

**CITY OF CONCORD
TRANSPORTATION POLICY ADVISORY COMMITTEE
MINUTES OF MARCH 28, 2024**

The Transportation Policy Advisory Committee (TPAC) met at 6:00 pm on March 28, 2024, in the Second Floor Conference Room at Concord City Hall, 41 Green Street.

Members Present: Greg Bakos (Chair), Councilor Brown, Councilor Foote, Councilor Todd, Nicole Fox, Ian McGregor, Terri Paige, Boyd Smith, Craig Tufts

Members Absent: None

Guests: Mayor Champlin

City Staff: Mike Bezanson (City Engineer), Karen Hill (Transportation 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 – February 29, 2024

The meeting minutes of February 29, 2024 were approved as amended.

Motion: Smith. Second: Tufts. Abstain: Paige, Tufts, Todd.

4. Public Comment

None.

5. New Business

a. *None.*

6. Old Business

a. *Review and discuss DRAFT Complete Streets Vision presented by the working group.*

Fox provided an update from the working group. She mentioned that Central New Hampshire Regional Planning Commission (CNHRPC) could assist in the development of the policy and guidelines as part of their regular working program, with potential funding in the FY25 budget. Hill mentioned that before this effort moves forward, City Management and Council would need to approve.

Tufts shared a document summarizing the items the working committee outlined as key components of the policy.

Hill asked if the Complete Streets Policy is intended to have its own set of project priorities and how will it tie into the master plan and other project programming. She mentioned that she envisioned a lot of this to be included in the new master plan, with an intent of it being more of a “living” document.

Tufts envisions the documents would be inter-related or synced but the intent would be different in that the complete streets implementation would be focused on specific projects versus competing with a larger list in the master plan.

The Committee had a brief discussion about updating the policy and being able to enforce its use without other City regulations being updated simultaneously.

Fox clarified that the document being reviewed, is not intended to be a policy at this time, it’s more of a vision. She envisions work to begin on the actual policy in FY25 if it has support and CNHRPC has availability.

Tufts added that the working group is just presenting an overview and is asking for feedback to make sure they continue in the right direction.

Brown informed the Committee that the scorecard provided was from Smart Growth America. She mentioned that the website includes many other resources as well.

Tufts shared that next steps are to take the two-page vision and create a more robust, “scope-type” document to potentially bring to City Management and City Council.

Todd supported the draft but identified some language that he felt should be reconsidered.

Brown mentioned that there may be potential grants and funding opportunities available to assist with updating the City’s Master Plan.

b. *Review DRAFT report recommending transportation project priorities for the Capital Improvements Program.*

Bakos summarized the CIP project review process. He believes that the draft document prepared by Hill matches what was discussed at last month’s meeting.

Todd asked for clarification on if the North Main Street improvements need to wait for other larger projects such as the I-93 widening project. Adding that portions of this may be able to be completed sooner. Hill agreed to modify the language and better explain the intent of this new project.

The Committee discussed the format and asked for a description of the process to be added to the beginning of the report. Members also asked for more consistent language and to clarify that the projects were listed in no particular order.

Hill confirmed that she will make some changes based on the conversation tonight and that the report will be submitted to Council next month.

7. Consent Reports

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

8. City Council Meeting Update

Councilor Brown shared that additional funds were approved for the Abbott Road and Sewalls Falls intersection improvements.

Hill shared that City Council also approved funds for the two signalized intersection upgrades at N Main/Washing/Ferry and N State/Centre.

9. TPAC Referrals from City Council, Staff and Mayor

- a. *Referral from City Council in regards to a communication from Ari Pollack requesting consideration be made to relocate the Concord Area Transit (CAT) bus stop now located between 214 and 220 North Main Street in Concord. (Referred back to TPAC on 3/11/24 – Deferred to April Meeting)*

10. Status Report on Subcommittees

- a. *Bicycle / Pedestrian Committee (TPAC-BP), Craig Tufts*
Tufts mentioned that there have been no recent meetings and confirmed the Subcommittee meets again on May 6, 2024.
- b. *Traffic Operations Committee (TOC), Karen Hill*
Hill circulated the TOC agenda for information, no further discussion.
- c. *Public Transportation Subcommittee (TPAC-PT), Terri Paige*
Paige shared that the Concord to Laconia connector (CLC) had 128 riders in February, and rides are expected to exceed 300 in March. She mentioned that

they are still running under a soft launch. She shared a few good success stories of riders utilizing the route. Many riders are utilizing for work commuting. Work-release riders from both prisons have been utilizing the CLC route as well.

Paige shared that they are working on receiving funding from the Northern communities such as Franklin and Laconia.

Paige mentioned that Concord Area Transit (CAT) had over 106,000 rides in the previous year, which secured them extra funds.

She also discussed that CAT is looking to relocate their office soon. They need around 2,000 SF of office space and 2,000 SF of maintenance space and 4,000 SF (15 buses) for internal bus storage. The current location is on a bus route, and that would be preferable again, as this reduces the “dead head” time. She asked folks to keep an eye out and let her know if they know of any space available.

11. Project Updates (Staff)

a. *CIP #17 – Sidewalk, Bikeway and Streetscape Improvements*

Hill discussed that the sidewalk on Airport Road is proving to be challenging, requiring additional drainage and grading design. She mentioned that it is still scheduled to be completed with the paving work this summer.

b. *CIP #31 – McKee Square Intersection Improvements*

Hill shared that next steps will be bringing the results of the updated traffic study to City Council and the Public to review potential alternatives.

c. *CIP #520 – Intersection Safety Improvements (Sewalls/Abbott)*

This was previously discussed under item 8.

d. *CIP #543 – Merrimack River Greenway Trail*

It was discussed that bids for Phase 2 have been received and construction is hopeful for early summer. He also mentioned that the City is working to prepare two different grants to assist in the construction of subsequent phases. One is a RAISE Grant and one is Congressionally funded.

Tufts shared that CNHRPC, SHNRPC and the State are beginning to discuss grant opportunities for the portion of the Granite State Rail Trail between Manchester and Concord.

e. *CIP #657 – Deck Park Feasibility Study*

It was discussed that the architects are now exploring alternatives to present to the public.

11. Other Discussion Items

Hill shared that Staff is exploring the efforts necessary to apply for a Federal Highway Safe Streets and Roads for All (SS4A) grant. The funds are available to fund data driven safety planning efforts and projects.

Brown shared that she has received comments about the Middle School project and asked if the Committee could consider weighing in on Safe Routes to Schools, and any potential grants which may be available.

Tufts responded that TPAC is an advisory committee to City Council, and the School Board is its own entity and does not believe it is within TPAC's purview to provide any recommendation or reviews at this time.

McGregor mentioned that City Council has not asked the Committee to review or provide comment.

Mayor Champlin agreed that TPAC should not discuss it at this time.

Todd reminded the Committee that the next meeting is scheduled for when Council will be having budget meetings so that meeting date will likely need to be reconsidered.

12. Adjourn

The meeting adjourned at 8:26 PM by unanimous consent.

13. Upcoming Meeting Dates

April 25, 2024

May 23, 2024