

**City of Concord
Transportation Policy Advisory Committee**

Meeting Minutes

Thursday, October 27, 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)
Jennifer Kretovic (Public Transit)
Ursula Maldonado (Resident)
Jim Sudak (Concord Area Transit) (CAT)
Alex Vogt (Pedestrian Community)
Frank Drouse (East Concord)
Tom Irwin (North/ West Concord)
Brent Todd (Penacook)
Domenic Ciavarro (Large Employer)
Peter Rhodes (Bicycling Community)
Ed Roberge, City Engineer - Staff Representative

Committee Members Not Present:

Councilor Werner (City Council)
Councilor Nyhan (City Council)

Staff, Visitors and Guests Present:

Ruairi O'Mahoney, Central NH Regional Planning Commission
Ginny Schneider, Director of Transportation, CAPBMI
Steve Henninger, Assistant City Planner - Staff Representative

2. Approval of September 22, 2011 meeting minutes

Following a review and discussion of the draft September meeting minutes, Jim Sudak noted that on page 2, Section 3.a, Presentations, the last line in the first paragraph indicates that "Concord is represented by the Community Action Program of Belknap-Merrimack Counties, Inc. (CAP-BMCI)." The minutes should indicate that in fact, Steve Henninger, Asst. City Planner represents the City of Concord. All agreed that this change should be made to the minutes. Jim Sudak also noted in the same section, the first line in the third paragraph indicates that "Ginny Schneider noted that CAP-BMCI has several grants...." where the minutes should note that the "RCC has several grants..." All agreed that this change should be made to the minutes.

There being no other discussions or comments on the minutes, Jim Sudak made a motion to accept the September 22, 2011 minutes with the changes noted above. The motion was seconded by Alex Vogt. The minutes of the September 22, 2011 meeting were unanimously approved as changed.

3. Presentations

a. **Transportation Impact Fees, Steve Henninger, Asst. City Planner**

Steve Henninger, Asst. City Planner, outlined Concord's history with impact fees and the success since their inception back in 2001. As part of enabling legislation and following an extensive impact fee study by the City, Council adopted a City Ordinance instituting an impact fee process for major project development projects. Impact fees are assessed according to standards set forth in the City's Zoning Ordinance and are measured by building type and square footage as well as traffic trip generation for particular uses.

Impact fees include assessment for impacts to traffic, recreation, and school. Impact fees are collected and must be expended on new capital projects within 6 years of their assessment. This requires a robust capital improvement program to assure the funds are appropriately spent. As part of the impact fee Ordinance, the City has established 4 traffic improvement districts and 4 recreational improvement districts where collected fees are deposited for that district use. The Ordinance allows funds from one district to be used on a project on an abutting provided that the project is within 1 mile of the corresponding district.

Steve Henninger stated that traffic impact fees are to only be used on arterial and collector roadway projects where transportation capacity is added. All transportation projects including pedestrian, bike, and vehicular projects are eligible for impact fee use. Impact fees cannot be used for operations or maintenance costs.

Steve Henninger also noted that on certain major projects where traffic impacts require immediate mitigation for increase capacity or connectivity, developers have been required to build substantial public improvements in addition to impact fees assessed. One recent project example was Lowes Home Improvements on Fort Eddy Road where in addition to impact fees assessed on the project, off-site improvements including the widening and signalization of Fort Eddy Road and Loudon Road were required. Ed Roberge indicated that Planning and Engineering staff works closely with the development community to identify the differences between project mitigation and impact fee assessment.

Overall the program has been quite successful since its inception and has been received well by the development community.

b. **Regional Coordinating Council, Ruairi O'Mahoney, CNHRPC**

Ruairi O'Mahoney of the Central Regional Planning Commission (CNHRPC) presented a PowerPoint presentation on the purpose, role, and activities of the Regional Coordinating Council (RCC) and described its responsibilities.

The RCC (also called the Mid-State Coordinating Council) is a transportation coordination agency for the mid-state region, representing Merrimack and Belknap counties. The program was initially funded by NHDOT in an effort to get both area planning commissions to coordinate transportation needs in the region. The RCC is an organization of agencies, businesses, and volunteers that meets monthly to coordinate a volunteer ride program.

Ruairi O'Mahoney indicates that Steve Henninger, the Assistant City Planner, is Concord's representative on the RCC. The RCC has completed the development of a regional ride resource directory which would direct those in need of rides to resources. Copies were distributed to TPAC members in attendance. The volunteer driver program is funded through FTA 5310 dollars that requires a 20% local match which the majority of those funds have been raised for the first year. Laconia Savings Bank and the Community Action program (CAP) have been instrumental in providing funds to match the federal dollars for the program.

Ruairi O' Mahoney reported that the volunteer driver program is administrated by Merrimack County and coordinated through the Community Action program (CAP). Drivers provide door-to-door service to those in need of rides. The first priority is to meet all unmet medical needs. Susan Jutras of the CAP agency coordinates the program and now reports that 14 applications have been received for volunteer drivers and that 9 have been evaluated and confirmed. There will be a mid-November driver orientation program with the expectation that drivers will be on the road before the end of November.

The purpose of the RCC is to coordinate some 80 transportation providers throughout the region to meet the transportation needs of the region. The RCC will be working on getting a regional transportation coordinator in place.

4. Public Comment

There were no public comments made 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, Bike and Public Transit subcommittee meetings.

6. TPAC Referrals from City Council, Staff and Chair

There were no referrals considered at this meeting.

7. Status report on subcommittees

a. Pedestrian Committee, Alex Vogt

Alex Vogt reported that the Pedestrian Committee met on October 20th and continued its effort to review the walk friendly report card. As some members had not submitted their priority rankings, the overall summary will be finalized at the next meeting.

Street lighting along Main Street was discussed. Most feel that the lighting in front of the new "Smile" building is too bright, especially in contrast to other lighting along Main Street. The committee will evaluate areas along Main Street. The areas could then be measured to recommend an appropriate range for lighting.

Alex Vogt reported on the Wellness Coalition that was held on September 30th which featured Mark Fenton as the keynote speaker. Mark provided a number of great examples for walkability and promoting bikes that in return makes for better communities and wellness. The Wellness Coalition had people sign up to be Champions when local issues arise to support healthy initiatives.

The committee also reported that the regional planning commission is doing a regional Pedestrian/Bike plan and will be reviewing sites in Concord on Monday October 31 from 9:00 to 12:30. The committee decided that there will not be a meeting in November and the meeting in December will be earlier than normal on December 8th at 6:00 PM.

The Pedestrian Committee discussed the proposed development for a super market at Exit 17. The committee agreed that the location would not be convenient for pedestrians or bikes as it is too far from the Penacook Village and no supporting sidewalks or bike lanes are available. In discussion, Brent Todd, as the committee's Penacook representative, asked if the committee had taken a formal position on the matter adding that he had recently attended a presentation by the developers outlining their proposal to develop a Whitney Road site to support a supermarket. Alex Vogt noted that the committee only discussed the issues related to pedestrian access reporting that with the recent construction of the roundabout in Boscawen, sidewalks that were previously located in the US Route 4/Harris Hill Road intersection prior to construction of the new roundabout were removed. Brent Todd requested that TPAC and each of the subcommittees provide comment on the application and forward it to the Planning Board and City Council for their planned considerations.

Following lengthy discussion where TPAC members and subcommittee chairs generally expressed concern with the supermarket proposal on Whitney Road with particular focus on the lack of pedestrian sidewalks, bike lanes, and public transit that would connect the Penacook residents to the proposed location. In that, Ursula Maldonado made a motion that TPAC prepare a report to the Concord Planning Board expressing concern with the lack of pedestrian, bike, and transit supported facilities along Harris Hill Road, US Route 4, and Whitney Road that would not provide for connection of this development site to the Penacook Village. The motion was seconded by Brent Todd. Following a brief discussion where it was agreed that such a report to the Concord Planning Board be limited to TPAC's charge of advising City policy on multi-modal transportation and neighborhood connectivity, TPAC unanimously adopted the motion. Ed Roberge indicated that the Planning Board will be hearing this application item at its November 16th meeting and the deadline to provide a report is November 10th. With that schedule, TPAC agreed that the matter would be reviewed by the Public Transit Committee at its November 3rd meeting and the report provided by the Pedestrian Committee would be updated to include comment by all subcommittees (Bike, Public Transit, and Traffic Operations) via email review. A final draft of the report is due back to staff by Monday, November 7th for final adoption by Tuesday, November 8th. The committee agreed.

b. Bike Committee, Peter Rhodes

Peter Rhodes reported that the Bike Committee met in October and continued its effort to review the Bike Master Plan list of projects and develop priorities. Some 27 projects were identified so the committee has split into several working groups to review the projects in detail and come up with implementation strategies. One example that was discussed was the Bike Friendly Community scorecard and the suggestions made to improve the City's status to a higher level.

The Bike Committee discussed potential changes in the upcoming transportation bill that will likely include changes to consolidate a number of project categories such as Transportation Enhancement (TE) and Congestion Mitigation and Air Quality (CMAQ) programs into one large competitive program group.

Peter Rhodes reported that the North-South Bike Route signage and pavement markings have been substantially completed by General Service's staff. Ed Roberge reported that staff should complete their effort through November. Peter Rhodes also indicated that the committee is working with GSD staff to install the Bike Friendly Community signs (4) through the City.

The Bike Committee heard a report that Engineering and Fire Department staff reviewed several traffic signal locations following reports that bikes were not being picked up by the vehicle indication loops in the pavement. Specifically, Jeff Warner and Rick Wollert review conditions at North State/Horseshoe Pond, North State/Warren, and Pleasant/Spring. Each of these intersections are related to the North-South Bike Route. Staff modified the traffic loop sensitivity and added pavement markings indicating the "sweet spot" for bikes to wait at the intersection in order to call demand for the signal phase. Ed Roberge indicated that this has been a limitation of the old traffic loop systems and this is why the City now specifies video camera detection for its traffic signals.

c. Public Transit Committee, Jennifer Kretovic

Jennifer Kretovic reported that the Public Transit Committee met in October and discussed the upcoming changes to Concord Area Transit (CAT) services including the launching of holiday Saturday Service on November 5, 2011 and the new Crosstown Route on November 7, 2011.

The Saturday Service will run through January 7th and the new crosstown route combines the former Trolley route and Industrial Park Drive routes. Ginny Schneider of CAT distributed copies of the schedules for every one of the new system. The committee intends to hold an afternoon meeting after the new system has had a chance to settle and will be looking to follow-up on the ridership after the 10-week Saturday service. CAT is sponsoring a new route/service launch party and information meeting on Friday, November 4, 2011 at 12:00 noon at Northeast Delta Dental on Delta Drive.

The Public Transit Committee is in the process of reviewing program goals and developing the 1st Quarter report. A draft report will be forwarded by the subcommittee to the full TPAC for approval via email so that the report can be included in the December Council meeting agenda.

Jennifer Kretovic also reported that Central NH Regional Planning Commission (CNHRPC) will be conducting a survey of boardings and alightings in November with particular focus on the pre-Crosstown Route count and post-Crosstown Route counts.

d. Traffic Operations Committee, Rob Mack

In Rob Mack's absence, Ed Roberge reported that the Traffic Operations Committee (TOC) met in October and reviewed recent accident hot spots and several referrals. The TOC noted a sharp increase in accidents on Main Street in the month of September that was a bit unusual – particularly in the area of Main Street from Centre to Washington. TOC will continue to monitor the accident counts and review accident causation reports.

8. TPAC Policy Objectives/Programs/Initiatives

a. City-wide Speed and Pavement Marking Policy Update

No new information was reported at this meeting.

9. Old Business

a. TPAC Accomplishments Report

Ed Roberge noted that although there was discussion at the September meeting, no changes to the accomplishments report have been made. Staff will coordinate the review of comments in an effort to update a draft of the report.

10. New business

a. Suncook Village (Pembroke) Back-in Diagonal Parking (Alex Vogt)

Alex Vogt reported that the Village of Suncook recently installed back-in diagonal parking along the Main Street in the downtown village. This has been discussed as a consideration in Concord for some time and TPAC members were encouraged to visit the installation and try it out.

b. Manchester Airport Access Road (Alex Vogt)

Alex Vogt reported that the Manchester Airport Access Road project is nearing completion and the traffic corridor will be opened for pedestrians and bikes on November 10th from 9:00 AM – 12:00 noon. All are encouraged to visit the new access corridor from the FE Everett Turnpike to the Airport site.

c. TPAC Meeting Discussions following Motions on the Floor (Dick Lemieux)

Dick Lemieux noted that TPAC welcomes its public visitors and benefits from the discussion and diversity of views they bring to the table. That having been said, Dick Lemieux has been recently criticized by TPAC members for allowing Committee discussions to get overly lengthy, bogged down and out of hand. As the TPAC Chair, he indicated that he must be mindful of the significant contributions of time and talent made by volunteer TPAC members, who have been vetted and appointed by Council and control the course of meetings.

As such, the following "Ruling from the Chair" was announced.

Effective beginning our November meeting, whenever there is a Motion on the table; discussion will be limited to TPAC members until the vote on that motion has been taken. At all other times, the public will be encouraged and

allowed to participate but TPAC members will be given preference.

Dick Lemieux thanked everyone for their continued support and efforts of TPAC and their understanding and cooperation with this action.

11. Adjourn

There being no further items to discuss, Domenic Ciavarro made a motion to adjourn the meeting. The motion was seconded by Jim Sudak. The motion was unanimously supported by TPAC and the meeting adjourned.