



CITY OF DOVER

TRANSPORTATION ADVISORY COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: Second Floor Conference Room, City Hall
Meeting Date: **Monday, September 27, 2010**
Meeting Time: **6:00 pm**

1. ROLL CALL

The Chair called the meeting to order at 6:14 P.M. Meeting notes were recorded by Speidel.

Members Present: Karen Weston (Chair), Jack Flick, John Scruton, Marn Speidel (Police), Bruce Woodruff (Planning), Ben Clark (Community Services).

Members Absent: Dennis Munson, Peter Schmidt

2. OLD BUSINESS

A. Crosswalk inventory and review – staff update

Woodruff stated that Ben Clark has been assigned as project manager. Clark stated that he is tasked with completing the review project by December 31, with assistance from Woodruff and Speidel, and periodic updates will be provided to department heads. Scruton asked if a serial number is being assigned to each crosswalk. Clark stated that each crosswalk is being assigned a unique ID number. Weston asked whether ADA compliance would be included in the review. She spoke about widths, signage, and lighting. Clark acknowledged these would be components of the review and said he'd be sure to include ADA issues. Scruton asked about down lighting vs. light spreading outward. Clark stated that this may be beyond the scope of the project. Scruton asked if GPS was being used and stated he would like to see sight distance measurements included for comparison with traffic speeds. Speidel stated that each person who is aware of this project may have a different idea about its scope. Scruton asked what height would be used to measure sight distance. Weston stated she would like the TAC to receive periodic updates on the project. asked members if there were any amendments to the draft minutes. Wentworth and Scruton suggested changes. Woodruff moved to adopt as amended, seconded by Wentworth. Motion passed 7-0.

B. Review of Administrative Code: Boards, Commissions and Committees (discussion on TAC membership changes)

Weston stated that she had reminded the Chair of the Council's Appointments Committee that the TAC is inquiring further about the COAST rep status to see if eliminating the position would have unintended implications. Woodruff stated that he spoke with the COAST Assistant Executive Director on why a COAST rep was originally included in the TAC by-laws. Woodruff stated that it was meant to be someone on staff at COAST as a voting member, mainly because the City is moving forward with the Transportation Master Plan to expand public transit. Woodruff stated that he asked whether the removal of the COAST rep would affect transit funding or grant-writing assistance for Dover. The response was that transit funding would not be affected, but it does affect the channel of communication. Weston asked why we should have a COAST rep. Woodruff stated that they can be invited at any time to attend a meeting, but they should be a voting member. Weston asked



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whether TAC could simply invite COAST to attend when and if an agenda item interests them. Speidel asked whether the COAST should recuse themselves from voting on a topic directly affecting public transit. Woodruff stated that COAST is a non-profit which represents its users, so he does not feel they need to recuse themselves. Weston asked whether COAST would still help Dover apply for grants if not a member of TAC. Woodruff stated they would, they have a CMAQ contract with the City.

Weston asked whether the committee wants the Council to put the COAST rep back in the City's Administrative Code. Scruton asked why it was removed. Weston stated that someone felt that more citizens should be on the board. Flick stated that he views it as imperative to have the regional transportation provider as a voting member of this commission. Flick stated he also feels that citizens should be represented on this committee. Further discussion ensued.

A motion was made to draft a resolution rewording the Administrative Code to revisit the issue of TAC membership by a COAST representative. Motion passed 6-0. Weston stated that she would like to read the draft of the new language before it is forwarded to the Council. She asked who would do the draft. Woodruff stated that he could work with Speidel on draft language.

Speidel noted that as of today, Schmidt is not effectively recognized as a voting member of TAC. Weston opened a discussion on attendance by committee members. She noted that Munson and Schmidt had inconsistent attendance records and suggested that someone from City staff contact each of them to confirm their desire to continue on the committee. Speidel stated that this task was more appropriate for the Chair to perform.

C. Traffic signal management, communications and coordination project – staff update

Woodruff gave an overview of the project. He stated that the system was installed in 2004 but rarely revisited since then. With \$73K remaining in budget, the city is working with Sebago Technics on updating the project. He stated this will take us from modem communications to expand broadband capabilities to a central computer. This will eventually tie in all 33/34 Dover signals together to a traffic management system which can be monitored remotely. System can also be used to perform counts, revise timings, etc. Daily operations component allows maintenance folks to use system to check for issues, get automated warnings. Scruton asked how much the project costs. Woodruff stated that this was funded by a CMAQ grant to replace equipment, update controllers, and provide some training on MarcNX software to City staff.



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3. NEW BUSINESS

A. Crosswalk request – Back River Road @ Holiday Drive (Maple Suites)

Speidel gave overview of Maple Suites request to install a new crosswalk on Back River Road at Holiday Drive. Speidel stated that City staff (Planning, Engineering, and Police) had performed a site review. Speidel handed out copies of crosswalk study template summarizing the staff's findings. Discussion ensued. Speidel stated that staff recommendation was not to install the crosswalk unless certain listed conditions were met. Motion made by Flick, seconded by Clark, to accept the staff recommendation. Motion passed 6-0. Speidel stated that he would follow up with a letter to Maple Suites informing them of the recommendation.

B. Citizen correspondence – school-related traffic safety concerns

Speidel gave overview of August 24 correspondence from City resident Peter Nealley of Digby Lane. The correspondence made 5 specific suggestions for action. Discussion ensued. Consensus was that discussion should involve the school department. Speidel noted that #5 (crosswalk warning signs on Garrison Road) could be addressed without the school department because it was already a deficiency that would be identified in the crosswalk review. Flick made a motion to address the crosswalk warning signs on Garrison Road. Motion was to encourage City staff to install the proper crosswalk warning sign for the two crosswalks on Garrison Road (@ Meridian and @ Morningside). Motion passed 6-0.

Woodruff stated that he would follow with the school department to determine whether the School Department Transportation Committee, as it is referred to in the TAC by-laws, still exists and whether school officials would accept an invitation for a joint meeting. Motion made to table this to a future meeting. Motion passed 6-0.

Woodruff handed out pages from the Transportation Recommendations chapter of the City of Dover Master Plan, with the status of various recommendations detailed in the margins. Discussion ensued.

4. MEMBER COMMENTS

Scruton described an idea he had seen used in Brunswick, Maine, which is working on building bicycle/pedestrian paths and focusing on shoulders. He also noted that the speed limit at tolls is reduced from 35 to 25.

5. SCHEDULE NEXT MEETING

October 25, 2010 @ 6:00 P.M. in first floor conference room.

6. ADJOURN

Motion was made and seconded, all in favor, to adjourn at 7:47 PM.