



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213
Fax (603) 673-8136

Selectboard@brookline.nh.us

<http://www.brookline.nh.us>

2015 Town History Committee Charter

Organization

The Town History Committee shall consist of up to eleven permanent members appointed by the Selectboard to serve at their discretion. Additional (ad hoc) members with particular areas of interest and expertise may join the committee at various points during the year, at the discretion of the committee.

There are no funds in the operating budget available to the Committee; however a total of \$20,000 in funds has been approved through two warrant articles to update Parker's town history. Any expenses will follow the town's Purchasing Policy and be approved by the Selectboard in advance.

Any funds raised by the Committee through private contributions and fundraising shall be expended in compliance with Town policy and applicable RSAs, including holding public hearings, if required.

All meetings will be posted, open to the public and have summary minutes recorded consistent with applicable RSAs.

Purpose

The overall purpose of the committee shall be to:

- Publish a comprehensive update to Parker's town history, originally published in 1914, in time for Brookline's 250th Anniversary in 2019. The update will include information from 1914 to present and may also include additional information that predates 1914.
- Specific steps involved in accomplishing the task include:
 - Soliciting and coordinating participation by town boards and committees, volunteer groups and citizens for contributions to the project.
 - Conducting the research needed to compile an accurate and complete history of the town.
 - Researching and recommending to the Selectboard the best way to contract for the services of writer(s) and the publishing of the book.

Scope for the Year 2015-2016

The scope of the committee for 2015-2016 shall be to:

- Create a multi-year plan for the Town History project, including:
 - An outline of subject matter to be included and how it will be organized.
 - A plan for conducting research.
 - A recommendation of whether the town engages the paid services of writer(s).
 - An estimate of costs to complete the project.
- The committee shall continually:
 - Compile, organize and make available to the public through appropriate channels, including social media and the town website, updates on plans, research and other project information.
 - Publicize and conduct public discussions and informational meetings around the character and history of the Town of Brookline, and involve the residents of town in the planning, research and writing of the town history.
 - Keep the Selectboard updated on progress.
 - Ensure that optimal levels of expertise and community input are being included at each step of the committee's work.

This charter expires at the conclusion of the March 2016 town meeting.

Darrell Philpot

Karl Dowling

John Carr

Susan Adams

Brendan Denehy