

## **Chelmsford Bicycle and Pedestrian Advisory Committee**

### **Article 1: Name**

The name of the committee shall be the Chelmsford Bicycle and Pedestrian Advisory Committee (BPAC).

### **Article 2: Duties**

The committee shall work to improve bicycling and pedestrian conditions in the Town of Chelmsford. It shall also coordinate maintenance, policing, and enhancements to the Bruce Freeman Rail Trail consistent with the Memorandum of Agreement among the Department of Conservation and Recreation, the Massachusetts Highway Department, and the Municipalities of Lowell, Chelmsford, and Westford dated June 11, 1997. It shall also coordinate planning, design, development, maintenance, policing, and enhancements for any future bicycle and/or pedestrian paths.

The committee will strive to create a comprehensive view of bicycle and pedestrian related activities in the town. The committee's long range goal is to make Chelmsford more bicycle and pedestrian friendly for the mutual benefit of users of non-motorized as well as motorized transportation. The committee will facilitate coordination of activities that involve or affect non-motorized transportation in Chelmsford.

More specifically, the committee shall:

- Operate as an Advisory Committee to the Town Manager.
- Advise and comment on issues before the Town related to bicycle and pedestrian matters. For example, matters relating to proposed development projects, proposed transportation facilities, proposed recreational paths, and physical improvements to street and sidewalk infrastructure. This activity includes advising on a range of infrastructure improvement and safety issues.
- Advise the Town on multi-modal accommodations as set forth in the 2006 *Massachusetts Highway Department Project Development and Design Handbook*.
- Monitor and advise on the operation, maintenance, and security of existing bicycle and pedestrian facilities.
- Work with local businesses to encourage non-motorized commuting and community investment in bicycle racks, signage, benches, sidewalks, and other mutually beneficial amenities. The goal is not only to involve all elements of the community but also to contribute to the economic development of the town and the well being of its population.
- Coordinate with the Lowell Regional Transit Authority (LRTA) and private transit companies to develop intermodal transportation solutions.

- Encourage bicycle education and riding skill development to improve safety for cyclists of all ages.
- Promote utilization of programs related to bicycle and pedestrian matters, such as the *Safe Routes to Schools Program* and the *Statewide Bicycle, Roller Blade, Skateboard, and/or Scooter Helmet Program*.
- Articulate and respond to the concerns and interests of abutters, commuters, and other users of Chelmsford bicycle and pedestrian facilities.
- Promote non-motorized transportation as a means of achieving a healthier population and environment. This activity includes identifying additional resources that can be used to improve bicycle and pedestrian facilities in Chelmsford.
- Coordinate local and regional bicycling and pedestrian initiatives with
  - Town officials such as the Town Manager, Town Engineer, Community Development Director, Conservation Agent, and Chief of Police.
  - Town Committees such as the Conservation Commission, Planning Board, Community Preservation Commission, and Historical Commission.
  - Civic organizations in Chelmsford and neighboring communities such as the Chelmsford Land Conservation Trust, Chelmsford Open Space Stewardship, Middlesex Canal Association, and Lowell Parks & Conservation Trust.
  - State and regional government agencies and officials such as the Executive Office of Transportation (EOT), Massachusetts Highway Department, Department of Conservation and Recreation, Northern Middlesex Council of Governments, and the EOT Bicycle-Pedestrian Program Manager.
  - Members of the Massachusetts and U.S. legislatures, as warranted.
  - Bicycle and pedestrian committees and liaisons in neighboring communities, the Bicycle Coalition of Massachusetts (MassBike), the Commonwealth of Massachusetts Bicycle and Pedestrian Advisory Board, and advocacy groups such as the Friends of the Bruce Freeman Rail Trail.
  - Other entities as necessary or desirable.

### **Article 3: Membership**

The Chelmsford Bicycle and Pedestrian Advisory Committee shall be composed of citizens and town employees that take an active interest in Chelmsford bicycling and pedestrian issues, and they must reside or own a business in Chelmsford.

Committee members will be appointed by the Town Manager, subject to ratification by the Board of Selectmen. The initial appointments to the Committee shall be as follows: three members appointed for a one-year term each; three members appointed for a two-year term each; three members appointed for a three-year term each. The successors of members shall be appointed for terms of three years at the end of June.

Committee members must maintain regular attendance at committee meetings. Each Committee member must notify the chairperson if he or she will be absent for a meeting or scheduled event. Excessive absences may result in removal from the committee at the Town Manager's discretion.

#### **Article 4: Officers**

- Chairperson
- Vice-Chairperson
- Secretary

Officers shall be elected from within the Executive Committee annually at the first meeting of the BPAC following the appointment process. Officers must be Chelmsford residents.

Officers will be responsible for following the Open Meeting Law of Massachusetts in conducting the committee's business. The officers will distribute information to BPAC members, prepare BPAC correspondence, post meetings, take minutes of meetings, appoint subcommittees, and carry out these bylaws.

#### **Article 5: Subcommittees**

Ad hoc subcommittees may be created at the discretion of the officers to study specific issues of concern to the Committee. Such ad hoc subcommittees shall serve for periods not exceeding one year, unless formally extended. Their work will deal exclusively with the purpose announced when created. All members of the BPAC are eligible for appointment to any ad hoc subcommittee.

#### **Article 6: Meetings**

The BPAC shall hold regular monthly meetings. Meeting notices will be posted in advance, and the agenda for all meetings will be distributed in advance.

All discussion in BPAC meetings will be presided over by the chairperson.

#### **Article 7: Votes**

A minimum of five (5) members of the Committee are required for a meeting quorum. All actions of the BPAC, with the exception of changes to the bylaws, require a majority vote of the Committee.

#### **Article 8: Work Program**

A work program for the BPAC shall be established once per year in the first meeting following the appointment process. The work program will define issues of interest and concern to be addressed during the year. BPAC members are expected to actively contribute to the objectives and work of the Committee.

**Article 9: Amendment of Policies and Procedures**

These policies and procedures can be amended at any regular BPAC meeting by a two-thirds vote of the Committee, provided that the amendment has been properly submitted. Proper submission requires that the amendment be circulated in writing to the members of the Committee at least two weeks before the meeting.

Any policy and procedure change must be approved by or may be initiated independently by the Town Manager.

May 19, 2008