

**City of Concord  
Transportation Policy Advisory Committee**

**Meeting Minutes**

Thursday, July 28, 2011 - 6:00pm to 8:30pm  
City Council Chambers

**1. Call to Order/Introductions**

Dick Lemieux called the meeting to order. Those in attendance included:

Committee Members Present:

Dick Lemieux (Resident - Chair)  
Councilor Nyhan (City Council)  
Frank Drouse (East Concord)  
Tom Irwin (North/West Concord)  
Ursula Maldonado (Resident)  
Domenic Ciavarro (Large Employer)  
Peter Rhodes (Bicycling Community)  
Jennifer Kretovic (Public Transportation)  
Jim Sudak, Concord Area Transit (CAT)  
Alex Vogt (Pedestrian Community)  
Ed Roberge, City Engineer - Staff Representative

Committee Members Not Present:

Councilor Werner (City Council)  
Brent Todd (Penacook)

Staff, Visitors and Guests Present:

Rob Mack, Traffic Engineer – Staff Representative  
Ginny Schneider, Director of Transportation, CAT

**2. Approval of April 28, 2011 meeting minutes**

Jennifer Kretovic made a motion to accept the minutes of the April 28, 2011 meeting. The motion was seconded by Peter Rhodes. Following brief discussion, the meeting minutes were unanimously approved.

**3. Presentations**

**a. McKee Square Intersection Improvement Study, Rob Mack, Traffic Engineer**

Rob Mack invited the committee members to the board where intersection graphics were presented. Rob Mack outlined the detailed intersection study completed by staff and reviewed improvement options including a “do nothing” option and a traffic signalization and roundabout option. Each option was a bit unique in terms of layout and function. The traffic signal option includes additional lanes for capacity and extends the medians along Broadway and Clinton Street to eliminate access to West Street and business entrances. The roundabout layout maintains drive access and the West Street through movement.

Rob Mack turned the committee's attention to the SYNCRO model simulations depicting the existing intersection operations and the traffic signal and roundabout improvement options. The simulation models indicated traffic delays and queuing for each scenario shown. With respect to traffic capacity, reduction in delay and queuing, the roundabout performed best on the simulation analysis.

Rob Mack noted that staff is in the process of reviewing the project with the various TPAC subcommittees including Pedestrian, Bike, and Traffic Operations and has begun meeting with the immediate abutters to the project. A general public meeting will be scheduled this Fall to review the project with a larger public group. The project is currently planned in the FY2013 and FY2014 CIP program for design and construction.

Alex Vogt indicated that the Pedestrian Committee endorsed the roundabout option given it improvements on safety and its pedestrian crosswalk configurations. Peter Rhodes indicated that the Bicycle Committee endorsed the roundabout option as well and suggested that the sidewalk areas at the immediate intersection area be expanded to 10' widths to accommodate both bikes and pedestrians if younger cyclists are not comfortable in using the vehicle lanes. Rob Mack noted that the Traffic Operations Committee also endorsed the roundabout option as preferred based on traffic operations, reduction in queuing and delay, and anticipated safety improvements including accident reduction, lowering of speeds through the intersection and pedestrian crossing capability.

When asked what the anticipated costs for the project options were, Rob Mack noted that the "do nothing" option actually includes replacing the outdated signal equipment and minor changes to roadway pavement marking at a cost of about \$200,000. The traffic signal and roundabout options are estimated to cost about \$600,000 to \$800,000 respectively. Rob Mack noted that costs are subject to final design review and early estimates include large contingency amounts.

Based on discussions, TPAC supports the roundabout option and noted this type of project is a gateway treatment project for the South End.

**b. Update on Manchester Street/Integra Drive Intersection Improvements Project**

Ed Roberge provided a brief update on the Manchester Street/Integra Drive Intersection Improvement Project. To provide some background, Ed Roberge noted that this project has been active since late 1999 and includes multiple phases along Manchester Street from Garvins Falls Road to the Pembroke Town Line. In 2009, City Council decided to defer major construction along this corridor until the US Route 3 Corridor (North) project was completed – estimated at 2014.

In that, Council approved what is known as an interim safety improvement which includes the realignment of Airport Road to intersect with Integra Drive and Manchester Street and install traffic signals. Currently, utility relocations are underway and design drawings are under final review with NHDOT. The project is expected to be bid in mid-August for September start of construction.

It is expected that the intersection will be reconfigured by years' end and final completion will be done by July 2012.

**c. Update on Major Capital Projects for FY2012, Ed Roberge, City Engineer**

Ed Roberge distributed a capital project status report that Engineering staff uses on a regular basis to track the performance of projects. The report specifically highlighted the FY2012 projects recently approved by City Council at budget adoptions. Major transportation projects included in the FY2012 work plan include the Sewalls Falls Bridge Replacement Project (CIP22), the US Route 3 Corridor (North) Improvement Project – Phase 4b (Call Street to Penacook Street) (CIP35), Traffic Signal Improvements to Main Street and Pleasant Street (CIP283), and Manchester Street/Old Turnpike Road Intersection Improvements (CIP519).

Ed Roberge indicated that detailed updates on these projects will be presented to TPAC in upcoming meetings.

**4. Public Comment**

There were no public comments at this meeting.

**5. Consent Reports**

**a. Approval of Subcommittee Nominations**

There were no subcommittee nominations to consider.

**b. Approval of Subcommittee Minutes (Pedestrian, Bicycle, Public Transportation, Traffic Operations)**

The Committee unanimously approved the meeting minutes of the Pedestrian, Bicycle, Public Transportation, and Traffic Operations Committee meetings.

**6. TPAC Referrals from City Council, Staff and Chair**

**a. Referral from Council Patten regarding a request from a resident in the Cricket Lane neighborhood to consider opening the gate on Cricket Lane (*City Council: 5/2011*)**

Ed Roberge indicated that a referral by a resident was forwarded by Councilor Patten requesting the City consider opening the gate along Cricket Lane that separates the north and south sections of the street. To provide some background, Ed Roberge noted that the northerly section of Cricket Lane – the section closest to Pembroke Road was approved and constructed in 1986. At the time, residents of the existing southerly section expressed concern of cut through traffic and speeds to the Planning Board as requested that a gate be installed separating the two roadway sections. Ultimately the City Council heard this request and upheld the decision to install the gate.

When discussing this request with other neighbors within the area of the gate, Councilor Patten indicated that of all of the folks he spoke to, all support maintaining the gate as is and expressed concern with removing it. Councilor Patten informed Engineering staff that he spoke to the resident requesting the consideration and that in light of the discussions on the subject, he would drop his request.

Ed Roberge suggested that TPAC table this item in order to follow-up with Council Patten on the matter to be sure the resident clearly wants to drop the matter. If so, a final Council report will be issued by TPAC closing the matter.

## **7. Status report on subcommittees**

### **a. Pedestrian Committee, Alex Vogt**

Alex Vogt reported that the Pedestrian Committee met in June and discussed the Walk Friendly Community assessment provided by the Federal Highway Administration (FHWA) as part of the Walk Friendly Community program. One of the comments made in the report was the lack of a pedestrian master plan in Concord. The committee will begin to focus on this.

The Pedestrian Committee began sidewalk audits and noted that UNH students are also working on an ADA Transition Plan which includes some field assessments of sidewalks and ramps. The Pedestrian Committee continued its discussions on the Merrimack River Greenway Trail (MRGT) project including options for funding and the cleanup scheduled in July. The committee and the project team hopes to schedule events along the project corridor in the near future.

Alex Vogt reported that members have been in contact with Jonathan Gregory of 350.org focused on the reduction of carbon dioxide in the world environment. More to come on this.

### **b. Bike Committee, Peter Rhodes**

Peter Rhodes reported that now that the Bike Committee has completed the development of the Bike Master Plan and the Merrimack River Greenway Trail (MRGT) project, focus will now turn to developing a capital project priority list including placement in the City's CIP and funding sources. The Bike Committee will develop project focus groups and look at a variety of projects.

### **c. Public Transit Committee, Jennifer Kretovic**

Jennifer Kretovic reported that the Public Transit Committee met in July and discussed a number of issues mainly focused on upcoming service changes to CAT.

TPAC will recall supporting the Public Transit subcommittee recommendation to eliminate one trolley and the Industrial Park Drive Route but add year-round Saturday Service. The elimination of Indy Park was not received well by the public at CAT's Public Hearing on June 7<sup>th</sup> and at the June 9<sup>th</sup> City Council Budget Hearing. CAT presented the committees' recommendation along with an alternate route plan which had been presented to NHDOT. The subcommittee ultimately opted to support CAT in their alternate route proposal now called the Crosstown Route.

Jennifer Kretovic reported that the new system structure and funding was approved by Council with the caveat that TPAC/TPAC-PT is to report on the performance of a number of tasks including what outside revenue sources are being sought, how successful will the proposed 10-week test of Saturday Service

be and any revenue/sponsorship opportunities from that program, what is the general responsiveness from CAT to TPAC requests that need to be addressed, how can inefficiencies in the system need to be improved, and to provide a report to Council on a quarterly basis.

CAT held another public meeting on July 12<sup>th</sup> to present the new Crosstown Route and the 10-week Saturday Service program. Jennifer Kretovic reported that CAT has been working with the Community Transportation Association of America to work on the routing and connections for the new route and entire system. The Crosstown Route is not up and running as yet and has met an ADA barrier as there are no accessible bus stops along the South side of Regional Drive. Until these accommodations are made, the new Crosstown Route will be a mirror of the Indy Park Route operating on Pembroke Road to Indy Park then proceeding back into the city via Regional Drive.

The committee has requested new data points for CAT to report that will supersede the traditional monthly ridership reports the committee currently receives. The new reports will include number of service days per month, vehicle hours, revenue vehicle hours, vehicle miles, revenue vehicle miles, cost measures (Total Cost, Cost per Mile, Cost per Hour, Cost per Passenger), ridership measures (# Rides, Ridership per Vehicle Hour, Ridership per Vehicle Mile, Ridership per Service Day), fares collected, fare box cost, fare per passenger, percent revenue hours/percent revenue miles, and cumulative service days. Along with the request for the new budget figures, TPAC-PT requested CAT provide us their Program Goals for the upcoming year.

Jennifer Kretovic noted that TPAC-PT is interested in hearing from other transit operators to see how their operations function. The subcommittee will be learning about other operators in the coming months. The first request is to see how Advance Transit operates a fare free system. In speaking with their director he is often in Concord about once a month, he will try to meet with a small group from TPAC/TPAC PT then or see if he can attend one of our meetings.

**d. Traffic Operations Committee, Rob Mack**

Rob Mack reported that the Traffic Operations Committee met in July and finalized the STOP Sign Policy for TPAC consideration. The TOC also discussed and acted on several referrals including the request to open the gate on Cricket Lane, a request consider installing a street light on Bow Street, a complaint about traffic signal detection for motorcycles at the Airport Road/Regional Drive intersection, and a request for pedestrian crossing signs.

**8. TPAC Policy Objectives/Programs/Initiatives**

**a. Stop Sign Policy – final review and recommendation to City Council**

Rob Mack reported that the STOP Sign Policy had been finalized following review by both the TOC and TPAC and a report and policy document had been forwarded in the TPAC agenda package for review.

Following a brief discussion where several minor edits were suggested, Peter Rhodes made a motion to approve the policy and cover report and forward the

documents to City Council for their consideration. Domenic Ciavarro seconded the motion. TPAC unanimously approved the policy and cover report. Ed Roberge noted that final edits would be made and forwarded to City Council for inclusion in the August agenda package.

**b. City-wide Speed and Pavement Marking Policy Update**

There was no new discussion on this item.

**9. Old Business**

**a. TPAC Accomplishments – Develop list for publishing**

Ed Roberge noted that the document is still in development and once a final draft is complete, copies will be distributed for review by the committee.

**10. New business**

**a. USDOT TIGER III Grant Program Update – Ed Roberge**

Ed Roberge reported the USDOT – FHWA recently announced a new grant program called TIGER III (Transportation Investment Generating Economic Recovery) where state and local communities can apply for funds to construct surface transportation projects. Based on the City's current CIP program, three (3) projects were reviewed for compatibility to the grant requirements. Those projects include the Rethinking Main Street – Downtown Streetscape Project (CIP460), the Langley Parkway – Phase 3 Project (CIP40), and the Merrimack River Greenway Trail Project (CIP543). Staff will be coordinating grant program opportunities with the City Manager and City Council for authorizing to proceed with applications. Each agency can apply for up to three (3) projects. Intent to apply for the grant program funds will be due by October 3<sup>rd</sup> with final application documents due by October 31<sup>st</sup>.

**11. Adjourn**

There being no other items to discuss, Domenic Ciavarro made a motion to adjourn the meeting. The motion was seconded by Ursula Maldonado. The meeting adjourned.