



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, including back up information, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: May 6, 2021
Submitted by: Vice Chair Finlay Rothhaus
Department:
Speakers:

Date of Meeting: May 13, 2021
Time Required: 20 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Town Center Committee Charge Revision

DESCRIPTION OF ITEM

The Town Council to consider the recommended revision to the Town Center Committee Charge membership makeup to add a Representative of the Media Services Division.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Finlay Rothhaus</u>	Address:	<u>6 Baboosic Lake Road</u>
Phone Number:		Email Address:	<u>frothhaus@merrimacknh.gov</u>

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:

Hold for Meeting Date: _____

**TOWN OF MERRIMACK
TOWN CENTER COMMITTEE**

Committee Charge and Description

16 November 2009

Approved by the Merrimack Town Council: 3/25/2010; Revised 10/13/2011; 1/23/2020; 5/13/2021

Title	Town Center Committee
Status	Created by the Town Council – Reports to the Town Manager.
Purpose/Mission	<p>Purpose: To implement the Merrimack Town Center Pedestrian and Trail Master Plan, working with town officials, administration, town residents, local businesses, the Merrimack Conservation Commission, and the Heritage Commission.</p> <p>Mission: Coordinate the development of a safe and inviting town center for Merrimack town residents and visitors to patronize local businesses and key destinations. Efforts will be focused on the Town Center area described in Chapter X of the Town of Merrimack Master Plan Update, 2002, referencing the Town Center Master Plan.</p>
Membership	<p>9 full-time members. Membership shall include:</p> <ul style="list-style-type: none"> Representative of the Department of Public Works <u>Representative of the Media Services Division</u> Representative of the SAU Member of the Chamber of Commerce Member of the Planning Board Member of the Library Board of Trustees (4) Members of the public appointed by the Town Council
Organization of the Committee	<p>Committee Officers are to include a Chairman who is elected by the members for an annual term.</p> <p>The Chairman will facilitate the meetings, ensure that minutes are taken, and provide the guidance for the committee as it was proposed and approved by the Town Council. The Chairman may be asked to represent the Committee and appear before the Town Council or School Board as those bodies may deem necessary. The Chairman is allowed to make motions and vote as any member would.</p> <p>If the Chairman is unable to perform his or her duties for a limited time, the Chairman may appoint a member of the Committee to act as the Chairman until the Chairman is able to resume his or her responsibilities or the Committee elects a new Chairman.</p> <p>If the Chairman resigns the Chairmanship or is unable to perform his or her duties for an extended time, the Town Manager will convene a meeting of the Committee to explicitly elect a new Chairman to serve out the remaining term.</p>

	<p>The Town Council will fill all vacancies of Council and staff appointed members, Library Trustees, the SAU, Chamber of Commerce, and the Planning Board will fill any vacancy of their representatives.</p> <p>The Committee can create and dissolve working sub-committees to address topics deemed relevant to the fulfillment of the Committee’s mission..</p> <p>The Committee, and any sub-committees, shall operate in compliance with “Right-To-Know” law requirements regarding posting of meetings, minutes, etc.</p> <p>Regularly scheduled meetings of the Committee should be broadcast on the local government cable channel.</p>
Representative Activities	<p>Facilitate the implementation of the Merrimack Town Center Pedestrian and Trail Master Plan, including the development of sidewalks, trails, and general beautification of the town center.</p> <p>Develop detailed plans for each of the action items identified in the Merrimack Town Center Pedestrian and Trail Master Plan.</p> <p>Develop and distribute public outreach materials describing the town center plan.</p> <p>Solicit participation and contributions to support and sponsor this initiative.</p> <p>Participate in public reviews and studies of the following critical issues in the Town Center:</p> <ul style="list-style-type: none"> • Review the pedestrian circulation as it develops the Souhegan River trails and pedestrian bridge and Watson Park. • Review parking issues as they develop and develop plans or suggestions for their resolution. • Review the Traffic studies and plans associated with Route 3 in the Town Center area including the plans for Wire Road intersection. • Review the applicable portions of the Town of Merrimack Zoning Ordinance and Building Code and Subdivision Regulations and advise the Planning Board regarding suggested changes to these documents in order to enhance the Town Center focus: <p>Perform other activities as directed by the Town Council or the Town Manager.</p>
Meeting Frequency	At the call of the Chairman, minimally on a quarterly basis.
Budget	As approved by the Town Council.
Staff Support	As approved by the Town Manager.