

# **Princeton Council Committee Descriptions - 2026**

*Please note:*

*\* Committees are comprised of three Council Members or, at the discretion of the Council, two Council members and the Mayor.*

*\* Committees are subsets of the governing body and while they can and are expected to make recommendations, decision making authority rests with the full governing body.*

*\* Committee Chairs will ensure that regular updates are provided to the Council, the Mayor, and the Administrator, at least monthly.*

## **Communications**

The Communications Committee works with the Communications Director, and Administrator, as needed, to ensure transparency, accuracy, and timeliness in the municipality's formal, public communications. The Committee focuses on long-term strategic communications in order to create a more integrated, accessible, and comprehensive system of public information and community engagement for Princeton residents, stakeholders and community partners. Its scope encompasses oversight of digital outreach platforms—including the municipal website, social media channels, e-newsletters, emergency alerts, and other electronic communications—as well as traditional and print resources such as flyers, mailers, public notices, and municipal signage, with attention to consistency, branding, and accessibility. The Committee also serves as the central conduit for press inquiries and media engagement, working with the Administrator and Communications Director to triage requests for comment and coordinating and reviewing press releases, official statements, and public announcements in close collaboration with relevant departments and elected officials. In addition, the Committee works to improve departmental communication practices, promote transparency in municipal decision-making, and strengthen public trust by ensuring that residents can easily find, understand, and engage with information about municipal services, policies, and initiatives.

The Communications Committee is comprised of three Council members, the Communications Director, and the Administrator, as needed.

## **Code Review**

The Code Review Committee is responsible for the ongoing review, evaluation, and modernization of the municipality's zoning code to ensure that it remains clear, consistent, and aligned with the community's adopted Master Plan, housing obligations, and broader municipal policy goals. The Committee examines how

zoning regulations affect land use, development patterns, neighborhood character, historic preservation, economic vitality, and environmental sustainability, and works to identify provisions that may be outdated, unclear, or unduly restrictive. In collaboration with professional planning staff, legal counsel, and land use boards, the Committee makes recommendations to the governing body for zoning amendments, ordinance updates, and policy recommendations that promote predictability, equity, fairness, and transparency in the land use process while balancing private property rights with the public interest. The Code Committee also functions as a central forum for examining other sections of the municipal code, identifying areas in need of clarification or amendment, assessing emerging issues, and advancing policy recommendations to Council.

The Code Review Committee consists of three Council members, the Municipal Attorney, the Planning Director, Zoning officer, Land Use Engineer, and other staff as needed.

### **Finance**

The Committee is responsible for assisting the CFO and Administrator in their duties regarding budgetary and fiscal matters. The Committee works with staff through the annual budgeting process to ensure all of the municipality's approved projects and purchases are properly budgeted and adequately funded while simultaneously ensuring that the municipal tax levy is maintained at a level which protects residents from dramatic year over year increases. The Committee also reviews long-term capital planning to ensure that Princeton retains its AAA bond-rating, and has clear plans for the orderly, timely retirement of debt -- balancing new capital investments, when possible, to ease the impact to local taxes.

The Finance Committee consists of three Council members, the Chief Financial Officer, the Administrator and Deputy Administrators. Attending on an as-needed basis is Princeton's Financial Advisor.

### **Infrastructure and Operations**

The role of the Infrastructure and Operations Committee is to provide strategic feedback, policy oversight, and guidance on capital projects and day-to-day operational initiatives under the purview of the Deputy Administrator for Infrastructure and Operations. The Committee serves as a forum for reviewing proposed infrastructure investments and major maintenance programs, ensuring that projects are aligned with municipal priorities, fiscal capacity, sustainability goals, and community needs. Its scope includes oversight of Engineering, Sewer, Public

Works, Transit, Urban Forestry, Buildings and Grounds, GIS, Parking Operations, and Open Space, with attention to coordination across these functions to promote efficiency and minimize service disruptions. The Committee also monitors project timelines, budgets, and performance outcomes; considers staff recommendations; and elevates policy issues or significant decisions to the governing body as appropriate. In doing so, it helps translate technical and operational considerations into clear policy direction, supporting transparent decision-making and the effective delivery of essential municipal services.

The Infrastructure and Operations (I&O) Committee is comprised of three Council members, the Municipal Engineer/Deputy Administrator, Assistant Municipal Engineer, Sewer Operations Manager, Director of Public Works, Parking Supervisor, and Open Space Manager. Representatives of Sustainable Princeton may attend committee meetings for agenda items as needed relating to the work plan between Sustainable Princeton and the municipality.

### **Legal & Governance**

The Committee works to ensure that the municipality receives the highest level of legal representation in the most cost-effective manner possible. Legal rates, contracts, and bills are periodically reviewed and the Committee supports the Administrator and Municipal Attorney in their responsibility to ensure that work flow is appropriately managed for maximum efficiency. The Committee may review final drafts of ordinances prior to introduction, and evaluate or provide input to Council on other matters as the Council requests. From time to time, as needed, the committee serves as the initial point for evaluating matters related to governance within the municipality and its internal and external boards, committees and commissions.

The Legal and Governance Committee consists of three Council members, the Municipal Attorney, and the Administrator.

### **Personnel**

The Committee provides assistance to the Administrator in personnel matters; obtain governing body input as needed; and performs those functions assigned to the Personnel Committee pursuant to Princeton's Personnel Policy Manual. The Committee's scope of work may include assisting the Administrator in reviewing and addressing issues relating to staff performance and pay, as well as promotions and hiring. The committee also undertakes annual performance reviews of the

Administrator with input from the mayor, council members, and senior staff and shall report its findings to the Mayor and Council.

The Personnel Committee consists of three Council members and the Administrator.

### **Traffic Safety**

The role of the Committee is to research and address local safety and mobility concerns and issues of all users (pedestrians, bicyclists, transit riders, and motorists) on Princeton's rights of way (streets, sidewalks, trails, and bikeways). The Committee uses a data-driven approach to evaluate suggestions, concerns, and issues to formulate a response. This approach includes the collection and use of traffic crash data, volume and speed data, and other information. Responses may include but are not limited to: recommendation of an educational outreach effort; recommend traffic safety legislation for approval by the appropriate authority depending on jurisdiction; recommendation for traffic calming measures or other infrastructure in the right of way; and/or request for greater traffic safety enforcement in keeping with the municipality's Vision Zero Policy.

The Traffic Safety Committee consists of three council members, the Municipal Engineer/Deputy Administrator of Infrastructure and Operations, the Assistant Municipal Engineer, the Police Traffic Safety Officer, a Public Works representative, and other staff as required.

### **Affordable Housing, Planning and Redevelopment**

The Affordable Housing, Planning, and Redevelopment Committee facilitates the governing body's responsibility to advance a coordinated approach to land use, housing, and redevelopment in a manner consistent with local community goals and the newly adopted State Plan. The Committee provides policy guidance and oversight to promote the creation of an adequate and diverse supply of housing, while prioritizing redevelopment and reinvestment in underutilized or previously developed areas served by existing infrastructure. In carrying out its responsibilities, the Committee promotes integrated planning that aligns housing strategies with infrastructure capacity, climate resilience, and equitable access to transportation, employment, and public services. The Committee works collaboratively with municipal boards, staff, and partners to support sound planning practices, implement redevelopment initiatives, ensure compliance with state-mandated housing obligations, and support growth and revitalization efforts that contribute to a sustainable, inclusive, and economically -thriving community.

In addition to three Council members, this committee includes the Administrator, Deputy Administrator for Infrastructure and Operations, Planning Director, Affordable Housing Liaison, Affordable Housing Counsel, and Redevelopment Counsel. Attending on an as-needed basis are Princeton's Affordable Housing Planner, Financial Consultant, and Bond Counsel.