

# Cape Cod Joint Transportation Committee (CCJTC)

Cape Cod Commission Ocean Conference Room  
3225 Main Street (Route 6A), Barnstable, MA 02630

Draft Minutes - Friday - June 13, 2014

<b>Name</b>	<b>Representing</b>
Joseph Rodricks, P.E., Chairman	Dennis, Town of, Town Engineer
Paul Tilton, P.E.	Sandwich, Town of, DPW Director
Neil Andres	Eastham, Town of, DPW Director
John D. Harris	Cape Cod Commission
Catherine Laurent	Mashpee, DPW Director
Charleen Greenhalgh	Truro, Assistant Town Administrator
Robert Bersin, P.E.	Brewster, DPW Superintendent
Mark Vincent	Wellfleet, DPW Director
Roger Parsons	Barnstable, Town Engineer
Edward Gross, MD	Bicycle Representative
Jeff Colby	Chatham, Town of
Peter McConarty	Falmouth, Town of, Town Engineer
George Sala	Bourne, DPW Acting Superintendent
Mark Budnick	Orleans, Superintendent, Highway Department
Lincoln Hooper	Harwich, Highway Director
Timothy Kochan	MassDOT – District 5
Pam Haznar	MassDOT – District 5
Bryan K. Pounds	MassDOT, OTP Liaison
Dennis Walsh	Cape Cod Regional Transit Authority (CCRTA)
Doug Prentiss	Fay, Spofford & Thorndike
Robert Burgmann, PE	Greenman-Pederson, Inc.
Jackie Carver	Howard, Stein, Hudson
Glenn Cannon, P.E.	Cape Cod Commission
Jessica Wielgus	Cape Cod Commission
Martha Hevenor	Cape Cod Commission
Steve Tupper	Cape Cod Commission
Lev Malakhoff	Cape Cod Commission
Lisa Dillon	Cape Cod Commission

## Call to Order

Chairman Joe Rodricks called the meeting to order at 8:30 a.m.

**Minutes of the April 11, 2014 meeting:** Upon a motion by Neil Andres, seconded by Roger Parsons, the Minute of the April 11<sup>th</sup> were approved. Charleen Greenhalgh abstained from the vote.

## Nominating Committee

Paul Tilton stated that after consulting with Roger Parsons and Catherine Laurent, the nominating committee will recommend Neil Andres as the Vice Chair.

Upon a motion by Paul Tilton, seconded by Charlene Greenhalgh, the vote was passed unanimously.

### **Unified Planning Work Program (UPWP) for Federal Fiscal Year (FFY) 2015:**

Update on potential FFY 2015 UPWP Project Tasks.

– Glenn Cannon, CCC Director of Technical Services

Mr. Cannon reviewed the funding summary for the FY2015.

- **Task 1 Management & Support of the Planning Process and Certification Activities**  
Mr. Cannon stated that the draft Title VI was submitted to MassDOT in May.
- **Task 2 Data Collection and Analysis Activities**  
Mr. Cannon commented that this information is the foundation of each project we undertake. Traffic monitoring allows us to analyze the high crash locations after improvements have been made and confirm that we are spending the money wisely. The collection of pavement data has picking up considerably compared to the past few years. He stated that more money has been put into the GIS department as geographic data gets better and better all of the time.
- **Task 3 Short and Long Range Planning**  
The short and long range plans change every year. The living streets aspect includes storm water which is a large part of the 208 water project on Cape Cod. Federal Highway Administration (FHWA) would like to see an overall bike/pedestrian plan for the Region.
- **Task 4 Other Technical Activities**  
The CCRTA Comprehensive Service Assessment has been requested by MassDOT and the Buzzards Bay Commuter Rail Study has been requested by the Town of Bourne. We are working on numbers for ridership and feel that the biggest challenge will be parking.
- **Task 5 Additional Planning and Regulatory Efforts by the Cape Cod Commission.**

Mr. Cannon included in the packet an email from FHWA. These comments are not included in the UPWP, but will be added to the program. FHWA asked for the scope of work for the Canal Area Study stating that all major projects within the region should be included in the UPWP. Also comments are coming from MassDOT which will be added.

Mr. Rodricks asked for clarification on “Freight” – are we taking, truck, train, air? Mr. Cannon explained that they are looking at all modes of freight. Mr. Rodricks also asked where the “other” funds are coming from in the Provincetown/Truro/Wellfleet Bicycle and Pedestrian Master Plan. Mr. Cannon stated that they are coming through a grant from the National Park Service.

Mr. Andres asked where the money is coming from for the Cape Cod Canal Area Study and Mr. Cannon stated that the additional funds will be coming from MassDOT. Ms. Haznar stated that Paul Nelson, a Planner at MassDOT, is handling the project and that Fay, Spofford & Thorndike (FST) has been hired as a consultant. It will take about 18 months and will be hearing more about it as it progresses. There will be a task force as well as public meetings.

Roger Parsons mentioned concerns about Climate Change and suggested that there should be standards to follow which will be focused on as a group. Others on the Committee agreed and Mr. Rodricks suggested that this be a future agenda item to be discussed further.

Upon a motion to approve the FFY 2015 UPWP as presented by Neil Andres, seconded by Charlene Greenhalgh, the vote was passed unanimously.

**Cape Cod Transportation Improvement Program (TIP) for FFY 2014-2017 Amendment:**

Vote on FFY 2014 – 2017 TIP Amendment.

– Dennis Walsh, CCRTA Grant Manager

Ms. Greenhalgh stated that she would step down from the vote as her daughter and daughter-in-law both work for the Regional Transit Authority.

Mr. Walsh explained that the Amendment involves changing the FY 14 Capital Budget for line items within the budget as things changed over the year; this does not affect the bottom line. He stated that the RTA is unable to rehabilitate the Gillig buses in house and will be putting this project out to bid. The project to renovate the Hyannis Transportation Center which is in need of structural improvements (which came to light by a thermal scan), was accelerated. The Amendment also includes the FFY 15 budget. For the first time the state has approved forward funding. In summary, the adjustment to the TIP covers the renovation to the Hyannis Transportation Center, the operation center in Dennis, replacement of vehicles, and a dual effort program with the state to replace demand-response vehicles.

Mr. Tupper stated that since the TIP was released for public comment the staff was made aware of a 2014 Bridge project with the FHWA Federal Lands Highway Division. Based on a comment from FHWA this bridge rehab, which is within the National Seashore, was added to the statewide TIP tables. MassDOT will be amending the Statewide TIP.

Ms. Haznar asked why this would not go under “other funds” Section 1D, not in Statewide Bridges. Mr. Tupper stated that the question was brought up with FHWA and it was recommended that the project be programed as proposed. The information available on the project provided from FHWA includes the total program amount of between \$1,000,000 and \$5,000,000.

Upon a motion by Ed Gross to accept the amendment to the FFY 2014 -2017 TIP which was seconded by George Sala, the vote the was passed unanimously.

**Cape Cod Transportation Improvement Program (TIP) for FFY 2015-2018:**

Update on potential Project Lists for FFY 2015 – 2018 TIP.

– Steve Tupper, Technical Services Planner

– Dennis Walsh, CCCRTA Grant Manager

Mr. Tupper stated that the Draft TIP FFY 2015-2018 was released by the MPO. Since that time, a number of comments have come in, some of which have resulted in minor changes to the document. Mr. Tupper stated that the comments from FHWA were grammatical and formatting changes, as well as a comment from MassDOT regarding the template used for the TIP Table. The format change to the table has been made, but the information remains the same.

The changes Mr. Tupper explained regarding the TIP are as follows:

He explained that the attached letter from Christopher Clark in which the Harwich Town Administrator requesting the Harwich Route 124 project be removed from the 2016 TIP. The letter follows significant opposition voiced from local residents. A vote not to pursue the improvements as a TIP project was brought to Town Meeting.

It was proposed to move the Dennis, Route 28 Corridor & Streetscape Improvements up to 2016 based on project readiness. This would allow funding targets to be met.

Additionally, it is proposed that two projects, Barnstable, Route 28 at Osterville-West Barnstable Road and Chatham, Route 28 at Main St, Depot Rd, Queen Anne Rd and Crowell Rd, be included in the 2018

TIP year. There was a small funding adjustment to make these projects fit. These adjustments are being proposed to MassDOT due the removal of the Route 124 Project in Harwich.

The Statewide CMAQ funds for Yarmouth-Barnstable, Cape Cod Rail Trail have been increased from \$6,000,000 to \$8,100,000 in 2017 and are reflected on the summary sheet.

Robert Bersin stated that a bicycle representative from Brewster called MassDOT regarding the Brewster, Route 6A resurfacing project and was told that it would be advertised in August. Mr. Haznar stated that that could not occur unless we find funding. Mr. Bersin asked what are the chances of changes being made to the project? She stated that it was not off the table, sometimes funding does appear. At the end of the FFY there is redistribution money if other states don't use their portion. Mr. Bersin explained that the gas company is looking to expand 6000 ft or more this year. Ms. Haznar commented that utility work should be completed before any roadway work begins.

Mr. Rodricks asked if MassDOT maintenance money is available as he feels that resurfacing is a maintenance issue. Ms. Haznar explained each year there is a fund, but not enough to maintain all roads and issues. She said that if there is additional sidewalk work, to get in touch with her and she will put you in touch with the right people as this is not in her department.

Mr. Cannon mentioned that he is working with MassDOT on the Brewster Route 6A project. After meeting with the Board of Selectmen, alternate connections on Route 6A and enhancements to the sidewalks are being looked at.

Mr. Andres asked how we can get more maintenance and resurfacing money on the TIP stating that they are easier projects, we get more done and we keep people happy. Mr. Rodricks stated that he is aware that the Governor has made several attempts to increase the money for transportation needs. From Mr. Rodricks' perspective, speaking for the Town of Dennis, the improvements that have been made utilizing Chapter 90 funds have been significant. Mr. Andres stated that it is difficult to make road improvements with the limited funding they receive; it would take years' worth of Chapter 90 money for a significant improvement project. Mr. Cannon stated that he will address the issue with MassDOT and bring it back to the group.

Ms. Haznar explained that Barnstable, Route 28/Strawberry Hill Rd project in FFY 2018 is strictly a traffic signal upgrade at this point possibly including wheel chair ramps and curbs. If there are additional improvements consider the cost will go up.

Mr. Rodricks had a conversation with Roger Parsons who mentioned new regulations which don't eliminate the need for ADA compliance just because it's a resurfacing of sidewalks, road, etc. He stated that the restatement of compliance requirements, for these specific activities, is covered. He further clarified that resurfacing does require ADA compliance. Ms. Haznar said that MassDOT does put in the curb ramps if where they are required by law. She recommended attending an upcoming Bay State Roads program that she will be attending which is for Designing of Pedestrian Accessibility.

Upon a motion by Roger Parsons to accept the proposed TIP, FFY 2015-2018, seconded by Charlene Greenhalgh the vote was passed unanimously.

**Barnstable County High Crash Locations:** Discussion of Report  
— Lev Malakhoff, CCC Senior Transportation Engineer

Mr. Malakhoff gave a presentation on the Barnstable County High Crash Locations. The presentation included; the Goal of the Report, Processing of the 2009-2011 Data, Barnstable County Located Crashes 2009-2011, Data Source, High Crash Location Lists, Top Locations based on the Number of Crashes, Top Locations based on Equivalent Property Damage Only (EPDO), Top Locations based on Crash Rate/EPDO Rate, Bicycle/Pedestrian Crashes, 2009-2011, Fatal Crashes, Comments, and contact information for Public Comment and Input.

Mr. Malakhoff stated that the purpose of the study is to identify projects that are most in need of improvement. This information is forwarded to local police departments and we work with them. This report also highlights the need for accurate crash reporting.

Mr. Rodricks stated that the report links Dennis, Cumberland Farm with Patriot Square as opposed to Theophilus Smith Rd. Looking at the information presented, Patriot Square is ranked #1, #3 at Route 134 and ranked #16 is Theophilus Smith Rd and Route 134. The intersections are all within 1000 ft of each other. Mr. Tupper explained that crash clustering is always a challenge. The information available on the crash reports and clustering is typically done by the State. He further noted that at this particular location it was tough to determine the appropriate clustering. Mr. Rodricks stated that most of the accidents are at the Cumberland Farms driveways coming from Theophilus Smith Rd. Mr. Malakhoff agreed that the stretch of road is a problem area and that the report highlights this fact.

Mr. Hooper stated that the Pleasant Bay/Route 139 intersection has had one fatality and constant crash rates. There has been talk of roundabouts etc. and the abutters have opposed. Mr. Hooper stated that he purchased LED flashing signs and hasn't had a single crash since. It's been very helpful and inexpensive.

Mr. Cannon stated that this document will be released today and available on the Cape Cod Commission website; this is a final document.

Ms. Haznar stated that within the past year MassDOT was given a list from the MassDOT Safety and asked to look at different intersections. The Route 28/Strawberry Hill Rd was on that list and MassDOT will be looking into that further.

Mr. Tupper stated that this intersection is being closely investigated as part of the Route 28 Corridor Study under the current UPWP. He noted that the Town and the Police Department have been helpful in supplying additional crash data at the location, and there have been a significant number of crashes documented. Mr. Cannon stated that there can be significant differences in the numbers when looking at the local police reports vs the MassDOT geographically coded data.

Peter McConarty asked if the Cape Cod Commission collected the data. He commented on the amount of crashes on Rt 28 /Rt 151 in Falmouth. Ms. Haznar stated that the information initially comes from MassDOT and the Regions add to the list.

Mr. Malakhoff mentioned that MassDOT put out a brochure for roadway users which encourage people to be aware of how they interact with all types of users on the roadways. He also mentioned an initiative by the County Commissioners for bicycle safety which was particularly directed toward summer workers.

**Traffic Counting Program:** Discussion of Report

— Lev Malakhoff, CCC Senior Transportation Engineer

Mr. Malakhoff stated that this report will be available on the Cape Cod Commission website soon. It is a review and compilation of the different types of data that we collect and the analysis. He reviewed the focus on Automatic traffic recorder data, how to use the traffic data reports, the adjustment factors, the MassDOT and CCC permanent count station data and the analyses of trends and patterns as presented.

**Title VI Program Update:** Discussion of the Title VI Program

— Jessica Wielgus, CCC Counsel  
— Martha Hevenor, CCC Planner II

Ms. Wielgus gave a Power Point presentation of the Title VI Program as presented to the CCMPO prior to its submission to MassDOT. She stated that the program prohibits discrimination of all recipients of federal assistance based on the basis of race, color, national origin and it includes language access to Limited English Proficiency populations or LEP. All recipients of federal funds must have a Title VI program in place. She stated that MassDOT is a recipient of federal funds and the CCMPO is a sub recipient of those funds through MassDOT, this is an interim filing requirement that was necessary to

meet federal requirements. The PowerPoint included an overview of each portion of the program including the required notices, complaint procedures, transit related Title VI complaints, the Public Participation plan, the Limited English proficiency plan, the membership table, equity analysis, minutes, mobility needs of minority populations analysis, and demographic profile and maps.

Ms. Wielgus stated that the Title VI draft program was filed with MassDOT at the end of May to meet MassDOT'S internal deadline. MassDOT representatives have stated that they will give the CCMPO feedback during the comment period with other elements that they would like to see within the program. Within the Title VI program is a Public Participation Plan which will have a full comment period throughout the summer. Ms. Wielgus stated that she will come back to CCTJC. If there is any feedback or questions, please contact Ms. Wielgus, Ms. Hevenor or any of the Cape Cod Commission Transportation staff. There are no votes required at this time. Mr. Cannon stated that there will be a vote requested in the fall from the CCJTC.

Mr. Burgmann asked what the criteria of a "burdensome" project are. Ms. Hevenor stated that there is guidance from MassDOT on that subject. We looked at the nature of the impacts and whether they have beneficial or negative impacts. He asked what constitutes a negative. Mr. Cannon stated that there is transportation criteria that MassDOT and Federal Highway are working on to decide a uniform way to make that determination.

**Public Comment:** There was none

#### **Other Business:**

Ms. Haznar mentioned that there is task force meeting on the Bourne/Belmont circle project on the 27<sup>th</sup> @ 10:00 a.m. @ the Town Hall. That will be it for this study and assumes that short, medium and long term projects will come out of this and proposed recommendations. She anticipates that the longer range proposals will get wrapped into the Canal Area Study.

Bryan Pounds stated that the Advisory Committee scheduled for next week is cancelled.

Mr. Cannon stated that in the packet are the public comments received for Route 124 project in Harwich. The project was removed from the TIP

**Adjourn:** Charlene Greenhalgh motioned to adjourn the meeting which was seconded by Paul Tilton, the vote was passed unanimously. The meeting adjourned at 10:23 a.m.

#### **Documents and Exhibits:**

Minutes of April 11, 2014  
UPWP Funding Summary for FFY 2015  
2014 –2017 TIP Amendment  
2015 – 2018 Draft TIP  
Barnstable County High Crash Location report  
Traffic Counting Program report  
Title VI Program, Power Point Presentation  
Harwich correspondence regarding Pleasant Lake Ave, Design Memorandum, MassDOT response letter and a copy of email from citizens on Harwich regarding the Route 124 Project.