



TOWN OF CONWAY

23 MAIN STREET+ P.O. Box 2680 + CONWAY, NEW HAMPSHIRE 03818

(603) 447-3811
WWW.CONWAYNH.ORG

Subject: Call for Applications: Housing Appeals Board Members Wanted

Dear Residents.

Are you passionate about ensuring fair and equitable practices in our community? Do you have a commitment to upholding the rights of residents and promoting a safe and diverse environment for rental properties? If so, we invite you to apply for a position on our Housing Appeals Board!

As a vital part of our Town's governance structure, the Housing Appeals Board plays a crucial role in reviewing appeals related to housing regulations, Fire codes, building codes, and grievances. Board members have the opportunity to make a meaningful impact on the lives of our residents by fostering a balanced and just housing environment.

Key Details:

- A. The Housing Appeals Board shall be composed of 5 members, including:
1. A general contractor with not fewer than 10 years of experience, 5 of which have been in responsible charge of work
 2. A mechanical contractor with not fewer than 10 years of experience, 5 of which have been in responsible charge of work
 3. An electrical contractor with not fewer than 10 years of experience, 5 of which have been in responsible charge of work
 4. A plumbing or fire protection contractor with not fewer than 10 years of experience, 5 of which have been in responsible charge of work
 5. A landlord who owns property in the Town of Conway

Responsibilities

1. Reviewing appeals and grievances related to housing regulations and zoning ordinances.
2. Conducting hearings, gathering evidence, and making impartial decisions based on established criteria and legal principles.
3. Providing recommendations and guidance to city officials on housing policies and practices.
4. Upholding the principles of fairness, transparency, and inclusivity in all board proceedings

Officers

- A. A Chairman shall be elected annually by a majority vote of the Board at the first scheduled meeting after the Annual Town Meeting. The Chairman shall preside over all meetings and hearings, appoint such committees as directed by the Board, and shall affix his/her signature in the name of the Board.
- B. A Vice-Chairman shall be elected annually by a majority vote of the Board at the first scheduled meeting after the Annual Town Meeting. The Vice-Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters that come before the Board during the absence of the Chairman.
- C. All officers shall serve for one year and shall be eligible for reappointment.

How to Apply:

Interested candidates should submit a letter of interest and resume to ndevito@conwaynh.org by June 30, 2024. Please include any relevant qualifications, experiences, or community involvement that you believe would make you a strong candidate for the Housing Appeals Board.