

133 Keyes Road
Concord, MA 01742



DATE: 12/16/16

MEMORANDUM

TO: Traffic Management Group Members
FROM: Chris Olbrot, PE Asst. Town Engineer
SUBJECT: Traffic Management Group Meeting 12/05/16

The Traffic Management Group (TMG) met on December 5th, 2016 to discuss statuses of continued business and several new items. Below is a summary these discussions, action items (if any) and consensus of how to proceed.

PROCEDURAL DISCUSSIONS :

Field Implementation

The TMG discussed how to improve on the effectiveness of implementation of TMG matters in the field. To improve the transition from TMG decisions to project implementation in the field, Dan Rowley, Superintendent of Highway and Grounds joined the TMG. This bridges the gap more seamlessly and should improve implementation greatly.

Project Request s

The TMG discussed how to improve efficiency and revise the current request protocol in order to improve the process for the TMG and public. Bill R. offered a favorable solution. The TMG agreed that a change to process should be captured in official policy change readily available to the public. The TMG will be reviewing an outline presented by CPW-Engineering at the next regularly scheduled TMG. The policies will focus on clear and concise processes as well as streamlining internal decision making. A more detailed description is in "New Business" below.

Designation of Chair

Rich R. offered a suggestion to improve the overall function of the TMG by designated a "Chair" for the group. The TMG agreed that a chair is valuable asset for any group in ensuring a single point of contact when necessary and to provide clear lines of communication between the group and the public. After a brief discussion it was determined that a the chair will be rotated annually. Effective December 5 2016, Public Works Director Richard Reine has been designated as Chair person.

OLD BUSINESS:

Estabrook Rd - No Parking Areas

This initiative has been placed "on hold" pending the Estabrook Woods Committee's review of alternatives to parking areas. These meetings are expected to go into the Spring/Summer of 2017.

Action Items

- **Await guidance from Advisory Committee**

Main and Harrington Speed Boards

This initiative is nearing completion. CMLP and CPW staffs are collaborating the week of 12/12 to install the second Speed Board. CPW-Eng. will then program the speed boards.

Action Items

- **Install second speed board and program.**

NEW BUSINESS:

TMG Policy Updates

As mentioned in the Project Requests section above, the TMG discussed the benefits of reviewing the town's current policies. The current policies will be reviewed and revised as necessary to ensure clear and concise protocols. CPW-Engineering will work over the next month to provide a preliminary outline for the TMG's review. Once complete, the new policy will be a singular document which captures current policies such as but not limited to, traffic calming, speed limits, crosswalk installation, parking, etc. The intent is to streamline the TMG's policies and procedures and have clear protocols in place for a variety of issues.

Action Items

- **CPW-Engineering (Chris) to provide a preliminary outline for the group's review.**

Church St. Truck Turning Restriction

A request was received from MBTA to restrict trucks turning right onto Church St. from Commonwealth Ave. traveling eastbound.

Action Items

- **CPW-Engineering (Chris) will write a letter to MA-DOT.**

Annursnac Hill Speeding Complaint

A resident was concerned about speeding vehicles. Data analysis showed that vehicles were traveling within 5MPH of the posted speed limit.

Action Items

- **CPW-Engineering (Chris) will write a letter to the resident in January 2017.**

#94 Elm St Driveway

A resident would like to have "No Blocking Driveway" signs installed

Action Items

- **CPW-Engineering (Chris) will review in April 2017.**

Nashawtuc Road Parking

A resident is concerned about on-street parking which is degrading the soft shoulder as well as causing a traffic concern when vehicles need to navigate around parked trucks, buses, and other larger vehicles.

Action Items

- CPW-Engineering (Chris) will write a letter to the resident in January 2017 updating status.
- CPW Highway Division to repair shoulders with millings in the Spring
- CPD to monitor and document conditions Summer/Fall 2017
- Evaluate Data in September 2017.

Lowell Road/Barrett 's Mill Road Signal Analysis

Signal warrant analysis results confirmed the intersection meets warrant requirements for at least one warrant. The next step in the analysis is to determine if the LOS would improve based on a more in depth study of the surrounding area, specifically inbound where backups from Monument Sq. can reach the intersection.

Action Items

- CPW-Engineering (Chris) to have Stantec develop LOS analysis. Target Feb 2017 for delivery.

81 Elm St. Episcopal Church

A request to move the crosswalk

Action Items

- CPW-Engineering (Chris) to conduct a field review.

Prairie and Chase

A request was received to install a stop sign.

Action Items

- CPD to conduct traffic data collection in Spring 2017.
- Communicate to resident to inform him the application is received and data collection will begin. (Phone call??)

Colonial Inn

A request was received to create temporary parking for drop off in front of the Colonial Inn to avoid double parking situations.

Action Items

- CPD under TMG shall request a letter of support from surrounding businesses.

Sudbury at Garfield

A request was received to install a crosswalk.

Action Items

- **CPW-Engineering (Chris) to review crosswalk policy and ASHTO provide letter to resident. Negative determination is likely as there are no pedestrian routes in the vicinity.**

Main St. at West St.

A request was received to install a crosswalk sign “Children Present”

Action Items

- **CPW-Engineering (Chris) to review crosswalk policy/MUTCD and provide letter to resident.**

Continued Until Signs installed and regulations adopted

Thoreau St - Everett St to CCHS Driveway

Action Items

- Install Signs (Highway)
- Review at next meeting

Old Marlboro Rd - Deacon Haynes Rd to Sanborn School

Action Items

- Install Signs (Highway)
- Review at next meeting

Main St at River St

Action Items

- Install Signs (Highway)
- Review at next meeting

94 Elm St

Action Items

- Review in Spring

Hubbard St - Parking Restriction

Action Items

- Add restriction to Traffic Rules and Regs (Engineering)

