

**CITY OF CONCORD  
TRANSPORTATION POLICY ADVISORY COMMITTEE  
MINUTES OF OCTOBER 26, 2023**

The Transportation Policy Advisory Committee (TPAC) met at 6:00 pm on October 26, 2023, in the Second Floor Conference Room at Concord City Hall, 41 Green Street.

*Members Present:* Mayor Bouley (Chair), Councilor Todd, Councilor Brown, Gregory Bakos, Nicole Fox, Dick Lemieux, Ian McGregor, Terri Paige, Boyd Smith, Craig Tufts

*Members Absent:* Councilor Rice-Hawkins

*Guests:* None

*City Staff:* Mike Bezanson (City Engineer), Alec Bass (Senior Planner)

**1. Call to Order**

The Chair called the meeting to order at 6:00 pm.

**2. Introductions**

**3. Approval of Minutes**

*Approval of Minutes – September 28, 2023*

The meeting minutes of September 28, 2023 were approved.

Motion: Councilor Todd. Second: Lemieux. Passed.

**4. Public Comment**

None.

**5. New Business**

**a. Preliminary discussion on updating the City's Comprehensive Transportation (Complete Streets) Policy.**

Hill shared existing policy and a list of examples prior to the meeting. Bezanson provided a summary.

Fox cited Smart Growth America, and the 10 elements which assist in the policies and design guidelines to implement complete street programs. The Committee looked at Portsmouth, NH as an example. Their complete streets program was implemented in 2013, but in 2017 they provided guidelines to provide direction to assist in implementation of the policy. Fox indicated that if the City of Concord provided guidelines to accompany the complete streets policy, then it would be easier to implement on all City street projects. It was mentioned that this should

be considered when reallocating space on existing streets during rehabilitation, and on new roadway construction it will help with prioritizing space within the Right-of-Way.

Fox mentioned that the City could focus on specific streets that are meant to accommodate bicycles, as most streets in the City are currently not focused on bicycle safety. Bezanson then referenced Keene, NH's guidelines, which specifies bicycle streets, or streets which prioritize bicycle traffic.

McGregor referenced the City's current roadway typical sections, which all developments reference when designing projects and noted that there are no bicycle accommodations specifically called out. Bakos supported the idea, that the development regulations could be modified to take complete streets into consideration. The Committee discussed a model, where Complete Streets is the default, and development needs to provide justification why it cannot be completed that way.

Tufts expressed support of the way Keene, NH provided the established network. He indicated that it could assist in targeted locations during roadway resurfacing projects or development. The TPAC Bicycle/Pedestrian subcommittee had previously made efforts to establish these routes but it should be revisited. Fox envisions a typical detail provided for each type of street.

Tufts added that the pedestrian master plan does have some of this network mapping considered. He mentioned that the bicycle pedestrian plan lacks this information.

Paige asked where public transportation and bus routes fit into the complete streets criteria. The Committee agreed, that would be an element just like every other mode of transportation.

Councilor Todd mentioned that the Committee does not need to wait for the master plan to be revisited to take these actions. Complete streets would just be a part of that, and could be rolled into the master plan when completed. Mayor Bouley supported this concept. Fox mentioned that some complete streets policies are placed within ordinances. Mayor Bouley cautioned that placing it in the ordinance limits flexibility.

Tufts believes it is important to have community engagement prior to implementing any new regulations.

Mayor Bouley believes the language used in the complete street types classifications listed in Portsmouth, NH is very relatable and easier to understand.

The concept of a “Neighborhood Slow Street” is easier to conceptualize, and is generally agreeable instead of identifying just elements for bicycles, parking, pedestrians, etc.

Smith asked what the next step is to move this forward. Mayor Bouley said that since TPAC is advisory to the City Council, it would be up to TPAC to propose a recommendation to administration and City Council to acquire Staff’s assistance. He believes it would be a collaborative effort between TPAC and City Staff. It was discussed that there are many templates already available, the larger lift will be community outreach and feedback.

Tufts indicated that there could be funding opportunities through the Planning Commission, but the project would be led by City Staff. He mentioned that the project would need to be scoped.

Councilor Todd made a motion, seconded by Fox, to recommend to City Council that TPAC move forward with setting new Complete Streets policy/guidelines as a precursor to the master plan.

**b.** *Project update on the State’s proposed Legislative Parking Garage on Capitol Street.*

Hill shared a concept plan prior to the meeting. Bezanson provided a summary of the current Legislative Parking Garage proposal.

Lemieux raised concerns about the single exit and bottlenecking when a session ends and everyone is trying to leave at the same time. Bakos shared concern about angle parking backing into the mid-block crosswalk. Staff has the same concerns; the State is holding firm on the mid-block crosswalk but is willing to modify parking for safety reasons.

Mayor Bouley shared that back in about the 1970’s, the on-street parking used for the State was about 20 and used for handicap accessibility, over time it has grown.

The Committee shared comments or concerns about the proposal and impacts to traffic. Staff confirmed that a traffic study is being completed. The Committee discussed that traffic calming on Green Street should be considered. Further conversation about potential concerns or areas of improvement continued but no motions were made.

**6. Old Business**

None.

**7. Consent Reports**

- a. *Acceptance of Subcommittee Minutes*
  - i. TPAC-BP – None.
  - ii. TPAC-PT – None.

**8. City Council Meeting Update**

Council referrals, discussed below under items 9a.

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

- a. *City Council referral to TPAC to examine the safety of the Auburn Street intersection with Liberty Street.*

Hill shared new photos and TOC discussion summary prior to the meeting.

The Committee discussed and agreed the clearing of sight lines made a significant improvement and staff should continue to monitor for now.

**10. Status Report on Subcommittees**

- a. *Public Transportation Committee (TPAC-PT), Terri Paige*

Paige provided an update stating that General Transit Feed Specification (GTFS) data has started to be collected and used. For now, this tracking information is being used internally. Future use of this program could be used for instant updates, notifications, schedule changes among other potential uses. Paige discussed that software needs to be installed on all buses before it can be used by the general public.

The expansion route (Concord to Laconia) continues to get closer to implementation. Paige mentioned that they are still hoping to launch before 2024.

- b. *Bicycle / Pedestrian Committee (TPAC-BP), Craig Tufts*

Tufts provided an update. The last meeting was in September. Tufts shared an update about an email sent to the City about needing to actually make City Streets safe for pedestrians after a recent pedestrian fatality on South Street.

Lemieux asked if the bicycle/pedestrian accident data spreadsheet was still being updated. Mayor Bouley asked Staff to check in with Hill ahead of the next meeting.

- c. *Traffic Operations Committee (TOC), Mike Bezanson*

Bezanson shared the October TOC agenda with the Committee, sharing that accident data is an ongoing agenda item. Bass brought up a seemingly rise of E-bike incidents and to consider that in complete street efforts. Tufts mentioned

that he has interest in discussing this in the Bicycle/Pedestrian Subcommittee about what the classifications of these vehicles are and regulations.

**11. Project Updates (Staff)**

- a. *CIP #17 – Sidewalk, Bikeway and Streetscape Improvements*  
No update provided.
- b. *CIP #31 – McKee Square Intersection Improvements*  
No update provided.
- c. *CIP #520 – Intersection Safety Improvements (Sewalls/Abbott)*  
No update provided.
- d. *CIP #543 – Merrimack River Greenway Trail*  
No update provided.

**11. Other Discussion Items**

None.

**12. Adjourn**

Meeting adjourned at 7:45 pm by unanimous consent.

**13. Upcoming Meeting Dates**

Due to the Thanksgiving and Christmas holidays, the Committee discussed combining the November and December meetings into an early December meeting. Mayor Bouley suggested combining these meetings into the second week of December, but first wants to check availability of Staff and space.