Establishment; appointments.**

A. There shall be at least the following boards, commissions and committees in the city:

- (1) Board of Assessors.
- (2) Personnel Advisory Board.
- (3) Planning Board.
- (4) Zoning Board of Adjustment.
- (5) Trustees of Trust Funds.
- (6) Board of Water Commissioners.
- (7) Public Library Trustees.
- (8) Parks and Recreation Commission.
- (9) Housing Board (Board of Housing Standards).
- (10) Building Code - Board of Appeal.
- (11) Board for the Examination and Licensing of Plumbers.
- (12) Licensing Board.
- (13) Conservation Commission.
- (14) Redevelopment and Housing Authority.
- (15) **Human Relations Committee**
- (16) Other committees and boards.

- B. All appointments to boards, commissions and committees shall be for the term appointed and until a successor shall have been appointed and qualified. Appointments for unexpired terms shall be for the remainder of that term and until a successor has been appointed and qualified. Unless specifically authorized by this chapter, other local ordinances or state law, no City employee shall serve as an appointee on any City board, commission or committee. A person appointed to any board, commission or committee is authorized to serve on more than one board, commission or committee at the same time, unless 1) doing so is prohibited by this chapter, other local ordinances or state law or 2) doing so would raise a conflict of interest due to the scope of the authority of the boards, commissions or committees the person serves on. [Amended 11-22-2010 by Ord. No. 06.2010.06]
- C. Appointments shall be made as provided by the New Hampshire Revised Statutes Annotated and the City Charter. If the appointing authority is not provided by the New Hampshire Revised Statutes Annotated or the City Charter, the appointing authority shall be as provided by ordinance.
- D. If the power to remove is not provided by the New Hampshire Revised Statutes Annotated, the City Charter or ordinance, the appointing authority shall have the power to remove for cause any member of a board, commission or committee.

#### **§ 5-21. Board of Assessors.**

- A. The three members of the Board of Assessors shall be appointed for three-year terms. One member shall be appointed each year.
- B. It is the duty of the Board of Assessors to assess all taxable property fairly, impartially and equitably in relationship to all other property so that no taxpayer pays more than his fair share of property taxes.
- C. The Board of Assessors shall hold hearings regarding the liability of persons to be taxed, assess property, distribute and receive forms relating to taxes, exemptions and appeals, grant abatements and perform all other functions required by law.
- D. The Board of Assessors shall, for each tax year, prepare and update monthly for inspection by the public a list of all abatements granted, the reasons for granting the abatement and the adjusted assessed value of the property.
- E. It shall perform all other related functions as required.

#### **§ 5-22. Personnel Advisory Board.**

- A. The three members of the Personnel Advisory Board shall be appointed for three-year terms. One member shall be appointed each year. One member shall be appointed by the City Manager, one by the City Council, and the third member shall be selected by the other two appointees.
- B. It is the duty of the Personnel Advisory Board to study the broad problems of personnel policy and administration, to advise the Council concerning personnel policies of the City and the Manager regarding the administration of the merit plan and to hear appeals from any employee aggrieved as to the status or condition of his employment.
- C. It shall perform all other related functions as required.

**§ 5-23. Planning Board.**

- A. The Planning Board shall consist of nine members. The membership, term and appointing authority shall be provided by ordinance.
- B. The Planning Board shall perform all the functions provided by Chapter 36 of the New Hampshire Revised Statutes Annotated and be subject to all provisions of said chapter.
- C. The Planning Board shall perform any other related function.

**§ 5-24. Zoning Board of Adjustment.**

- A. The composition, function and duties of the Zoning Board of Adjustment shall be as provided by Chapter 31 of the New Hampshire Revised Statutes Annotated and by ordinance.
- B. The Zoning Board of Adjustment shall perform any other related function.

**§ 5-25. Trustees of the Trust Funds.**

- A. There shall be three Trustees of Trust Funds who shall be appointed for three-year terms. One member shall be appointed each year.
- B. The Trustees of Trust Funds shall:
  - (1) Receive all trust funds which may be donated or bequeathed to any department, board or agency in the city.
  - (2) Invest said funds collectively or separately in such investments are legal for investment by Trustees of Trust Funds.
  - (3) Distribute income and principal in accordance with the purposes for which the trusts were established.
  - (4) Prepare and maintain complete records of all transactions.
  - (5) Comply with all other provisions of the New Hampshire Revised Statutes Annotated relating to Trustees of Trust Funds.
  - (6) Perform all other related functions as required.

**§ 5-26. Parks and Recreation Commission.**

- A. The composition and organization of the Parks and Recreation Commission shall be as provided by Chapter 31 of the New Hampshire Revised Statutes Annotated and by ordinance.
- B. The Commission shall have the power to adopt rules of procedure and prescribe regulations for the conduct of all business within its jurisdiction.
- C. It may authorize the collection of admission fees and may establish reasonable fees and charges.
- D. It shall establish the policy for the operation and improvement of the park and recreation system.
- E. It shall perform any other related function.

### **§ 5-27. Housing Board.**

The composition, function and duties of the Housing Board shall be as provided by Chapter 48-A of the New Hampshire Revised Statutes Annotated and by ordinance.

### **§ 5-28. Building Code Board of Appeal.**

The composition, function and duties of the Board of Appeal shall be as provided by Chapter 156 of the New Hampshire Revised Statutes Annotated and by ordinance.

### **§ 5-29. Licensing Board.**

The composition, function and duties of the Licensing Board shall be as provided by Chapter 286:3 of the New Hampshire Revised Statutes Annotated and by ordinance.

### **§ 5-30. Conservation Commission.**

- A. The City Council of the City of Laconia, New Hampshire, hereby does adopt the provisions of Chapter 36-A of the Revised Statutes Annotated of the State of New Hampshire, which chapter authorized the establishment of a Conservation Commission for the promotion and development of the natural resources and for the protection of the watershed resources of the city.
- B. There hereby is established the Laconia Conservation Commission, which shall consist of five members and up to three alternate members to be appointed by the Mayor, with the approval of the Council. In addition to the five members and three alternates, one member of the Laconia Planning Board and one member of the Laconia City Council will be appointed by the Mayor, with the approval of the Council, to act as advisory members to the Conservation Commission. The Mayor shall appoint the original Chairman for a term of three years and shall appoint the other original members so that two members shall have two-year terms and two members shall have one-year terms. The second-term Chairman shall be selected by the members from one of their number. All members and alternates thereafter appointed shall be for terms of three years. Any member of the Commission so appointed may, after a public hearing, if requested, be removed for cause by the City Council.  
[Amended 4-29-1986 by Ord. No. 125-86.10; 12-14-2020 by Ord. No. 2020-5-30-B]
- C. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.
- D. The duties and powers and terms of membership shall be as set forth in said Chapter 36-A.

### **§ 5-31. Housing and Redevelopment Authority.**

- A. The City Manager is authorized to appoint a Laconia Housing and Redevelopment Authority with all the powers and duties prescribed by Chapter 169 of the Revised Laws of New Hampshire, as amended by Chapter 210 of the Laws of 1947 of New Hampshire and the Housing Act of 1949 of the United States government.
- B. Said Housing Authority is authorized to proceed with a study of the need of redevelopment of blighted areas and should have the right to accept and use gifts and grants for the exercise of its functions from any private or government source.

C. The Laconia Housing and Redevelopment Authority be and hereby is invested with all powers which a Housing and Redevelopment Authority may possess and exercise under Revised Statutes Annotated Chapters 203 and 205, together with all other applicable laws of the United States of America and the State of New Hampshire and applicable ordinances of the City of Laconia.

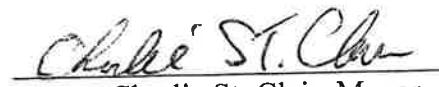
**§ 5-32. Human Relations Committee**

- A. The Human Relations Committee shall consist of 13 members. Members shall be appointed for staggered 3-year terms. To ensure staggered terms, the City Council Appointments Subcommittee will designate the initial term lengths.
- B. Appointment to the Human Relations Committee shall include (1) member appointed by the City Manager, (2) members appointed by the Mayor (does not expire until 3 year term expires), (9) members appointed by the City Council following interview and recommendation by the City Council Appointments Committee, and (1) member of the City Council appointed by the Council.
- C. The Human Relations Committee shall be comprised of only residents of the City of Laconia.
- D. The City Council's Government Operations and Ordinances Subcommittee shall create a Human Relations Committee Purpose Statement to identify the purpose of the subcommittee as well as to delineate its manner of operations, which shall be approved by the City Council prior to adoption. The Purpose Statement will be reviewed by legal counsel prior to approval by the full City Council. As the Human Relations Subcommittee operates at the behest of the City Council with no independent authority, the Purpose Statement shall be reviewed and ratified by the City Council every three years after adoption.

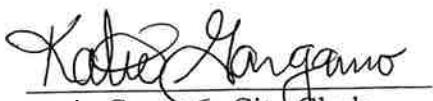
**§ 5-33. Other boards and committees.**

- A. Other boards and committees may be created from time to time in order to comply with the requirements of federal or state law or to act in an advisory capacity for a specific purpose.
- B. The composition, function, duties and duration of such boards and committees created shall be stated in this letter of appointment.
- C. The adoption of this chapter does not restrict the authority of the City Council from creating advisory boards or committees.

These amendments shall take effect upon their passage.

  
Charlie St. Clair, Mayor

Passes and approved this 22<sup>nd</sup> day of December, 2025.

  
Katie Gargano, City Clerk