

ESTABLISHMENT OF LONDONDERRY SCHOOL DISTRICT - TOWN HALL CAMPUS WORKING GROUP CHARGE

1. **Establishment**

The Town Manager is hereby directed to convene a Working Group (WG) per the membership outlined below, to develop a recommendation(s) on constructing a School District administrative office adjacent to Town Hall.

2. **Membership**

The Working Group shall include:

- One (1) Town Councilor (appointed by Council Chair)
- At least One (1) School Board member
- The Superintendent of Schools
- Assistant Superintendent of Schools
- The School District Business Administrator
- The Town Manager
- Finance Director
- The Director of Public Works (DPW)
- The DPW Facilities Manager
- The School District's Facilities Manager

3. **Purpose and Duties**

The Working Group shall:

- a. Assess site viability, conceptual design options, and infrastructure needs.
- b. Estimate capital costs, funding sources, and phasing opportunities.
- c. Evaluate operational efficiencies, potential cost-sharing, and interdepartmental synergies.
- d. Engage relevant stakeholders, including Town and School personnel, community members, and external consultants.
- e. Prepare and present a written report, including cost-benefit analysis, risk assessment, and recommended next steps within six months of formation.

4. **Development of Courses of Action**

- **Development of the conceptual plan of how the relationship would be structured between the Town and the School District during and after construction.**
- **This would include a potential conceptual lease agreement and cost share provisions.**
- **Outline the legislative steps that would be necessary to implement the project at the Council and School Board level as well as the actions needed for Town Meeting and School District meeting.**

5. **Public Access Requirements**

In accordance with RSA 91-A, the Working Group shall:

- a. Provide public notice of all meetings at least 24 hours in advance, posted in two public locations (including Town's & School District's website)
- b. Conduct meetings open to the public, allow audio/visual recording.
- c. Keep minutes listing members present, attendees, subjects discussed, motions and votes, made available for public inspection within five business days
- d. Limit nonpublic sessions to RSA 91-A enumerated purposes, with appropriate motion

and roll-call vote.

e. Ensure all documents and records, including electronic communications and draft materials circulated during meetings, are retained and available as “governmental records” under RSA 91-A.

f. Avoid decision-making outside of duly noticed public meetings, including serial communications or email—conforming to RSA 91-A:2-a

6. Town Manager Duties

The Town Manager shall:

a. Within 14 days of passage of this Resolution, appoint members or request appointments by respective bodies.

b. Provide necessary staff support, meeting coordination, and resources.

c. Ensure procedural compliance with RSA 91-A regarding meetings and records.

d. Monitor Working Group progress, provide updates to the Council at each Council meeting and report any delays or significant obstacles to the Town Council.

Reporting

The Working Group shall submit its final report, including recommendations, to the Town Council and School Board within six months, unless otherwise extended by action of both bodies.