

To: Mark Gailus and all TAC Members
From: Rebecca Woodward
Date: September 2, 2025
Subject: draft TAC mission rewrite

During the August TAC meeting, our Select Board liaison, Paul Boehm, urged us to clarify our group's mission and pursue it. Using the Select Board's mission as a model of a statement that is short, concise, and "public-facing," I have drafted something for Mark and TAC for your consideration. Similar to the Select Board charge, it is written for someone who may not know anything about Concord, its policies, or its guiding documents. I am circulating these proposed changes for consideration and defer to Mark if we can add discussion about them to an upcoming agenda.

Select Board mission, for comparison (<https://www.concordma.gov/1180/Select-Board>):

"The Concord Select Board has 5 members who are elected to serve 3-year terms, as defined by the Town Charter and the Term of Office Bylaw. The Town Charter, Bylaws, and the General Laws of Massachusetts grant the Select Board broad powers to govern the Town.

The Select Board appoints more than 20 boards and committees (permanent and ad hoc). The Select Board acts as the primary policy-making body for a wide variety of issues, which affect the Town's development and provision of services. They recommend the budget to the Annual Town Meeting, approve the reorganization of Town departments; provide oversight for matters in litigation; and acts as the licensing authority for a wide variety of licenses and permits. The Select Board also enact Rules and Regulations for such matters as traffic control, underground wiring and street lighting."

Draft TAC mission rewrite for consideration:

The Concord Transportation Advisory Committee (TAC) has 7 members who are appointed by the Town Manager, with approval from the Select Board, to serve 3-year terms.

TAC is the main public-facing entity communicating on multimodal transportation safety and improvement projects. It acts as an advisory body to town staff and interfaces with Concord residents on a wide variety of transportation and mobility issues, including, but not limited to:

- Working with town departments and committees (e.g., Concord Public Works, Public Works Commission, and Concord's Transportation Working Group) to prioritize and implement transportation improvement projects
- Developing public transportation options
- Supporting critical transportation infrastructure, like roads and sidewalks
- Improving bike and pedestrian safety and connections
- Promoting low-carbon mobility choices

As a reminder, the current TAC mission wording can be found on Concord's website: <https://concordma.gov/3845/Transportation-Advisory-Committee>.