



## **Traffic Safety Coordinating Committee**

*Voted to establish by the Sudbury Board of Selectmen on December 19, 2006.*

### **Mission**

It is the intention of the Selectmen, in creating the Traffic Safety Coordinating Committee, to establish an advisory group that can receive all requests and suggestions for traffic safety improvement in the Town of Sudbury, and evaluate and recommend to the Town Manager and Board of Selectmen various approaches that could be used to create safer and more livable neighborhoods through efforts to reduce speeding and unnecessary traffic on neighborhood roads. Local traffic problems arouse emotion, as do their solutions. It will be the mission of this committee to provide a multi departmental approach to systematically and logically studying conditions and developing possible responses to propose to the Town Manager and subsequently the Board of Selectmen. This Committee is advisory only, and will not have responsibility for any operational activities.

### **Responsibilities and Functions**

The Traffic Safety Coordinating Committee will be responsible for promoting enhanced traffic safety in the Town of Sudbury by creating a forum where residents of the Town can voice traffic concerns, suggestions and requests, work with Town staff to examine alternatives to existing traffic situations, and identify long and short term solutions to traffic issues in Sudbury. The committee will have two primary phases to their responsibilities. While the Committee does not have the ultimate power to commit Town resources or approve projects, it is the Selectmen's intention to support reasonable actions and recommendations of the Committee that are supported by the Town Manager and department heads of the Town, and to the extent that Town Bylaws, Town Meeting action and budgetary limits permit.

### **Suggested Work Plan**

**Phase One:** The committee will have an initial need in their first year to develop materials and a process for handling traffic complaints and requests from residents. This would include:

- Develop standardized information for neighborhood/citizens. The committee will work to develop a set of materials to give to residents and post on the Town's web site regarding the process to follow for evaluating such requests and complaints. They could document, for example, what traffic safety improvements have already been implemented in the Town and which have been examined and rejected.
- Develop a process for registering and receiving complaints and requests. The committee shall develop forms for gathering information and data and determine how they will solicit such requests.

- Develop criteria and process for evaluating the complaints and requests. The committee will need to determine what kinds of information they will require so that they fully understand the nature of the problem they are studying as well as the effectiveness, cost, and implications of any remedy they might recommend to the staff and Town Manager.

Each of these draft work products, and others that the TSCC might develop, will be submitted to the Town Manager and Board of Selectmen for approval and adoption before they are used by the committee in phase two.

**Phase Two:** The committee will evaluate all complaints, requests and suggestions from residents regarding traffic safety improvements and using the process they developed in Phase one:

- Receive the initial complaint, suggestion or request from residents of Sudbury, Town Boards or Committees, or Town departments and staff.
- Fully investigate and evaluate the complaint, suggestion or request.
- Evaluate all potential actions to address the complaint or request.
- Hold meetings with neighbors/abutters to traffic areas to discuss potential changes or solutions to traffic problems.
- Develop and present recommendations to the Town Manager and/or Board of Selectmen.
- Develop methods to conduct follow up analysis to evaluate effectiveness of any changes implemented.

**Phase Three and Ongoing:** The committee will as time permits pro-actively look for and evaluate ideas to improve traffic safety, including:

- Approaches and actions taken by other communities that may be useful for Sudbury.
- Grant programs that may be available from the state or federal government or private entities to support traffic improvements.
- Review of development-related traffic reports and provide comments to relevant boards and committees.
- Report its activities to the Board of Selectmen on an annual basis.

### **Membership Requirements and Expectations**

The Traffic Safety Advisory Committee shall be comprised primarily of the following department heads: Chief of Police or his designee, Public Works Director/Town Engineer or his designee, Fire Chief or his designee, Planning and Development Director or her designee. No Town financial resources or secretarial resources are currently available to support the work of the committee. Further, up to three interested citizens may be appointed by the Selectmen. These appointments are for two year terms, staggered so that not all appointments expire at the same time. The Board of Selectmen is looking for people with an open mind and willingness to work diligently to develop the best possible evaluation of traffic complaints. They are also seeking members who will commit to consideration of traffic as a town wide issue, not just those problems that affect only a small area of the town. All Committee members shall be expected to educate themselves as necessary to address the issues the Committee will be focusing on.

### **Compliance with State and Local Law**

The TSAC is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law and Conflict of Interest Law, especially in reference to the use of email among committee members.

- **The Code of Conduct for Selectmen Appointed Committee.** A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.
  
- **The Town's Email Communication for Committee Members Policy.** Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.
  
- **Use of the Town's Website.** The Traffic Safety Coordinating Committee will keep minutes of all meetings and post them on the Town's website. The committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.