



Fairhaven Parking Task Force Guidelines and Functions

The Fairhaven Parking Task Force convened in May, 2013, following the City Council's request to review the Fairhaven Parking Plan and make recommendations to the Transportation Commission and the City Council for implementation of various parking management tools and cost mechanisms. The task force is expected to finish their work by March of 2015.

Meeting Structure:

The task force will meet on the third Tuesday of each month at 6 p.m. in the Fairhaven Library Fireplace Room. Meetings will last approximately 1 ½ hours. The taskforce will schedule additional meeting as needed.

There are 10 members on the task force. A quorum (6 members) must be present to hold a meeting of the taskforce.

Each meeting will include a 15-minute public comment period. Guests are asked to provide their comments in writing, and to limit their comments to 3 minutes.

Member Responsibilities:

The role of the task force is advisory only. Members should respect the limitations of their role and collective authority. Members shall be respectful to staff, each other, and members of the public.

Meeting Materials

Draft meeting minutes will be provided to the task force within two weeks of a regularly scheduled meeting.

Staff will provide other meeting materials (agendas, etc.) one week prior to a regularly scheduled meeting.

Role of City Staff:

Eric Johnston, Assistant Director of Public Works Operations, will facilitate meetings. City staff will participate in an advisory and/or technical expertise role, and do not have voting authority.

Members should funnel all communications regarding the taskforce through Torhil Ramsay, Public Works Administrative Supervisor, to ensure public disclosure laws are met.

Additional City staff will be invited to task force meetings as additional, specific information is needed.

Questions:

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