

**TOWN OF MERRIMACK  
TOWN CENTER COMMITTEE**

**Committee Charge and Description**

**16 November 2009**

Approved by the Merrimack Town Council: 3/25/10; Revised 10/13/11

<b>Title</b>	Town Center Committee
<b>Status</b>	Ad-Hoc and created by the Town Council – Reports to the Town Manager.
<b>Purpose/Mission</b>	<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, the Heritage Commission, the Watson Park Committee, and the Economic Development Citizens Advisory Committee.</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>
<b>Membership</b>	<p>9 full-time members.</p> <p>Membership shall include:</p> <ul style="list-style-type: none"> <li>Representative of the SAU</li> <li>Member of the Chamber of Commerce</li> <li>Member of the Planning Board</li> <li>Member of the Library Board of Trustees</li> <li>(5) Members of the public appointed by the Town Council</li> </ul>
<b>Organization of the Committee</b>	<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 appointed members and 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>
<b>Representative Activities</b>	<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"> <li>• Review the pedestrian circulation as it develops after opening the new Court House, the Souhegan River trails and pedestrian bridge and Watson Park.</li> <li>• Review parking issues as they develop and develop plans or suggestions for their resolution.</li> <li>• Review the Traffic studies and plans associated with Route 3 in the Town Center area including the plans for Wire Road intersection.</li> <li>• Review the applicable portions of the Town of Merrimack Zoning Ordinance and Building Code and Subdivision Regulations Sections 10.01 (2), 11, 12, and 17 and advise the Planning Board regarding suggested changes to these documents in order to enhance the Town Center focus:</li> </ul> <p>Perform other activities as directed by the Town Council or the Town Manager.</p>
<b>Meeting Frequency</b>	At the call of the Chairman, minimally on a quarterly basis.
<b>Budget</b>	As approved by the Town Council.
<b>Staff Support</b>	As approved by the Town Manager.