

WATERBURY
LONG TERM COMMUNITY RECOVERY (LTCR)
STEERING COMMITTEE GUIDELINES

Mission: To assist the Town and Village of Waterbury in achieving those projects identified in the Waterbury Long Term Recovery Plan dated May 2012. The LTCR Steering Committee will dissolve as of December 31, 2013 unless its mission is extended beyond that date by the appointing bodies.

Members:

- The Select Board may appoint up to 2 select board members.
- The Trustees may appoint up to 2 trustees. Insofar that 2 trustees constitutes a quorum of that board, it is understood that the trustees who are members of this committee cannot bind the Board of Trustees to an action unless the meeting is warned as a Board of Trustees' meeting.
- The Library Commissioners may appoint 1 library commissioner.
- The Select Board and Trustees may jointly appoint up to 3 members of the public.

Administrative Support:

- The municipal manager and community planner will attend the LTCR steering committee meetings and provide administrative support as needed.

Responsibilities of the LTCR Steering Committee Members:

1. Attend weekly one-hour LTCR steering committee meetings to monitor and provide guidance regarding the 22 LTCR projects. Meetings are generally held on a weekday at 4:00 PM.
2. Attend monthly one-hour LTCR project champion meetings (Thursdays @ 5:30).
3. Interview applicants for Economic Recovery Director (ERD) and Community Economic Development Director (CEDD), and make hiring recommendations to the select board, trustees and municipal manager.
4. Provide guidance to the Economic Recovery Director (ERD) and Community Economic Development Director (CEDD).
5. Assist in prioritization of needs and allocation of municipal resources.
6. Serve as liaison to the Select Board, Trustees and Library Commissioners in exercising their oversight responsibilities for the ERD and CEDD.
7. Follow up with project champions to assess needs and provide support.

Procedural Guidelines:

- The LTCR Steering Committee shall warn its meetings and take minutes.
- A quorum shall consist of 3 LTCR Steering Committee members. A majority of the quorum can take an action.
- The LTCR Steering Committee members shall not receive any financial compensation for their service on this committee.
- The LTCR Steering Committee shall elect a chair and a secretary.