

**City of Concord  
Transportation Policy Advisory Committee**

**Meeting Minutes**

Thursday, November 20, 2014 - 6:00pm to 8:00pm  
City Hall, 2<sup>nd</sup> Floor Conference Room

**1. Call to Order/Introductions**

Dick Lemieux, Chair, called the meeting to order. Those in attendance included:

Committee Members Present:

Dick Lemieux (At-Large - Chair)  
Byron Champlin (Council Representative)  
Brent Todd (Council Representative)  
Craig Tufts, (Bicycling Community)  
Ursula Maldonado (At-Large)  
Tom Irwin (At-Large)  
Jim Sudak (Public Transportation Representative)  
Rob Mack, Traffic Engineer (City Manager's Designee)

Committee Members Not Present:

Rob Werner (Council Representative)  
Sheila Zakre (At-Large)

Staff, Visitors and Guests Present:

None

**2. Approval of October 23, 2014 meeting minutes**

The October 23, 2014 minutes were approved as submitted (Motion-Champlin; Second-Sudak; Unanimous).

**3. Presentations**

There were no presentations.

**4. Public Comment**

There was no public comment.

**5. New Business**

There was no new business.

**6. Old Business**

**a. Review/Update Comprehensive Transportation Policy.**

Following up on TPAC's discussion last month, staff distributed an updated draft version of the Comprehensive Transportation Policy. Most of the items in the draft reflected wording that attendees at the October 23, 2014 meeting concurred with. Concurrence on wording for the 'Preamble' was not yet met and three options were presented in the agenda package for further consideration. After considerable discussion, attendees concurred that the word

'Preamble' was not necessary, and that the statement should read: *The goal of the City of Concord is to have a complete multi-modal transportation system that serves residents, employees, visitors and businesses, and achieves the overarching goals of safety, economic vitality, enhanced quality of life, community health and environmental and fiscal sustainability.*

Wording for policy item #2 was also discussed regarding maintaining measures that balance the need to attract through traffic to the collector/arterial street network with the need to minimize the adverse effects of that same traffic passing through residential areas. Three alternative wordings evolved from TPAC's October discussion and were presented on the current draft. After considerable discussion, attendees concurred on the following wording: *Maintain a traffic management program that attracts motor vehicle through travel along collector and arterial streets rather than residential streets to enhance neighborhood livability.*

After overviewing the entire policy draft and concurring with a few additional minor edits, members voted to approve the draft policy as amended (Motion-Maldonado; Second-Champlin; Unanimous). Rob Mack noted that staff would prepare the formal resolution and accompanying report for Council consideration in January and public hearing in February.

**b. Report from the Public Transit Subcommittee outlining TPAC's recommendation to develop and implement a multi-year capital replacement program for CAT fixed-route buses.**

Pursuant to the Public Transit Subcommittee's meeting on November 18, 2014, Ed Roberge prepared an outline of a decision matrix that could be used to compare the features and costs of each of several bus-types that CAT will consider. The matrix lists CAT's current 35 ft, 30-passenger Orion buses, as well as the following potential replacements: heavy-duty, 35 ft, 30+ passenger bus; medium duty, 30-34 ft, 27-30 passenger bus; and a medium duty, under-30 ft, 24-27 passenger bus. TPAC members concurred that this matrix would be an aid in the presentation to Council and would lend support to the decision-making process. A few suggestions were made such as better defining 'risk' factors and adding a list of patron amenities such as 'level floors' versus using lifts.

Jim Sudak will populate the matrix with factors such as bus cost, fuel-type and mileage, operational and maintenance cost, and other items for further discussion at next month's TPAC-PT meeting. A more-complete matrix and recommendation should be available for discussion at next month's TPAC meeting. The Chair noted that the goal is to bring CAT's recommendation to Council early next year so that it can be fully considered in the development of the FY2016 budget.

**c. Report from the Bicycle and Pedestrian Subcommittees with recommendations for improved non-motorized access between downtown and the Horseshoe Pond area.**

The Bicycle and Pedestrian Subcommittees drafted a brief statement for TPAC review regarding a TPAC recommendation to City Council to consider improved non-motorized access between downtown and the Horseshoe Pond area. Over the past year, the TPAC Bicycle and Pedestrian Subcommittees have expressed concern about the lack of a reasonably-direct and safe all-season travel route for walkers and bicyclists traveling between the downtown area and the Commercial Street/Horseshoe Pond area. The recent acquisition of the former Tunis property at the northern end of Storrs Street presents an opportunity to consider such a connection for non-motorized travel.

With a few minor editorial suggestions, TPAC approved the draft statement with recommendation to Council that a non-motorized connection be made from the north end of Storrs Street to Constitution Avenue and the bus station, and that it be maintained for winter travel (Motion-Tufts; Second-Maldonado; Unanimous). The Chair requested that staff finalize the statement in the form of a formal consent report for submission to Council, and that a draft of the final report be provided to Craig Tufts and Ursula Maldonado for final review.

## 7. Consent Reports

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

The following subcommittee minutes were accepted by unanimous consent: Bicycling and Pedestrian –September 15, 2014 and October 6, 2014; and Traffic Operations – October 21, 2014.

Also accepted by unanimous consent was a November 4, 2014 request by David Sky to become a member of the Bicycle Subcommittee.

## 8. City Council meeting update

There were no TPAC-related items considered at City Council's November 10, 2014 meeting.

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

### a. Referral from Councilor Herschlag regarding excessive traffic speeds in the West Village neighborhood in Penacook. (Council: 4/14/2014).

Rob Mack reported that Councilor Herschlag, having reviewed staff's study of the issue as well as prior TOC and TPAC discussions of same, and also considering the requirements for establishing additional traffic control measures as outlined in the city's Traffic Management Policy, felt it would be unproductive to investigate further measures at this time. TPAC members recommended that staff prepare a follow-up report to Council to complete the response to this referral.

## 10. Status Report on Subcommittees

### a. Pedestrian Committee, Ursula Maldonado

Ursula Maldonado reported that the subcommittee plans to meet with the City Planner to discuss development of a Pedestrian Master Plan. Included will be consideration of winter sidewalk maintenance. Craig Tufts added that CNHRPC is looking for a potential grant that could be used to help fund development of this plan.

### b. Bike Committee, Craig Tufts

Craig Tufts reported that the subcommittee plans to consider an update to the bicycle master plan. He also presented the MRGT TAP application ranking as summarized in Item 11f.

### c. Public Transit Committee, Tom Irwin

In addition to discussion items summarized in Items 6b and 12, Tom Irwin noted that the subcommittee is planning to invite the public to attend its January 20 meeting with CAT at the Smile Building. Also being considered is an option to have CAT present a status update to City Council twice yearly.

- d. **Traffic Operations Committee, Rob Mack**  
Rob Mack reported that TOC did not meet in November.

## 11. Staff Updates

- a. **Downtown Complete Streets Improvement Project - TIGER 2012 (CIP460)**  
Rob Mack reported that utility work was recently completed and that construction activity had been ended for the season. Work will resume next spring on the section on N. Main Street between Centre Street and Pleasant Street.
- b. **US Route 3 North Improvements (CIP 35)**  
Rob Mack reported that construction activity was virtually complete in the village area and that work along the southern part of the work area near Lilac Street was nearing completion. Councilor Todd added that a formal ribbon cutting event had been held at Boudreau Square on November 15, 2014.
- c. **Sewalls Falls Bridge Replacement (CIP 22)**  
Rob Mack reported that the bridge would be formally closed to all traffic on December 1, 2014. Bridge construction was anticipated to begin next year.
- d. **Loudon Road Corridor Improvements (CIP 19)**  
Rob Mack reported that the NHDOT approved the city's engineering design study and that the city's design team has begun work on the preliminary design and environmental study.
- e. **I-93 Bow-Concord Study (NHDOT)**  
Rob Mack reported that the regional transportation model is still being developed by the NHDOT's consultant in coordination with CNHRPC. It was noted that Steve Henninger, former Assistant City Planner, was working part time at CNHRPC to assist in this modeling effort.
- f. **TAP application for funding for the Merrimack River Greenway Trail (MRGT)**  
Craig Tufts noted that CHNRPC's Technical Advisory Committee ranked the MRGT project as the number one project of five applications received in this region. CNHRPC's comparative summary of the five applications was discussed with TPAC members. Other towns' applications were for sidewalk and multi-use path projects in: Henniker, Warner, Bradford and Pembroke. CHNRPC's ranking will be reflected in NHDOT's statewide consideration of TAP applications, with selection of awarded projects anticipated in January.

## 12. Other Discussion Items

None.

## 13. Adjourn

The meeting was adjourned at about 9:35 PM (Motion-Todd; Second-Maldonado; Unanimous).

Upcoming Meeting Dates:    Dec. 18, 2014  
  Jan. 22, 2015  
  Feb. 26, 2015