



ORDINANCE

ESTABLISHING PROCEDURES FOR THE REVIEW AND COMMENT COMMISSION

CITY OF NASHUA

In the Year Two Thousand and Twelve

The City of Nashua ordains that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part II “Board of Aldermen”, Article IX “Division of Public Health and Community Services”, Section 5-46 “Review and Comment Commission” of the Nashua Revised Ordinances, as amended, be hereby further amended by adding the new underlined language as follows:

“§ 5-46.... **Review and Comment Commission.**

- C. The procedure to be followed by the Review and Comment Commission and its subcommittees during its review of funding requests shall be jointly established and approved by the Human Affairs Committee and the Review and Comment Commissioners. The procedures shall be reviewed annually during a joint meeting of the Human Affairs Committee and the Review and Comment Commission to be held prior to the Commission commencing its review of funding requests.”

This ordinance shall take effect following its passage.

LEGISLATIVE YEAR 2012

ORDINANCE: O-12-018

PURPOSE: Establishing procedures for the Review and Comment Commission

ENDORSER(S): Alderman Diane Sheehan

**COMMITTEE
ASSIGNMENT:**

FISCAL NOTE: None

ANALYSIS

This legislation authorizes the Human Affairs Committee and the Review and Comment Commissioners to establish and approve the procedures to be utilized by the Review and Comment Commission when reviewing funding requests. The full Commission and the Human Affairs Committee will meet on an annual basis prior to the Commission beginning its work for the purpose of reviewing the Commissioner's procedures.

Approved as to form: Office of Corporation Counsel

By: 

Date: July 5, 2012



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“§ 5-46. Review and Comment Commission.

C. 1) Prior to Jan 15th of each year the Chairman of the Commission shall provide a schedule to the Board of Aldermen. The schedule shall include at least: a) an initial meeting of the Commissioners at which meeting the Chairman of the Commission shall be elected; b) an orientation session for the commissioners with the Mayor, Human Affairs Committee, and volunteers invited to review the city’s consolidated plan; c) posting date of application; d) submission deadline for application; and e) final session of commissioners.

2) The Commission shall use a City of Nashua Review and Comment Application and Review and Comment Commissioner Worksheet approved by the Human Affairs Committee. If updates to the documents are deemed necessary by the Commissioners the Chairman of the Commission shall provide updated documents to the Aldermanic Committee on Human Affairs prior to use.

3) Prior to May 15th of each year the Chairman of the Commission shall provide to the Board of Aldermen: a) a schedule, which shall include all meetings held by the Commission and its subcommittees; b) completed City of Nashua Review and Comment Applications, c) completed Review and Comment Commissioner Worksheets; the completed worksheets will include recommendations based on consistent criteria and factual best practices, d) and meeting minutes; the meeting minutes shall include: an audio recording, list of attendees, motions made, and voting results, e) and Chairman’s recommended clerical support funding budget for the subsequent year.

4) The term of the Chairman of the Commission shall be for one year. The Chairman shall not be the Aldermanic Commissioner. A Chairman shall serve no more than three(3) consecutive terms.

5) The Aldermanic Commissioner shall be a member of the Aldermanic Committee on Human Affairs.

6) The Chairman of the Commission shall assign volunteers to subcommittees and shall assign applications to subcommittees. The assignment will be via random selection. The Chairman shall provide copies of all applications to each volunteer.

7) At least once per Aldermanic term, the Chairman of the Aldermanic Committee on Human Affairs shall invite the Review and Comment Commissioners to a joint meeting. The meeting will serve as a review of the procedures of the Commission.

8) A non-commissioner representative of each subcommittee shall report its findings to the Commission as a whole. The whole commission's final funding recommendations shall be determined by a vote of the five commissioners."

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“§ 5-46. Review and Comment Commission.

C. 1) Prior to December 1st of each budget year the Chairman of the Commission shall provide a schedule to the Board of Aldermen. The schedule shall include at least: a) an initial meeting of the Commissioners at which meeting the Chairman of the Commission shall be elected; b) an orientation session for the commissioners with the Mayor, Human Affairs Committee, and volunteers invited to review the city’s consolidated plan; c) posting date of application; d) submission deadline for application; and e) final session of commissioners.

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**AMENDED
O-12-018**

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