



# OFFICE OF COMMUNITY DEVELOPMENT

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January 23, 2003

## **TRAFFIC ADVISORY COMMITTEE OPERATING PROCEDURE**

The Traffic Advisory Committee will in reaching a decision conduct business in the following manner:

- 1.) Hear Initial Complaint From Party:** The Committee upon receiving a task invite the parties to a TAC meeting to present the complaint or issue to the Committee.
- 2.) Determine Plan of Action:** The Chair will then take comments from the Committee and Committee liaisons to determine if further information needs to be gathered (for example: traffic counts) in order to resolve the complaint. The Committee will determine a prudent plan of action in resolving a complaint.
- 3.) Carry Out Plan of Action:** The Committee will implement the plan of action agreed upon and call upon the appropriate Town Departments for assistance. The Committee will request from the Board of Selectmen permission for the Belmont Police Department to conduct any necessary traffic counts.
- 4.) Conduct Public Hearings:** The Committee will schedule a date for a public hearing when appropriate to solicit public input.

**5.) Invite Concerned Parties back for Final Determination:** The Committee will set a meeting date after all data and information necessary for a final determination is gathered. When appropriate the Committee will solicit public input and suggestions before a final determination and vote is taken.

**6.) Committee Vote:** After the Committee is satisfied that all concerned parties have had an opportunity to be heard and all necessary information and data required for resolution has been gathered, motions for a final vote on resolutions will be entertained by the Committee.

**7.) Report to Board of Selectmen:** The Committee will submit a report to the Board of Selectmen including an explanation of the complaint and/or problem, a summary of the Committee Plan of Action, the dates the Committee met on said issue, an explanation of the conclusions the Committee reached, and the final action the Committee voted. The Chair shall appoint individuals to write said report. In the event of a split decision, both points of view shall be represented.

The Traffic Advisory Committee will appear before the Board of Selectmen when requested.

Respectfully submitted,

Traffic Advisory Committee