

## TRAFFIC AND TRANSPORTATION PROGRAM

To ensure the safety and effectiveness of all transportation facilities, operations and services in the Town of Winchester, the Board of Selectmen (Select Board) authorizes the following:

### I) Traffic and Transportation Program

- (a) The Town Manager shall establish an interdepartmental Traffic and Transportation Program.
- (b) The purpose of the program shall be to improve the safety and effectiveness of all transportation facilities, operations, and services within the Town of Winchester.
  - (1) These shall include roadway, bikeway, walkway, parking and transit facilities, operations and services.
- (c) The program shall:
  - (1) Identify traffic and transportation safety, capacity and performance needs;
  - (2) Develop policy, regulatory, educational, capital and operating improvements (as appropriate) to address the needs;
  - (3) Assess the benefits, costs and risks of the proposed improvements; and
  - (4) Set out a multi-year action program.
- (d) The program shall be documented in the "Road Book," which shall be updated at least annually to summarize known and anticipated needs and list planned and programmed improvements for the next three fiscal years.
- (e) The Town Manager shall report at least annually to the Select Board on the status and accomplishments of the program.

### II) Traffic and Transportation Advisory Committee

- (a) There shall be a Traffic and Transportation Advisory Committee of eleven members.
  - (1) The members shall be Winchester residents appointed by the Select Board in consultation with the Town Manager, the Town Moderator, and the chairpersons of the Planning Board, School Committee, Capital Planning Committee and Finance Committee.

- (2) In appointing committee members, the Select Board will look to provide broad representation of the Town's neighborhoods, businesses and transportation users (e.g., vehicle drivers, bicyclists, pedestrians and transit riders).
  - (3) Members shall be appointed to three-year terms, arranged so that as nearly an equal number of terms as possible shall expire each year.
  - (4) A chairperson shall be elected annually from among the members.
- (b) The committee shall advise at least annually the Select Board and Town Manager on traffic and transportation needs and recommend actions and priorities for the Traffic and Transportation Program.
  - (c) The Town Engineer, Town Planner and the Department of Public Works Director shall staff the committee, providing technical information and advice as requested.
  - (d) The Town Manager may authorize additional technical assistance, such as traffic engineering and transportation planning consultant services, where warranted.

### III) Traffic Review Committee

- (a) There shall be a Traffic Review Committee (formerly known as the Traffic Advisory Committee).
- (b) The members shall be designated by the Town Manager and shall include at least the Town Engineer, Town Planner, Police Chief, Fire Chief and Department of Public Works Director., or their designees.
- (c) The committee shall review citizen, staff, and Traffic and Transportation Advisory Committee proposals for traffic and transportation improvements to be included in the Traffic and Transportation Program.
- (d) The committee shall advise the Select Board and Town Manager on the technical feasibility, benefits, costs and risks of proposed improvements.
- (e) The Town Manager may authorize additional technical assistance, such as traffic engineering and transportation planning consultant services, where warranted.

*Approved and voted by the Winchester Board of Selectmen (Select Board), December 20, 2017.*