

**City of Concord  
Transportation Policy Advisory Committee**

**Meeting Minutes**

Thursday, September 22, 2011 - 6:00pm to 9:00pm  
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)  
Councilor Nyhan (City Council)  
Jennifer Kretovic (Public Transit)  
Ursula Maldonado (Resident)  
Jim Sudak (Concord Area Transit) (CAT)  
Alex Vogt (Pedestrian Community)  
Frank Drouse (East Concord)

Committee Members Not Present:

Councilor Werner (City Council)  
Tom Irwin (North/West Concord)  
Brent Todd (Penacook)  
Domenic Ciavarro (Large Employer)  
Peter Rhodes (Bicycling Community)  
Ed Roberge, City Engineer - Staff Representative

Staff, Visitors and Guests Present:

Patrick Herlihy, NH Department of Health and Human Services  
Ginny Schneider, Director of Transportation, CAPBMI  
Susan Jutras, BMC Volunteer Driver Program  
Craig Tufts, CNHRPC  
Rob Mack, Traffic Engineer - Staff Representative  
Steve Henninger, Assistant City Planner - Staff Representative

To better accommodate the topical order of tonight's meeting, Dick Lemieux scheduled the presentation on the State Coordinating Council (Item 3a) as well as the report from the Public Transportation Committee (Item 7c) as the first items of business. Following these items, remaining agenda items were discussed in order beginning with approval of the August minutes.

**2. Approval of August 25, 2011 meeting minutes**

Following a review and discussion of the draft August minutes, Jennifer Kretovic recommended amending the sixth sentence in the second paragraph of Section 2 on page 1 to read: "CAT presented the committees' recommendation along with several alternative routes plans which had been presented to NHDOT.

Ginny Schneider expressed CAT's objection to a statement in the prior-approved July 28, 2011 minutes and requested that it be deleted from those minutes: July 28, 2011 minutes, Item 7c discussion of the Public Transportation Committee report, "No update on the projected ridership and operational costs associated with this layout [the new Cross-town Route] has been offered." A lengthy discussion followed regarding reconsideration of past-approved minutes for purpose of clarifying what was said or offering dissenting opinion. Dick Lemieux advised that CAT could object to a statement in the July minutes by noting such objection in the Public Comments section of the August 25, 2011 minutes. As such, Jim Sudak asked that the Public Comments section of the August minutes be amended to reflect CAT's disagreement with the prior-noted sentence.

Jim Sudak made a motion to accept the August 25, 2011 minutes with two changes as discussed above: the line edit in Section 2; and the statement of CAT's objection to the prior July minutes to be noted in Public Comments, Section 4. The motion was seconded by Alex Vogt. The August 25, 2011 minutes were unanimously approved as changed.

### 3. Presentations

#### a. Status of the State Transportation Coordinating Council, Patrick Herlihy

Patrick Herlihy presented the status of the State Coordinating Council (SCC) on public transportation. The SCC was developed to coordinate funding sources and assist the direction of the New Hampshire's ten Regional Transportation Coordinating Councils (RCC's). The SCC is currently chaired by Fred Roberge of Easter Seals. RCC's facilitate the operation of local transit providers within each region including: subcontracted carriers, volunteer drivers, transit-taxi reimbursements, and transportation voucher/subsidy programs. RCC representation includes the local regional planning commission, transit agencies, private providers, municipal officials, citizens and senior programs. Concord is represented by Steve Henninger, Asst. City Planner.

Current SCC initiatives include: insurance requirements for providers/RCC; minimum operating standards; cost allocation policy; communication/outreach strategies; and funding coordination. These initiatives also include: data collection from providers; unmet-needs analysis; RCC operating costs; training curriculums; marketing strategies; and a website. Other initiatives started at select RCC's include: NHDOT pilot funding for elderly/disabled; volunteer driver programs; user subsidy programs/taxi vouchers; and beyond-hour services. The model for the SCC comes from successful models used in other states, and was written by Nelson-Nygaard. The SCC's website is at [www.nh.gov/dot/scc](http://www.nh.gov/dot/scc)

Group discussion and comments followed. Ginny Schneider noted that the Regional Coordinating Council has several grants for a Volunteer Driver Program; \$30,000 has been obtained thus far of the \$35,000 needed to get matching funds this coming year. CAP-BMCI has 85 carriers providing transit services. Members commented that the SCC/RCC program appears to be a great idea to facilitate improvement of efficiency in providing local public transportation.

**b. North-South Bike Route Status Report, Rob Mack**

Rob Mack presented a summary overview of the proposed North-South Bike Route which will provide a signed and marked bike route along existing streets comprising a north-south shared-roadway corridor passing westerly of the downtown area. The route includes South Street (north of Rockingham Street), N. Spring Street and Rumford Street to N. State Street. Bike Route signs including directional plaques and arrows have recently been installed by general Services at most locations along the route. General Services expects to complete the installation of signs and pavement markings (sharrow and bike symbol markings) by October 5, 2011 which is National Walk/Bike to School Day.

**4. Public Comment**

There were no public comments at this meeting.

**5. Consent Reports**

**a. Approval of Subcommittee Nominations**

There were no subcommittee nominations to consider.

**b. Approval of Subcommittee Minutes (Public Transportation, Traffic Operations)**

The Committee unanimously approved the meeting minutes of the Public Transportation, and Traffic Operations Committee meetings.

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

**a. Referral from Council Patten regarding a request from a resident in the Cricket Lane neighborhood to consider opening the gate on Cricket Lane (*City Council: 5/2011, TPAC 7/28/2011*)**

Rob Mack reported that TPAC's final report on this referral was accepted by City Council at their September 12, 2011 meeting.

**7. Status report on subcommittees**

**a. Pedestrian Committee, Alex Vogt**

Alex Vogt reported that the Pedestrian Committee met on August 18. Tasks and suggestions from the Walk-Friendly report card were discussed. The list would be emailed to committee members to rank priorities (1 low to 5 high). The results will then be tabulated to assist the committee in prioritizing which tasks to work on.

Alex Vogt noted that the Wellness coalition will meet on Friday, September 30, 2011, with Mark Fenton speaking. The NH Rail Trails Coalition will next meet on November 12, 2011.

**b. Bike Committee, Peter Rhodes**

In Peter Rhodes' absence, it was noted there was no new activity to report as the Bike Committee's regular meeting is scheduled for next Monday, September 26, 2011.

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

Jennifer Kretovic reported that the Public Transit Committee met in September and discussed development of the quarterly progress report on CAT for submission to Council in October. The route changes are delayed until November and the Cross-town Route will be only slightly modified from the existing Indy Park and Trolley Routes. The subcommittee is concerned with efficiency as CAT has stated the metric we were using to measure efficiency are invalid as they do not have the ability to separate Operation Costs per route and the ridership numbers were estimated. CAT has stated some Program Goals from the Nelson-Nygaard study are invalid though others may still be warranted. PTC has asked for an Annual Plan from CAT so that PTC can develop more realistic Program Goals for FY 2011, but await an Annual Plan due to CAT's need to complete ARRA fund projects. The subcommittee is frustrated with inconsistent data based on estimations. The NHDOT Grant Application and that of the city is not consistent; the budget CAT submits is based on estimated/inflated numbers and not more closely aligned to the actual year-to-year expenses/incomes. Jennifer reported that committee consensus is that CAT has far to go in order to meet the directives given by Council at the June meeting.

The PTC's progress report was presented to TPAC and substantial discussion of individual findings followed. Keith Nyhan presented a number of comments and suggestions on the draft report and noted that the Mayor is adamant about maintaining transparency in this overview of CAT. Jim Sudak stated his strong objection to a number of statements in the draft report.

In light of substantial comments received on the draft report, Dick Lemieux suggested that TPAC consideration of this item be tabled and that TPAC reconvene on Monday September 26, 2011 at 5:30 PM to finalize consideration of the document and vote on its acceptance. The prompt action would be necessary in order to ensure the timely submission of the report to the city clerk next week for inclusion in the Council's October agenda package. Dick Lemieux requested that Jennifer Kretovic compile the comments on the draft report received thus far from TPAC, coordinate an updated draft document with PTC members and redistribute the revised draft to TPAC members for review and comment over the coming weekend. Communication via email was suggested, and the option for a formal TPAC vote on the final document might be possible via email if no members object. Unless otherwise directed by the Chair, TPAC would reconvene on Monday night. Dick Lemieux also suggested that if CAT objected to TPAC's final document, it was welcome to submit a minority report to the City Clerk for distribution to Council.

Jennifer Kretovic made the motion to table the discussion of the draft interim progress report on CAT, with TPAC to reconvene on Monday, September 26, 2011 at 5:30 PM in the City Hall second-floor conference room for final review of the document and vote. Motion was seconded by Ursula Maldonado, and vote to table the item was unanimous.

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

Rob Mack reported that the TOC met in September and discussed traffic accidents city-wide over the last few months. Of particular concern was a recent pattern of bicycle crashes at the Mountain Road/W. Portsmouth Street (Exit 16) intersection in the two-year period since July 2009: experienced cyclists traveling southbound on Mountain Road down the hill and being struck by a vehicle turning left or crossing from the W. Portsmouth Street from a stop. Staff planned to visit the intersection to view sight lines and ascertain if specific improvements might be appropriate. Also noted was the possibility of getting word out to the cycling community to exercise caution when cycling through this intersection (i.e. making eye contact with side-street drivers); complex intersection geometry and high traffic volume creates challenges for side-street drivers turning onto Mountain Road and an approaching cyclist could get overlooked. TOC concurred that the proposed roundabout (FY 2016) should alleviate difficulties for both vehicle and bicycle movements.

**8. TPAC Policy Objectives/Programs/Initiatives**

**a. City-wide Speed and Pavement Marking Policy Update.**

Rob Mack reported that the former YIELD signs at the Auburn/Penacook and Auburn/Forest intersections had been swapped out with STOP signs following September 12, 2011 Council approval.

**9. Old Business**

**a. TPAC Accomplishments - Develop list for publishing**

In Ed Roberge's absence, Rob Mack reported that Ed was unable to update the draft list of TPAC accomplishments based on comments and suggestions received at the August TPAC meeting. The updated draft will be distributed to TPAC members for review prior to the October TPAC meeting. In the meantime, any additional comments or suggestions would be welcome and should be forwarded to Ed.

**b. Review of Pavement Marking Policy Update**

In follow-up to member inquiries at the August TPAC meeting, Rob Mack presented the city's plan for twice-a-year pavement marking. General Services arranged for the repainting of most markings (lane lines, symbols, crosswalks, stop lines) city-wide in the spring of this year. A second repainting of pavement markings along select heavily-traveled roads will begin later in the fall to refresh those markings that exhibit the greatest wear. A map provided by General Service was displayed indicating the high-wear locations to receive the fall repainting. Locations include the major arterials (Pleasant Street, Manchester Street, Main Street, Loudon Road and N. State Street, and Village Street, as well as select portions of multi-lane routes such as East Side Drive, Ft Eddy Road, D'Amante Drive, and Clinton Street. Lane lines at key traffic signal intersections are also indicated. The plan for the limited fall repainting was developed by staff last year to focus the second repainting to those streets where wear on the markings seemed greatest, or where the need for markings was important to vehicle guidance (such as double-turn lanes). This plan would be reviewed over the coming year and refined as appropriate in an effort to enhance the effectiveness of the city's pavement markings in a cost-effective manner.

## **10. New business**

### **a. NHDOT Draft 10-Year Plan**

Craig Tufts reported that the Governor's Advisory Commission on Intermodal Transportation (GACIT) hearing on NHDOT's Draft 10-Year Plan is scheduled locally in Concord on October 3, 2011, at 7:00 PM in the City Council Chambers. The draft program reflects an across-the-board cut in Federal transportation funding of about one-third, or from about \$150M to \$100M. NHDOT is prioritizing I-93, bridges and maintenance. With the reduction in revenue, there is very little else that can be cut in order to keep the roads in a good state of repair and to keep I-93 work going. Locally, funding for the Garvin's Falls Bridge is proposed to be pushed to FY 1016-2017, while the proposed Storrs Street park-and-ride lot was removed from the plan altogether. Also, the I-93 Bow-Concord project has been added back to the Ten-Year Plan with engineering scheduled for FY 2014-2019 and construction in FY 2019-2022.

### **b. Schedule of November and December TPAC Meetings (11/17/2011 and 12/15/2011)**

## **11. Adjourn**

There being no other items to discuss, Jim Sudak made a motion to recess the meeting to Monday, September 26, 2011 at 5:30 PM in the City Hall second Floor conference room. The motion was seconded by Ursala Maldonado and was unanimously approved. The meeting adjourned.