City of Concord Transportation Policy Advisory Committee

Meeting Minutes

Thursday, February 24, 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)

Ed Roberge (City Engineer - Staff Representative)

Ursula Maldonado (Resident)

Peter Rhodes (Bicycling Community)

Brent Todd (Penacook)

Jennifer Kretovic (Public Transportation)

Frank Drouse (East Concord)

Jim Sudak, Concord Area Transit (CAT)

Alex Vogt (Pedestrian Community)

Domenic Ciavarro (Large Employer)

Tom Irwin (North/West Concord)

Committee Members Not Present:

Councilor Werner (City Council)

Staff, Visitors and Guests Present:

Rob Mack, Traffic Engineer - Staff Representative

Craig Tufts, Planner, Central NH Regional Planning Commission

Ginny Schneider, Director of Transportation, CAT

Charlie Churilla, Interested Public Member

2. Approval of January 27, 2011 meeting minutes

Peter Rhodes made a motion to accept the minutes of the January 27, 2011 meeting. The motion was seconded by Jennifer Kretovic. Following brief discussion, several minor changes to the minutes were suggested. Acknowledging that the final minutes will reflect those changes, the meeting minutes were unanimously approved.

3. Presentations

There were no presentations at this meeting.

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 at this meeting.

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. Petition from residents of Horseshoe Pond Place to install a snow shelter at the bus and trolley stop and maintain the sidewalk to North State Street (*City Council*: 2/2011)

Ed Roberge introduced the referral made to City Council and read the petition aloud. The request asks that City staff maintain the sidewalk that connects Horseshoe Pond Lane to Commercial Street as a priority as well as requests that the CAT bus stop nearest the Horseshoe Pond Place be cleared of snow and that a bus shelter be located on the site.

With respect to the sidewalk, Craig Tufts indicated that he uses the section of sidewalk from Horseshoe Pond Lane to Commercial Street regularly and noted that in most cases it has been plowed but that following recent back-to-back snow storms, the sidewalk had become quite icy following rain.

Jim Sudak reported that Horseshoe Pond Place had been in contact with CAT and indicated that CAT will visit the site to see if a bus can actually access the site and pick-up residents at their front door. If that can be accomplished, the residents agree that this would be a better solution to installing a bus shelter. Ginny Schneider indicated that CAT has been in discussions with the Marriott Hotel and Convention Center to install a bus shelter along Commercial Street or Constitution Avenue. Discussions are ongoing.

Following lengthy discussion, TPAC generally concurred that the section of sidewalk connecting Horseshoe Pond Lane to Commercial Street is a unique transportation corridor and that priority winter maintenance should be considered. Ed Roberge noted that staff will discuss current maintenance practices with General Services and report back. Jim Sudak indicated that CAT will review the site in the coming weekend to determine if in fact a bus can fit on site for pick-up/drop-off. Ed Roberge indicated that this item will be deferred to the March meeting and that a draft report to Council will be prepared.

7. Status report on subcommittees

a. Pedestrian Committee, Alex Vogt

Alex Vogt reported that the Pedestrian Committee did not meet in February but that he attended a recent Green Commute Week planning meeting. The next Green Commute Week planning meeting is scheduled for March 1st at the Central NH Regional Planning Commission (CNHRPC) offices on Commercial Street.

b. Bike Committee, Peter Rhodes

Peter Rhodes reported that the Bike Committee met in February and focused much of its time on the public presentations for the Bike Master Plan and the Merrimack River Greenway Trail (MRGT) project.

The Bike Committee and the project team presented both plans to the Concord Planning Board on February 23rd which seemed to be well received. The Planning Board will decide to accept and adopt the report at its March meeting. The Bike Committee is scheduled to present the Bike Master Plan and the MRGT project to City Council at its March 14th meeting.

Peter Rhodes reported that the committee hosted its final public meeting on the Bike Master Plan on February 8th and although lightly attended, the meeting was positive and unanimously supported.

c. Public Transit Committee, Jennifer Kretovic

Jennifer Kretovic reported that the Public Transit Committee (PTC) is preparing the Concord Area Transit (CAT) 2nd Quarter Report to City Council. The report should be compiled by March for TPAC approval and submittal to City Council in April.

Jennifer Kretovic reminded that committee that the PTC will be hosting their April meeting during the day at St. Paul's Church on Centre Street on April 14^{th} from 3:00 to 5:00 PM. The intent is to get participation from those that rely on bus transportation during the day.

The PTC prepared a letter to NHDOT in support of ARRA funded bus shelters. The project is intended to locate bus shelters at critical bus stops throughout the community. As with previous recommendations of support, the PTC is seeking approval by TPAC. Ursula Maldonado made a motion to approve the report which was seconded by Domenic Ciavarro. Following brief discussion, the motion was unanimously approved. The letter will be finalized and forwarded to NHDOT.

Jennifer Kretovic concluded her report by indicating that the PTC has been working closely with CAT as they prepare to submit their FY2012/FY2013 grant application to NHDOT. The application is due by March 1 and will outline the upcoming annual program.

d. Traffic Operations Committee, Rob Mack

Rob Mack reported that the Traffic Operations Committee (TOC) met in February and continued discussions on the bus pick-up/drop-off flashing conditions at Concord High School. The TOC reviewed a number of options and concluded that it is likely best to consolidate drop-off and pick-up along Westbourne Road. Engineering and CHS staff will coordinate a site test with full-time no passing flashing during afternoon pick-up to determine impacts are neighborhood traffic. The test will likely be scheduled in March following the February vacation.

8. TPAC Policy Objectives/Programs/Initiatives

a. City-wide Speed and Pavement Marking Policy Update

Although nothing specific to report on the development of policies related to

city-wide speed limits and pavement markings, Rob Mack indicated that staff recently coordinated with NHDOT Bureaus of Traffic and Highway Design on design details along Manchester Street to facilitate bike lanes at the proposed intersection of Manchester Street/Airport Road/Integra Drive. After discussion, Engineering staff, NHDOT staff and the City's design consultant (Hoyle Tanner & Associates) came to agreement on the intersection lane configuration. The consultant will develop the final plans incorporating the changes.

Given the effort placed on this, Dick Lemieux thanked staff on their commitment to facilitating multi-modal transportation in our major arterial highways.

b. Concord Bike Master Plan/MRGT Update

Refer to the Bike Committee report above for update on the Bike Master Plan and Merrimack River Greenway Trail project above.

9. Old Business

a. TPAC Accomplishments - Develop list for publishing

Dick Lemieux reported that Ed Roberge forwarded a draft list to Brent Todd who will be working on edits to the document. Although there is nothing to report at this time, Brent Todd will work on edits for review and discussion at the march TPAC meeting.

b. "Rethinking Main Street" – Downtown Streetscape Improvement Project
Jennifer Kretovic reported that the project team met following the Littleton, NH
visit to review findings and comments. The team also met with business owners
who attended the trip to reflect on their thoughts after the visit. They seem to be
focused on the overall impacts of the construction project and not necessarily the
benefits of an economic development project. The business owners continue to
express their concern with the economy and how this project could affect that
fragile balance. A final draft of the report is due by February 25th for task force
review and comment. The project team is ready to move on with a definitive
project recommendation to Planning Board and City Council.

Jennifer Kretovic also indicated that the project team has explored grant options including the FHWA Livability Grant which could be available in August 2011. The project team's goal is to complete the project documentation prior to that date to be ready if funding becomes available.

10. New business

Following discussion on the Main Street project and downtown parking in general, Dick Lemieux reported item of interest he recently saw while on vacation in Palm Springs, CA. A sign posted on a parking garage near the downtown read, "Welcome to Palm Springs – Free Parking 2005 – 2011". This created quite an interesting discussion amongst the committee on how different communities value the need for parking in downtown areas.

11. Adjourn

There being no other items to discuss, Peter Rhodes made a motion to adjourn. The motion was seconded by Brent Todd and unanimously supported.