

**City of Concord**  
**Transportation Policy Advisory Committee**

**Meeting Minutes**

Thursday, March 28, 2013 - 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 (Downtown - Chair)  
Brent Todd (Penacook)  
Ursula Maldonado (At-Large)  
Craig Tufts, (Bike Community)  
Alex Vogt (Pedestrian Community)  
Jim Sudak (Concord Area Transit) (Public Transit)  
Ed Roberge, City Engineer - Staff Representative

Committee Members Not Present:

Jennifer Kretovic (City Council)  
Keith Nyhan, City Council  
Rob Werner, City Council  
Tom Irwin (North/West Concord)

Staff, Visitors and Guests Present:

Rob Mack, Traffic Engineer - Staff Representative

**2. Approval of February 28, 2013 meeting minutes**

Ursula Maldonado made a motion to accept the meeting minutes of the February 28<sup>th</sup> meeting but noted changes would be suggested during the discussion. Jim Sudak seconded the motion to start the discussion.

Ursula Maldonado stated that her recollection of the discussion on the Pleasant Street/Warren Street/Fruit Street intersection project presentation was that TPAC endorsed the deferral of the larger traffic signal project for the preferred roundabout project at the intersection. In that, she suggested that the meeting minutes better report that indication. Ed Roberge noted that the 2<sup>nd</sup> paragraph on page 3 of the meeting minutes summarized the TPAC preference but agreed that a better description in support of the preferred alternative would be appropriate. Dick Lemieux asked if TPAC would like to craft a paragraph replacement of allow staff to provide a better description. TPAC agreed to allow staff to reword the subject paragraph.

Additionally, Ursula Maldonado noted that in Section 10, New Business; a. Review of Membership Terms, page 5, the minutes indicate that the terms of the members were reviewed and all indicated interest to serve another term on TPAC. It was noted that Jim Sudak was not in attendance at that meeting. Ed Roberge acknowledged that this was an

oversight and that he recalled indicating that staff would reach out to Jim Sudak to assess his interest in serving another term with TPAC. Ed Roberge indicated that the meeting minutes will be revised to reflect that discussion. Jim Sudak indicated that he is interested in serving with TPAC for another term. Dick Lemieux inquired if the appointments would be presented to City Council at the April meeting. Ed Roberge indicated that he had forwarded to members interest to the City Clerk for preparation to present to City Council. Appointments will likely be presented to City Council in April.

Following conclusion of these discussions, the minutes as amended above were unanimously approved.

**3. Presentations**

There were no presentations at this meeting.

**4. Public Comment**

There were no members of the public in attendance.

**5. Consent Reports**

**a. Approval of Subcommittee Minutes (Pedestrian, Bicycle, Public Transit, and Traffic Operations)**

The minutes of the January 7<sup>th</sup> Bike Committee meeting, the January 17<sup>th</sup> Pedestrian Committee meeting, the December 11<sup>th</sup> Public Transit Committee meeting, and the February 19<sup>th</sup> Traffic Operations Committee meeting were unanimously approved.

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

**a. Referral from City Council to consider establishing a No Parking, Standing, Stopping zone along Conant Drive between South Street and Rundlett Street to mitigate adverse effects of parking for traffic related to school drop-offs/pick-ups at the Abbott-Downing Elementary School. (Council: 10/9/2012, 12/20/2012, 1/24/2013, 2/28/2013).**

Rob Mack reported that the Parking Committee hosted a neighborhood meeting on March 21<sup>st</sup> where issues of parking around the school campus were discussed. The general consensus from the meeting was that residents remain concerned with the safety of vehicles crowding certain streets and recommend additional parking restrictions along South Street, Bow Street, and Conant Drive. Police enforcement will be increased starting on March 26<sup>th</sup> in an effort to increase safety. Given that some of the residents in attendance felt that the parking impact area was limited to South Street and Conant Street, the Parking Committee agreed to expand the neighborhood notification area and schedule a follow-up meeting.

A brief discussion followed and while TPAC generally agreed that additional parking restrictions are appropriate, concerns for where the cars go was heard. TPAC stresses the need for the Concord School District to do everything they can to improve operations and conditions within the site. Dick Lemieux asked what role TPAC has at this point. Ed Roberge noted that since this was a Traffic Operations Committee referral and since referred to the Parking Committee, final action to City Council should come from the Parking Committee where

Ordinance changes are likely. Rob Mack expects that parking Ordinance proposal is likely for May submittal, June public hearing. Once complete, no further TPAC action is expected.

- b. Referral from City Council to consider removal and installation of STOP signs at Heather Lane intersections, including: installation of a STOP sign on the New Meadow Road eastbound approach to Heather Lane; installation of a STOP sign on the Gabby Lane eastbound approach to Heather Lane; and removal of the STOP sign on the Heather Lane northbound approach to Gabby Lane. (Council: 10/9/2012, 12/20/2012, 1/24/2013, 2/28/2013).**

Rob Mack indicated that a letter has been drafted inviting residents to attend the April TPAC meeting to discuss traffic control within the neighborhood. Dick Lemieux indicated that the neighborhood discussion should be scheduled first with regular business shortly thereafter. Rob Mack also noted that at the February meeting, TPAC members expressed a desire to review the site. If members haven't do so yet, Rob Mack suggested it would be good to visit the neighborhood prior to the April meeting.

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

- a. Pedestrian Committee, Alex Vogt**

Alex Vogt reported that the Pedestrian Committee met on March 21<sup>st</sup> and continued their planning efforts on a pedestrian counting project. The committee generally agreed that count times would be between the hours of 2:30 – 6:30 PM at selected areas. The committee will be contacting various groups for volunteers. Alex Vogt also noted that the committee continued the discussion on the condition of the sidewalks along the walking route to the friendly Kitchen, including I-393 and Commercial Street. It was noted that the State did not remove snow along the I-393 route this past winter. The committee agreed that this matter should be brought to the attention of the DOT directly by the Friendly Kitchen.

Alex Vogt reported that he is retiring from the DOT and will be spending winter months in sunny Florida. In that, changes to the committee leadership are expected. Dick Lemieux indicated that he had spoken the Ursula Maldonado and she expressed her support to Co-Chair the committee when Alex is away. They both supported this alternative which keeps the Pedestrian Committee structure in place. TPAC congratulated Alex on his announcement to retire and was happy with his indicated to remain a member when in Concord. In further discussion, Alex Vogt noted that there had been some recent discussions with the Bike Committee regarding joining the two committees. Dick Lemieux indicated that he was aware of the discussions but he prefers keeping the committees separate at this time. TPAC agreed.

- b. Bike Committee, Craig Tufts**

Craig Tufts reported that the Bike Committee met in March without a quorum. Nonetheless, the committee discussed the 2013 State paving schedule and noted that only a short section of Mountain Road paving is planned within Concord. The committee discussed the State's chip seal program and the conditions of the sections on Mountain Road completed.

Craig Tufts also indicated that the committee has been developing details on an upcoming bike counting plan and will coordinate those efforts with the Pedestrian Committee.

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

Ed Roberge indicated that Jennifer Kretovic was unable to attend the TPAC meeting and read a report from the Public Transit Committee. The committee met on March 22<sup>nd</sup> and reviewed the 2014 budget proposal and potential funding changes. Concord Area Transit (CAT) reported that 2012/2013 advertising revenue received or committed is \$52,000, up from \$23,000 the previous year. The committee praised the efforts of CAT on this accomplishment.

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

Rob Mack reported that the Traffic Operations Committee met on March 19<sup>th</sup> and reviewed recent accident reports as well as a referral related to traffic signal operations. TOC discussed a pedestrian accident at the intersection of State Street/Pleasant Street in detail and reviewed an analysis of crashes at various traffic signals.

With respect to the traffic signal operation referral, TOC considered the performance of the intersection and the circumstances of a distracted driver involved in the accident and concluded that changes to the operation were not warranted. TOC unanimously supported leaving the current operations in place but noted that a future capital improvement project (FY2018 CIP) would consider operational changes at that time. Data from the past 9 years were discussed concluding that of the 90+/- pedestrian accidents, a little more than 25% of those accidents occurred at signalized intersections. Of those, 13 occurred at traffic signals with exclusive operation (crossing during an all-red phase) while the other 12 occurred at intersections with concurrent operation (going with the traffic). This data is important in considering future pedestrian crossing operation design of the City's traffic signals.

**8. Staff Updates**

**a. Downtown Complete Streets Improvement Project - TIGER 2012 (CIP460)**

Ed Roberge provided a brief update on the status of the Downtown Complete Streets Improvement Project. Staff hosted a well-attended meeting on March 12<sup>th</sup> where the project design team presented details on the history of Main Street and its evolution to what it is today. The presentation included details on buildings, significant streetscape features, and utility structures. Ed Roberge also noted that the environmental review is nearly complete; all studies and reports have been submitted to FHWA and the NH Division of Historic Resources and final review is underway.

Ed Roberge also noted that upcoming meetings include a staff/project review meeting on March 29<sup>th</sup> and a public meeting on April 16<sup>th</sup>. Although disappointed, the committee applauded the efforts by staff and the project design team to review roundabouts for intersection treatments within the project area.

The committee noted hearing concerns by the Food Co-op regarding a proposal to relocate the existing bus stop along Main Street at Pleasant Street to the space between the Co-op driveways where parking should be prohibited. After a brief discussion, the committee agreed that the proposed location was acceptable – if not preferred.

## **9. Old Business**

There were no old business items to discuss.

## **10. New business**

### **a. Review of Comprehensive Transportation Policy**

At the February TPAC meeting, members discussed the Comprehensive Transportation Policy inasmuch as it relates to a requirement for roundabout analysis at all intersections. Staff reported that as practice and as endorsed by the “complete streets” policy, intersection analysis includes roundabout alternatives when considering improvements.

Brent Todd noted that the existing policy, while broad has been quite effective in the City’s design approach. A general discussion followed where the committee agreed this approach may be best. Given that Tom Irwin brought this matter up in February and was not in attendance at this meeting, the item was tabled for further consideration at the April TPAC meeting.

### **b. Review of Accomplishments**

Ed Roberge distributed copies of the accomplishments report created back in late 2011 for committee review. It was agreed that members would review the latest report and add any recent accomplishments.

Ed Roberge indicated that an electronic version of the report would be sent to members on March 29<sup>th</sup> requesting return by April 15<sup>th</sup> for consideration at the April 25<sup>th</sup> TPAC meeting.

### **c. Recent Public Transportation System Discussions in NH**

Jim Sudak reported that at a recent presentation, Mark Sanborn, NHDOT liaison to FHWA indicated that the State is reviewing alternatives for bus transportation from Concord to the Manchester Regional Airport as well as advancing a rail corridor study that would eventually connect Concord to Boston – the so-called Capital Corridor.

## **11. Adjourn**

There being no other items to discuss, Craig Tufts made a motion to adjourn. The motion was seconded by Jim Sudak. The motion carried and the meeting adjourned.