

# Town of Merrimack – Charge of the Highway Safety Committee

March 12, 2009

## HIGHWAY SAFETY COMMITTEE

<b>Title:</b>	Highway Safety Committee
<b>Status:</b>	<b>Advisory:</b> Ad-Hoc and created by the Town Council.
<b>Purpose/ Mission / Charge:</b>	<p><b>Purpose:</b> The purpose of the Highway Safety Committee shall be to have a highway safety program defined to reduce traffic accidents and deaths and injuries and property damage resulting there from.</p> <p><b>Mission:</b> To investigate, deliberate, educate, and provide recommendations on highway safety concerns, complaints, issues, or questions raised by Town residents, Town Staff, Merrimack School District, Merrimack Village District, or the Town Council and in accordance with its purpose.</p> <p><b>Charge:</b> To provide the Town Council with input, advice, and recommendations for highway safety improvements, alterations, ordinances, or any other aspects related to its purpose or mission. To work with the Town Manager on items related to its mission and purpose that do not require action of the Town Council.</p> <p>Final approval of all recommended highway ordinance or policy changes, additions, or deletions rests with the Town Council.</p>
<b>Membership:</b>	<p>Twelve (12) members.</p> <p>Membership shall include:</p> <ul style="list-style-type: none"> <li>• Police Chief</li> <li>• Deputy Police Chief (or designee)</li> <li>• Fire Chief (or designee)</li> <li>• Department of Public Works Director (or designee)</li> <li>• Community Development Director (or designee)</li> <li>• School District Representative (appointed by the</li> </ul>

	<ul style="list-style-type: none"> <li>• Superintendent of Schools with no fixed term)</li> <li>• Town Council Representative (appointed annually)</li> <li>• 5 General members of the Public</li> </ul> <p>The General members are to serve a 3-year staggered term (July 1<sup>st</sup> to June 30<sup>th</sup>). The terms are to be staggered so that in one year no more than 2 members are recommended and approved. In the case of a vacancy, this rule shall be relaxed but the new member will be recommended and approved to fill out the remainder of the unexpired term.</p> <p>General members shall be residents of the Town of Merrimack.</p> <p>General members are recommended by the Chairman and approved by a majority of the non General members of the Committee.</p> <p>There are no alternates for the General members.</p>
<p><b>Organization of Committee:</b></p>	<p><u>Committee “Officers”</u> are to include a Chair and Vice Chair. The Chair shall be the Police Chief and Vice Chair shall be the Deputy Police Chief.</p> <p>The Chair is responsible for facilitating the meetings and ensuring all activities of the Committee adhere to RSA 91-A; including posting of meetings and taking of minutes. The Chair is also the liaison between the Committee, the Town Manager, and Town Council. The Chair shall meet at least annually with the Town Council to update the Council on the activities of the Committee.</p> <p>The Vice Chair is to act in the place of the Chair and have all duties, powers, and responsibilities of the Chair if the Chair is absent, vacant or not able to perform those duties and responsibilities.</p> <p>The Chair may be asked to represent the Committee and appear before the Town Council, School Board, or other official body. The Chair is allowed to make motions and vote as any other member would.</p> <p>In the absence or vacancy of the Chair and Vice Chair, the Town Manager may appoint a non-general member of the Committee to act as the Chair until the Chair or Vice Chair is able to resume their responsibilities.</p>

	<p>Under no circumstances will a Town Councilor serve as the Chair.</p> <p><u>Working Sub-Committees</u> may be established and dissolved - on topics deemed relevant to the fulfillment of the Committee's charge or mission. The Committee can create, fill, and charge these Sub-Committees as needed.</p> <p><b>Working with other interested parties and those who can advise or consult with the Committee is strongly encouraged.</b></p>
<b>Representative Activities:</b>	<p>Hear concerns, questions, complaints or comments related to highway safety.</p> <p>Formulate solutions and answers to highway safety related concerns, questions, complaints, or comments related to highway safety.</p> <p>Perform education related activities for the Community and Town Council on items related to highway safety.</p> <p>Make recommendations for policy and ordinance changes related to highway safety.</p> <p>Proactively seek out and locate highway safety related issues within the Town of Merrimack and make recommendations to resolve them to the Town Manager or Town Council if necessary based on its mission or charge.</p> <p>The Committee will create a procedure on how an item may be brought to the attention of the Committee. This procedure and any forms required are to be made available electronically (for posting on the Town Website) and in hard copy form to the Community, Town Staff, and Town Council.</p>
<b>Meeting Frequency:</b>	<p>At the call of the Chair, but quarterly as a minimum.</p> <p>Within 30 days of a concern, question, issue, or complaint about a highway safety related item provided following the Committee's established procedure.</p>
<b>Budget:</b>	As approved by the Town Manager within the Town Budget.
<b>Staff Support:</b>	As approved by the Town Manager.