

# **Terms of Reference Transportation Working Group October 2015**

## **Summary**

The Board of Trustees is charging the Transportation Working Group (formerly known as the “Transportation Subcommittee”) to assist the Village in prioritizing the traffic calming and pedestrian-oriented recommendations in the Comprehensive Plan, traffic studies, public requests and those passed it by the Board and then prepare them for implementation by the Board of Trustees.

## **Background**

The creation of the Transportation Working Group is driven by the Board of Trustee’s desire to accelerate the implementation of the portions of the Comprehensive Plan that focus on traffic calming and walkability, with a focus on low-cost and easily implemented traffic calming efforts including restriping of thoroughfares, the use of speed tables, necking, and other calming mechanisms. The Comprehensive Plan incorporates a wide range of such proposals that seek to improve circulation, promote walkability, increase access for pedestrian and bike traffic and increase safety for all residents; the Village has since received others from the public.

In addition, the Board of Trustees has passed a Complete Streets resolution and intends to implement these policies. The Transportation Working Group’s recommendations and activities will be consistent with the goals and implementation steps included in this resolution. The Working Group may be asked to review or make recommendations regarding the Complete Streets policies.

## **Implementation Details**

### *Committee Structure*

The Board of Trustees will have responsibility for determining the number, make-up and members of the Transportation Working Group. While the number of members of the Working Group may change over time, depending upon needs and work demand, it will start with seven. The Board may add new members to the Working Group when needed and also rescind membership for an individual from the Working Group at its own will and discretion. One of the Working Group’s first orders of business will be to choose its own chair, set its own meeting times and gauge its own schedule. The Working Group can, in turn, create groups composed of subsets of its own membership as well as other residents for advice or input if it will facilitate its mission.

### *Public Meetings*

Meetings will be considered “public”, which means that they must be held in a publicly accessible location (either the Municipal Building, the Library or the Community Center). While any member of the public can attend a public meeting, it is the Working Group’s decision to determine if any given meeting will involve public input or will be considered a work session and not involve public input, though all meetings should be open to public attendance. All meetings should have an agenda that would be forwarded to the Village five days before for publication out to the Village mailing list. It would be helpful if the Working Group issued a brief summary a reasonable period after the meeting that summarized the issue discussed and shared that summary with the Board of Trustees, Planning Board chair, Safety Council chair, Chief of Police and the Superintendent of Public Works.

### *Process*

The Board anticipates that this process will involve several phases that are likely to include:

- **Working Group formation and mobilization**  
This includes selection of a new chair, establishing dates and schedules, deciding on procedural issues
- **Creation of first year's Program**  
The group will hold a community meeting to seek input, review the Comprehensive Plan, the Complete Streets policies, previous pedestrian plans, and their own experience to identify the initial projects to consider for initial implementation. This will be reviewed and endorsed by the Board of Trustees.
- **Finalize Initial Program Approval**  
The Working Group will present the first program to the Board and the public and the Board will review the program and determine what components the Board will support.
- **Program Development**  
Based on the proposed program, the Working Group committee will work to form the individual efforts into projects ready for implementation. During the project formulation stage, the Working Group may seek input and consensus from other Village groups, such as the Conservation Commission, the Safety Council, Police Department, Village Manager, Planning Board or, the DPW. As those projects are ready to be queued up, they will be passed to the Board for approval. Work may include formal and informal traffic studies where appropriate.
- **Program Approval**  
The Board will review the program and determine its disposition. Once approved, it will be returned to the Village Manager.
- **Comprehensive Plan Coordination**  
The group will work with the Comprehensive Plan Committee to provide input as required on the update to the Comprehensive Plan.
- **Project Implementation**  
The Village Manager will determine how to best implement the project.

*Budget and resources*

The Working Group will not have an independent budget. It may raise money, via grants or other avenues, with the Board's permission.

The Committee will have access to meeting facilities (as mentioned above).

If there is a need for engineering or consulting resources, the Working Group will approach the Village Manager who will determine what resources may be appropriate. If the Village manager determines that an external consultant is required, the Village Manager will seek approval for any paid consultant services from the Board of Trustees.

*Committee Deliverables*

The Committee will produce memoranda, draft language for legal code changes, plans and any other deliverables necessary to describe a project in great enough detail to ensure implementation.

*Working Group Sunset Clause*

The Working Group has no termination date. It will continue to function as long as there are transportation issues worth review and project implementation. It can be terminated at any time by the Board of Trustees.