

# Town of Merrimack, New Hampshire

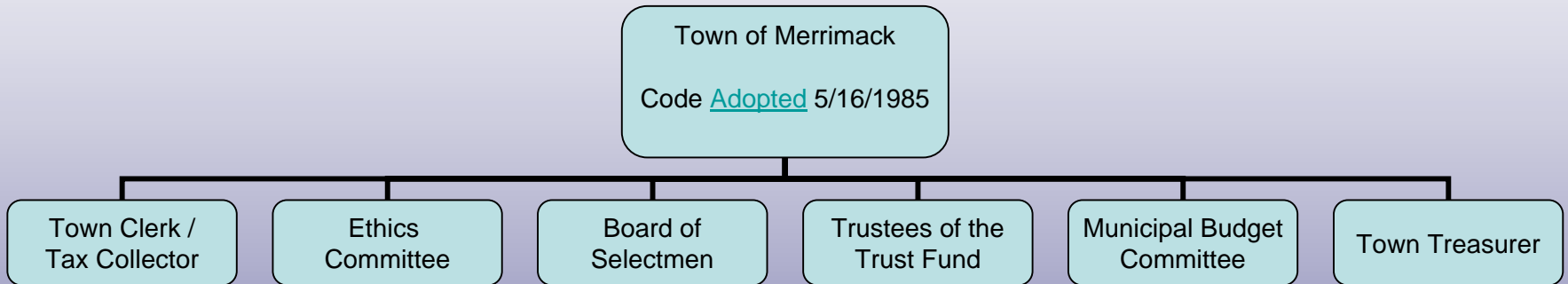
As organized by the Administrative Code  
&  
As shown on the Town Web Page and Annual Reports

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Member of the Merrimack Charter Commission  
August 15, 2005

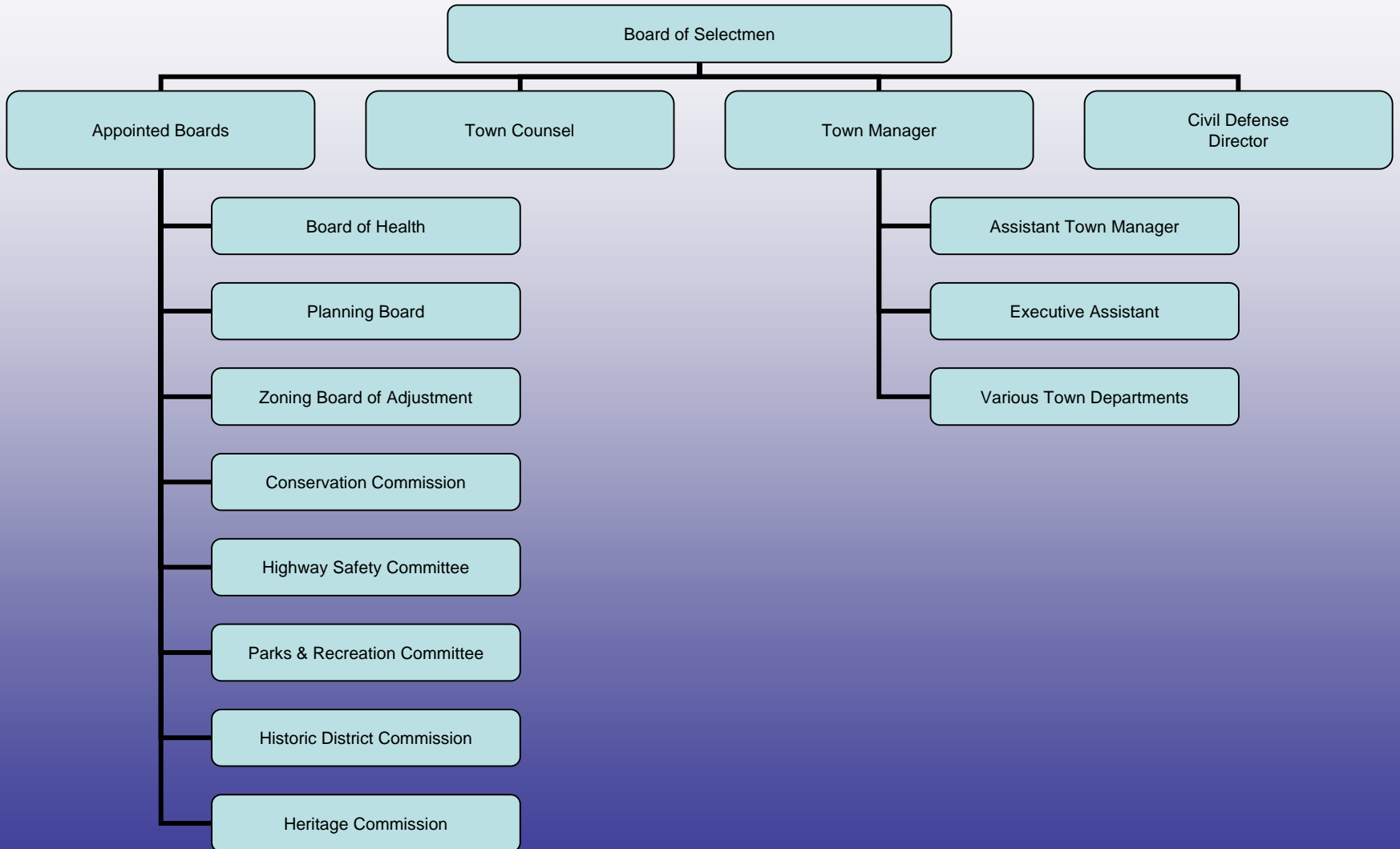
# Notes on this Presentation

- This presentation will start by providing an organization chart layout of the Town as its is organized by the [Town Administrative Code](#).
- The presentation will then provide details on each of the overview slides.
- It will show an organization chart of the Town as it is shown on the [Town's Website](#) as well as the 2003 and 2004 Annual Town Reports.
- Finally, it will review the larger Departments with separate Divisions and show the changes and differences with them.

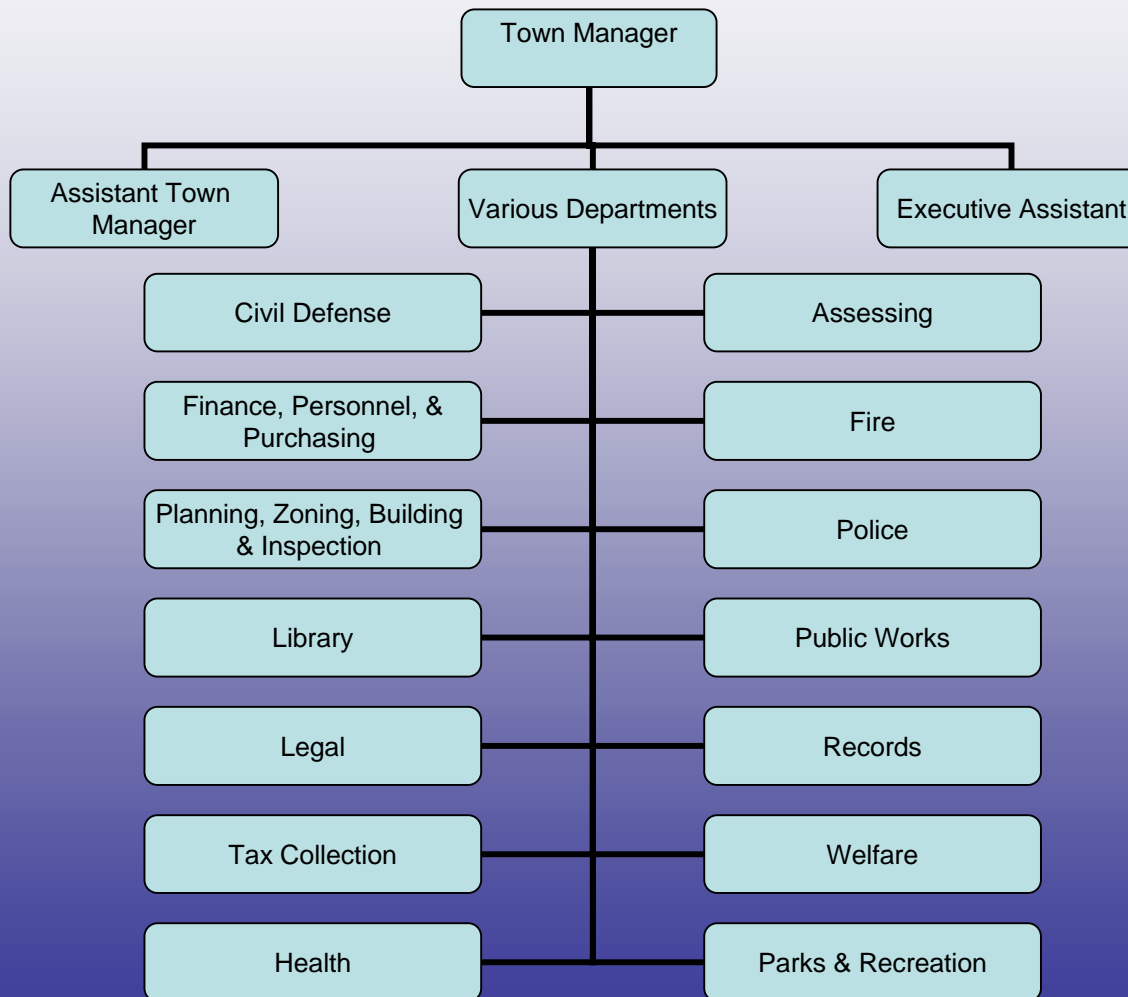
# Town Level – Per the Administrative Code



# Board of Selectmen



# Town Manager



# Elected Offices at the Town Level

- Town Clerk & Tax Collector
  - [Part I, Chapter 11](#)
  - Offices combined 1970
  - Leads the [Records Department](#) and the [Tax Collection Department](#) per Appendix A198, Articles XIX, XX
  - Elected every 3 years
- Ethics Committee
  - Established by Article 19 of 2003 Town Meeting
  - 5 Elected members, elected in staggered 3 year terms
  - Code of Ethics, [Part I, Chapter 23](#)

# Elected Offices at the Town Level

- Board of Selectmen
  - [Part I, Chapter 66](#)
  - 5 Members, elected for 3 years in staggered terms
  - Accept Trust Funds
  - Disaster Aid
  - Street Acceptance
  - Tax Title Deed Properties
  - Cable TV Franchise Authority
  - Accept Grants
- Trustees of the Trust Funds
  - [Appendix A198, Article XXXI](#)
  - 3 Members, elected for 3 years in staggered terms
  - Duties, expenses, other found in [RSA 31](#)

# Elected Offices at the Town Level

- Municipal Budget Committee
  - 12 Elected members and 3 members from the MVD, BOS, SB
  - [Part I, Chapter 7](#)
  - [Appendix A198, Article XXV](#)
  - Acts per [RSA 32](#) Municipal Budget Law
  - Reviews Budgets for the Town, School District, and Merrimack Village District
- Town Treasurer
  - Elected to a 3 year Term
  - [Part 1 Chapter 42](#)
  - Per [RSA 41:26-a, b](#) (“a” was repealed)
  - [Appendix A198, Article X](#)



# Board of Selectmen – Appointed Boards

- Board of Health
  - Members: Board of Selectmen and the Health Officer
  - [Appendix A198, Article XXIV](#)
  - Health Officer appointed by the State and recommended by the Board of Selectmen per [RSA 128:1](#)
  - Health Officer acts as executive officer and secretary
- Planning Board
  - Part I, Chapter 57: Responsible for the Municipal [Capital Improvement Program](#)
  - 6 Members appointed by the Board of Selectmen for 3 years with one Member of BOS as an ex-officio voting member
  - [Appendix A198, Article XXVII](#)
  - Prepares the Master Plan
  - Propose zoning and subdivision regulations
  - Note: Administrative Code refers to RSA 31 and 36, but the relevant sections have been repealed. Planning Boards are now covered by [RSA 673:2](#)

# Board of Selectmen – Appointed Boards

- Zoning Board of Adjustment
  - 5 Members appointed to 5 year term with one member appointed annually
  - Up to 5 alternate members may be appointed
  - [Appendix A198, Article XXVIII](#)
  - Note: Administrative Code refers to RSA 31, but the relevant sections have been repealed. Zoning Boards are now covered by [RSA 673:3](#)
- Conservation Commission
  - Created in accordance with RSA 36-A:3
  - Number of members **not** defined in the Administrative Code, but it does only allow 3 alternates. [RSA 36-A:3](#) allows 3 – 7 members
  - [Part I, Chapter 19](#)
  - Conservation Fund per [RSA 36-A](#)
  - Details in [Appendix A198, Article XXIX](#)

# Board of Selectmen – Appointed Boards

- Highway Safety Committee
  - [Appendix A198, Article XXX](#)
  - In Article XXX, functions per RSA 239-B but RSA 239-B does **not** exist
  - Also per National Highway Safety Act of 1966
  - Members term at discretion of the BOS
  - Make recommendations to BOS and Town Manager
- Parks & Recreation Committee
  - 7 BOS appointed Members, 1 MYA appointed member, 1 BOS member, 1 Senior Citizen Club member, 1 School Board member, 1 MHS Student Body Representative per [Appendix A198 Article XXXII](#)
  - [Part 1, Chapter 53](#) says 7 members in total with 5 BOS appointed, 1 BOS, and 1 SB
  - Advisory to the Town Manager and report to the BOS

# Board of Selectmen – Appointed Boards

- Historic District Commission
  - [Part 1, Chapter 28](#)
  - 5 Members per [RSA 673:4](#) and [673:5](#) and up to 5 alternate members
  - Operate in accordance and provisions of RSA's 672 – 677
  - **Note:** No Longer Active
- Heritage Commission
  - [Part 1, Chapter 27](#)
  - 5 Members, and 3 alternate
    - 1 from the BOS, 1 from the Planning Board
    - 3 are appointed Town Residents with staggered terms.
  - Per [RSA 673:4-a](#)
  - Regulatory Powers under [RSA 674:44-a](#)
  - Heritage Fund per [RSA 674:44-d](#)

# Board of Selectmen – Appointed Boards

- Role of Boards, Committees, and Commissions:
  - All boards, commissions and committees shall serve in an advisory capacity only, unless otherwise empowered by state statutes or Town ordinances. [Appendix A198 Article XXIII](#)

# Board of Selectmen - Appointments

- Town Counsel
  - Appointed by the BOS upon nomination of the Town Manager
  - [Appendix A198 Article XIII](#)
  - Represents the Town and advises the BOS
  - Is the Legal Department for the Town
- Civil Defense Director
  - [Appendix A198 Article VIII](#)
  - Appointed by the BOS but may be nominated by the Town Manager
  - Responsible for the organization, administration, and operation of the Civil Defense Department

# Board of Selectmen - Appointments

- Town Manager
  - [Part I Chapter 38](#) per a vote of the 1978 Town Meeting allows the Town to have a Town Manager under [RSA 37](#)
  - [Appendix A198 Article I](#)
  - Appointed by the BOS for an indefinite term
  - Chief administrative officer for the Town
  - Appoints all Department Heads and must notify the BOS of such appointments A198-6
  - Must be or become a resident of the Town
  - [Purchasing Director](#) of the Town or may appoint one

# Town Manager – Reports

- Executive Assistant
  - Nominated by the Town Manager and approved by the Board of Selectmen
  - Must be or become a resident of the Town
  - [Appendix A198-7b Article I](#)
- Assistant Town Manager
  - Appointed by the Town Manager
  - [Appendix A198 Article VII](#)
  - Acts for the Town Manager if required and approved by the BOS
  - Along with the Town Manager, make up the Administration Department
  - Requires residency within the jurisdictional limits of the Town of Merrimack



# Town Manager – Department Heads

- [Appendix A198 Article VI](#) describes the Town Departments and the Department Heads
- Public Works Director, Fire Chief and Police Chief must be or become a resident of the Town
- Deputy Police Chief, Deputy Fire Chief, Assistant Fire Chief, Emergency Management Director and Assistant Public Works Director need to live within 45 minutes of their primary work station
- Department heads supervise their departments and finances
- [A198-7](#), Town Manager appoints Police Chief, Fire Chief, Director of Public Works, Building Official and such other officers as are necessary to administer all departments which the Board of Selectmen shall establish

# Town Manager - Departments

- Public Works Director
  - [Part I Chapter 61](#) says Director is appointed by the BOS and describes the Department
  - Also the Highway Agent
  - [Appendix A198 Article XVIII](#), A198-76 says the PW Director is appointed per A198-7 (by the Town Manager)
- Public Works Department
  - [Covered by Appendix A198 Article XVIII](#)
  - Divisions
    - Administrative
    - Engineering
    - Highway and Bridges
    - Sewers and Sewer
    - Solid Waste
    - Equipment Maintenance
    - Cemetery
    - Buildings

# Town Manager - Departments

- Civil Defense Director
  - Appointed by the BOS but may be nominated by the Town Manager
  - [Appendix A198 Article VIII](#)
  - Responsible for the organization, administration and operation of the local unit, subject to the direction and control of the Board of Selectmen
- Civil Defense Department
  - Make mutual aid arrangement with other public and private agencies, with the approval of the State Director.
  - Render aid in accord with such mutual aid arrangements in times of emergency.
  - Accept outside aid, except federal aid which requires the consent of the Governor per RSA 107:14; also, develop and implement the various elements of any existing or future emergency operations.
  - Note RSA 107 **was repealed** in its entirety.
  - Enter into emergency contracts to combat such disaster, protect the health and safety of persons and property and provide emergency assistance to victims without regard to time-consuming procedures and formalities described by law, excepting mandatory constitutional requirements.
  - Perform all other related functions as required by the New Hampshire Revised Statutes Annotated, as amended, and local ordinances.

# Town Manager - Departments

- Police Chief
  - Appointed by the Town Manager per A198-7
- Police Department
  - [Appendix A198 Article XVII](#)
  - Shall consist of such forces of permanent officers, special and auxiliary officers and civilian employees as may be recommended by the Chief and approved by the Manager
  - Divisions
    - Patrol
    - Criminal Investigations
    - Communications
    - Administrative and Service

# Town Manager - Departments

- Fire Chief
  - Appointed by the Town Manager per A198-7
  - [Part 1 Chapter 25](#) - authorize the Selectmen and their Fire Chief to join mutual aid associations, pursuant to the provisions of R.S.A. Chapter 154:30-a through 154:30-h inclusive
  - Shall have all the powers designated to fire chiefs as defined in [RSA 154](#)
- Fire Department
  - [Appendix A198 Article XI](#)
  - Shall consist of such forces of permanent officers and fire fighters, call officers and call fire fighters as may be recommended by the Fire Chief and approved by the Manager.
  - Divisions
    - Suppression and Rescue
    - Protection
    - Inspection
    - Investigation
    - Ambulance (emergency medical services).

# Town Manager - Departments

- Town Planner per A198-29
- Also called: Planning Director (A198-67)
  - Appointed by the Town Manager per A198-7
- Planning, Zoning, Building & Inspection Department
- [Appendix A198 Article XVI](#)
- Divisions
  - Planning
  - Zoning
  - Building and Inspection
  - Community Development

# Town Manager - Departments

- Office Manager and/or chief assessor
- Shall be nominated by the Town Manager and approved by the Board of Selectmen
- Assessing Department
- [Appendix A198 Article IX](#)
- Shall consist of the Board of Selectmen as the Board of Assessors:
  - Review and execute all tax warrants to be committed to the Tax Collector.
  - Act as a Board of Tax Review on all tax abatement requests and execute approvals or disapprovals on such forms

# Town Manager - Departments

- Fiscal Officer
  - Appointed by the Town Manager per A198-7
- Finance, Personnel and Purchasing
- [Appendix A198 Article X](#)
- Divisions
  - Fiscal Control
  - Treasury
    - Note: Town Treasurer is this division
  - Personnel
  - Purchasing
  - Data Processing



# Town Manager - Departments

- Recreation Director
  - Appointed by the Town Manager per A198-7
- Parks and Recreation Department
- [Appendix A198 Article XV](#)
- Shall consist of such other professional and maintenance staff as may be recommended by the Recreation Director and approved by the Manager.

# Town Manager - Departments

- Library Director
  - Library Director and employees appointed in accordance with [RSA 202A:11](#)
  - By way of the Library Trustees
- Library Department
  - [Appendix A198 Article XIV](#)

# Town Manager - Departments

- Town Clerk
  - Shall consist of the Town Clerk, chosen by a ballot vote at Town meeting for a three-year term ([RSA 41](#)).
- Records Department
  - [Appendix A198 Article XIX](#)
  - The Department shall contain such clerical staff as may be recommended by the Town Clerk and approved by the Manager.

# Town Manager - Departments

- Tax Collector
  - Under the supervision of the Tax Collector, chosen by ballot vote at Town meeting for a three-year term
  - [Part 1 Chapter 11 Article II](#) allows for a Deputy Tax Collector appointed by the Tax Collector with the approval of the BOS per [RSA 41:38](#)
- Tax Collection Department
  - [Appendix A198 Article XX](#)

# Town Manager - Departments

- Director of Welfare
  - Appointed by the Town Manager per A198-7
  - Welfare Guidelines found in [Part II Chapter 193](#)
- Welfare Department
  - [Appendix A198 Article XXI](#)

# Town Manager - Departments

- Town Counsel
  - Appointed by the Board of Selectmen upon nomination by the Town Manager
  - Is the Legal Department
- Legal Department
  - [Appendix A198 Article XIII](#)

# Town Manager - Departments

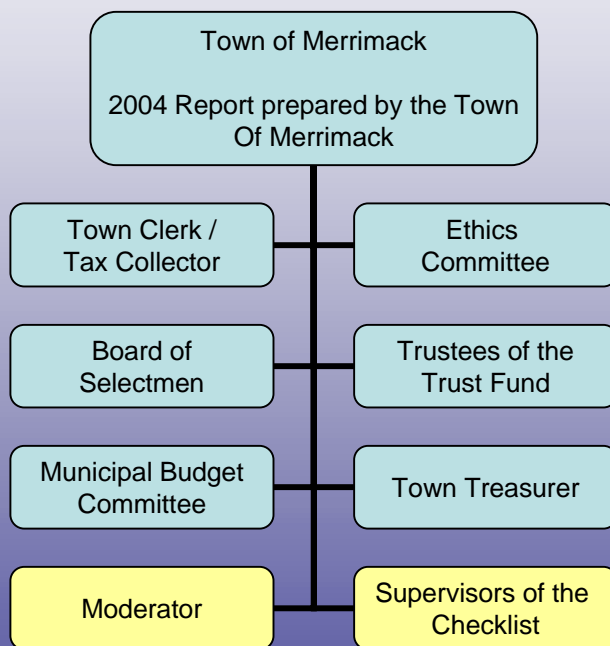
- Health Officer
  - Appointed as specified by [RSA 128](#)
  - See previous slide on the Health Officer
- Health Department
  - [Appendix A198 Article XII](#)

# Budget and Town Meeting from the Administrative Code

- [Part I, Chapter 7](#)
- Fiscal Year from July 1<sup>st</sup> to June 30<sup>th</sup>
- Municipal Budget Law per [RSA 32:1](#)
- Annual Town Meeting on the second Tuesday of May for the selection of Town officers and the transaction of all other Town business. [Part I Chapter 42 Article VI](#)
- [Appendix A198 Article II](#) - The Manager shall submit, with detailed backup, the proposed budget to the Board of Selectmen on or before the 18th day of January of each year.
- No later than 31 days after the budget has been submitted to the Board of Selectmen, the Board shall take action on such budget and make its recommendation to the Budget Committee. Upon failure by the Board to act seasonably, the Manager shall forward the proposed budget, as if it had been approved by the Board, to the Budget Committee for its action.

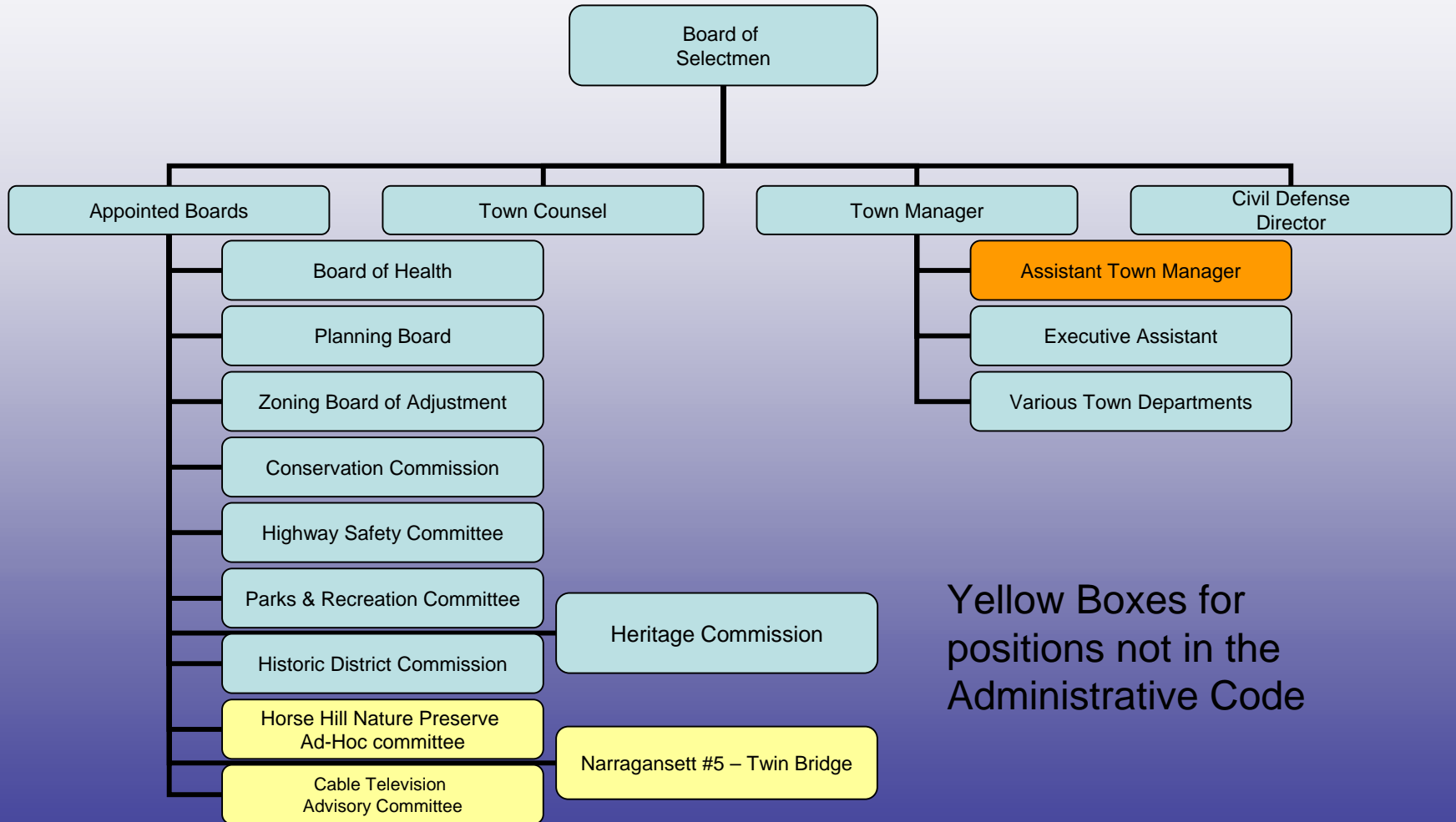


# Town Level – Per the 2003/2004 Annual Reports and Town Website



Yellow Boxes for  
positions not in the  
Administrative Code

# Board of Selectmen

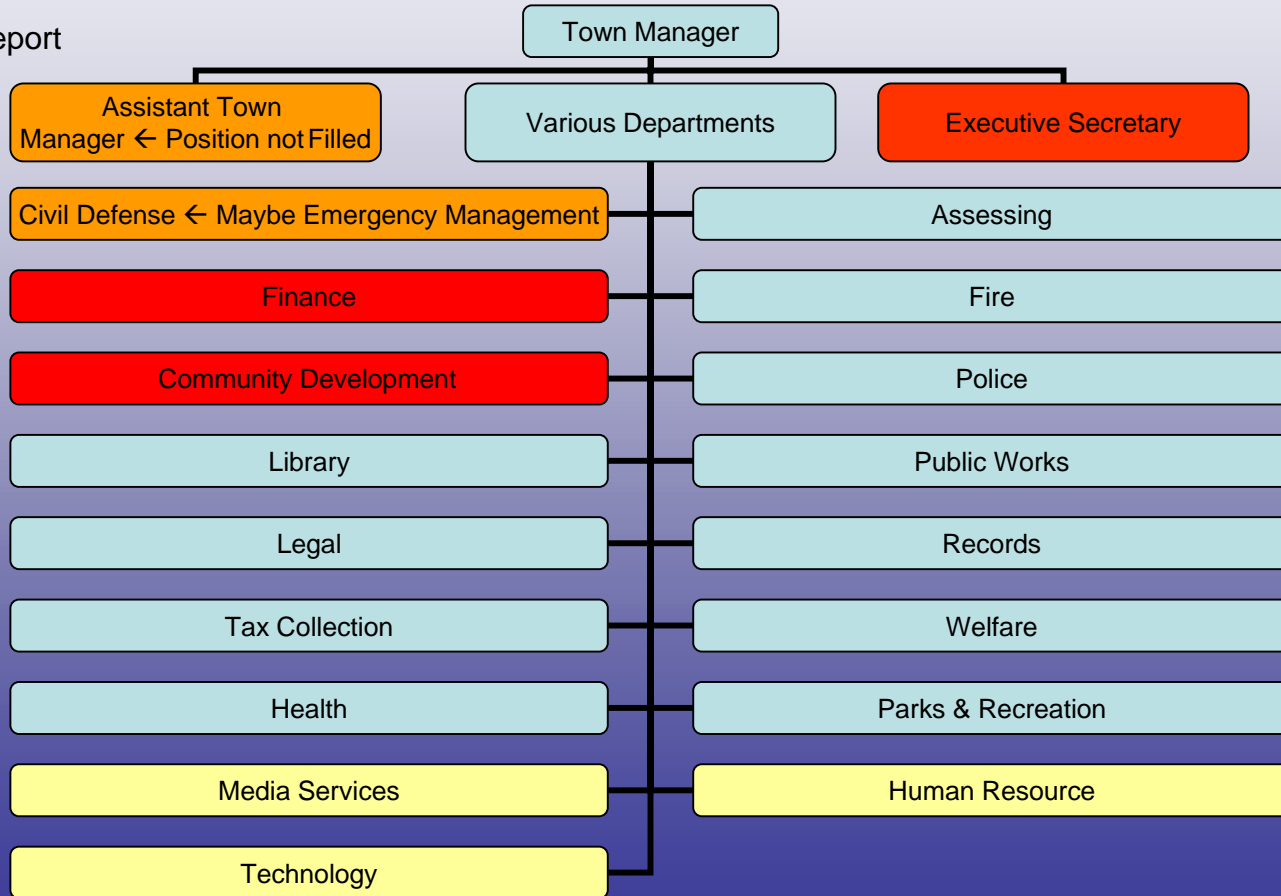


Yellow Boxes for positions not in the Administrative Code

Red boxes for similar function but different name from Administrative Code

Orange boxes for positions not found on the Web Site or 2004 Annual Report

# Town Manager



# Town Departments

- The next slides will review the current Town Departments that have unique Divisions within them.
- It will show the changes and similarities with the Administrative Code.
- Note: These slides are based on the Last Annual Reports (2003/2004) and the Town Website
- Further definition and work with Town Staff should be considered if more details are needed on the current Department structure for the Town.

# Town Departments with Divisions

Note: Red means new name similar function, Yellow are new Divisions, Orange are no longer there, while Blue is now combined

- Public Works Department
  - Divisions
    - Administrative and Engineering
    - Highway
    - Wastewater
    - Solid Waste & Recycling
    - Equipment Maintenance
    - Cemetery
    - Buildings and Grounds
    - Parks
- Police Department
  - Divisions
    - Patrol
    - Criminal Investigation
    - Public Safety Dispatch Center
    - Administrative Service
    - Juvenile

# Town Departments with Divisions

Note: Red means new name similar function, Yellow are new Divisions, Orange are no longer there, while Blue is now combined

- Fire Department
  - Divisions
    - Suppression and Rescue
    - Protection
    - Inspection
    - Investigation
    - Ambulance (emergency medical services).
- Community Development Department (was Planning)
  - Divisions
    - Planning and Zoning
    - Building and Code Enforcement
    - Economic Development

Unable to Confirm or Contrast these Divisions from the Fire Dept Website, Town Website, or Annual Reports

# Town Departments with Divisions

Note: Red means new name similar function, Yellow are new Divisions, Orange are no longer there, while Blue is now combined

- General Government
  - Human Resources Coordinator
  - Media Services Coordinator
  - Technology Coordinator
  - Executive Secretary
  - Receptionist
  - Town Manager
- Finance
  - No Longer includes Personnel or Data Processing