

## Cape Cod Joint Transportation Committee (CCJTC)

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CAPE COD  
COMMISSION

**Draft Minutes: Friday, April 8, 2016**

### CCJTC Members

Neil Andres, Chairman  
Roger Parsons, Vice Chairman  
Jeff Colby  
Paul Tilton  
George Sala  
Jay Norton  
Thomas Temple  
Tom Andrade  
Frank Nichols  
R. Patrick Ellis  
Catherine Laurent  
Richard Waldo  
Timothy Kochan  
John Fuller

### Representing

Eastham, Town of, DPW Director  
Barnstable, Town of, Town Engineer  
Yarmouth, Town of, DPW Director  
Sandwich, Town of, DPW Director  
Bourne, Town of, DPW Director  
Truro, Town of, DPW Director  
Chatham, Town of, DPW Director  
Dennis, Town of, Civil Engineer  
Orleans, Town of, DPW Manager  
Brewster, Town of, Superintendent  
Mashpee, Town of, DPW Director  
Provincetown, Town of, DPW Director  
MassDOT – District 5 (non-voting)  
Cape Cod Regional Transit Authority (non-voting)

### Others in Attendance

Bill Travers  
Shaun D. Handy  
Griffim Ryder  
Douglas Prentiss  
Sallie Riggs  
Coleen Medeiros  
Cally Harper  
Glenn Cannon  
Steve Tupper  
Lisa Dillon  
Lev Malakhoff  
Patrick Tierney

### Representing

MassDOT – District 5 Projects Section  
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Vanesse Hangen Burstlin, Inc.  
Stantec  
Bourne Financial Development Corporation  
McMahon Associates  
Cape Cod Commission  
Cape Cod Commission

The meeting was called to Order at 8:32 am by Vice Chairman, Roger Parsons.

Upon a motion to approve the minutes of the March 11, 2016 meeting by Patrick Ellis, second by George Sala, the vote was passed unanimously.

**Cape Cod Joint Transportation Committee Bylaws:** Cape Cod Commission staff will review draft amended bylaws for the Cape Cod Joint Transportation Committee (CCJTC) with its members. The CCJTC members will review and discuss the draft amended bylaws and potentially vote to accept the proposed amended bylaws. – Jessica Wielgus, Cape Cod Commission counsel

Ms. Wielgus presented a power point. The presentation listed the each Article of the DRAFT Bylaws and included contact information for the submission of comments.

Ms. Wielgus stated that there was one comment received on Article 6: Amendment section, page 8, where a technical correction was made making the statement easier to read. She also pointed out that the term for the Chairman is 1 year. Ms. Wielgus added that the approval of this documents will be brought to the next MPO meeting as an agenda item.

Mr. Kochan asked how often the Bicycle Representative and the Alternates are appointed by the Committee. Ms. Wielgus stated that it is ongoing as long as they are available.

Upon a motion to approve the DRAFT Cape Cod Joint Transportation Committee Bylaws, amended April 7, 2016 by Patrick Ellis, second by George Sala the vote was passed unanimously.

**Cape Cod Transportation Improvement Program Project Evaluation Criteria:** Cape Cod Commission staff will describe the proposed project evaluation criteria scoring system to be used to rate transportation projects to determine if they will be included in the Federal Fiscal Year 2017 – 2021 Transportation Improvement Program. The Joint Transportation Committee will discuss and potentially vote to make recommendations on the criteria to be used in this proposed project selection criteria scoring system. - Steve Tupper, Cape Cod Commission Transportation Planner

Mr. Tupper presented a power point. The presentation included the Project Selection Criteria, Existing Project Evaluation Approach, Potential Revision Considerations, Project Evaluation Criteria Revision Process, and the DRAFT Project Evaluation Criteria. The presentation also included a detailed scoring template, and a Cape Cod TIP Project Evaluation Scoring Summary sheet.

Mr. Tupper stated that the projects that had the highest scores, where those that hit multiple categories. There are projects that did not score as high which are primarily safety driven, but still good projects. It is still up to the Committee to look at these projects and consider the recommendations. MassDOT is requiring a Complete Streets Policy be in place therefore Mr. Cannon stated that assumptions had to be made about the projects. He feels confident in these assumptions. He added that the scores will be updated accordingly as the design progresses. Mr. Kochan observed that in looking at system preservation for new off road shared use projects, A1 is the Primary Asset Condition. The PCAC committee stated that for new projects, there is no new existing asset; therefore A1 doesn't score. Mr. Tupper explained that a different approach was taken when looking at elements that do not currently exist. Our approached looked as if there was no current asset on the ground today, then the bicycle and pedestrian connection from point a to point b and looked at the condition of the user trying to make that trip and this was viewed as a significant improvement. Mr. Kochan asked for further explanation of the Yarmouth/Barnstable Rail Trail Extension score of 15. Mr. Tupper explained that right now that trip for a cyclist would be very poor whereas after the project there will be a substantial improvement. Mr. Cannon further noted that this is just a summary sheet and there are many other details examined.

Cally Harper asked why Coast Resiliency received a score of 0. Mr. Tupper explained that there is a Coastal Resiliency category. When we look at a project in terms of Coastal Resiliency we look at whether it is in a vulnerable area and what the design is doing to respond to that condition. In some cases there may not be a specific action warranted but where we see a specific action to improve resiliency we will reward them points. At this point, we did not see that in any of the projects.

Jeff Colby stated that he supports the Cape Cod Commission approach to scoring on substantial improvements where nothing exists.

Mr. Ellis asked about the Scenic Highway project. He stated that one of things absent from the scoring is how many people are affected by this. Part of our obligation is providing safety to our users. He feels that this project does not have an advocacy group. Mr. Tupper agreed that currently the number of users doesn't have a higher impact. Moving forward we could include that data if we feel that it would be useful. Mr. Cannon stated that this isn't the end all for project selection. He feels that this committee has an obligation to safety of users. The Scenic Highway project may not fall high in the scoring criteria, but has a safety factor that exceeds the typical scoring criteria.

Upon a motion to adopt the TIP Project Evaluation Criteria and present the results to the MPO for consideration by Neil Andres, second by Patrick Ellis, the vote was passed unanimously

**2017-2021 Transportation Improvement Program (TIP) Development:** The TIP is a recommended list of transportation projects to be advertised and eventually constructed using Massachusetts Department of Transportation, Federal Highway Administration and Federal Transit Administration funding for Federal Fiscal Years 2017 to 2021 (October 1, 2016 to September 30, 2021). Cape Cod Commission staff will give a presentation further explaining the process of developing the TIP. The Joint Transportation Committee will discuss which potential projects could be included in the 2017-2021 Transportation Improvement Program (TIP). - Steve Tupper, Cape Cod Commission Transportation Planner

Mr. Tupper presented a power point. The presentation included a diagram of the elements of TIP funding and how it fits in to the STIP, the TIP Development Schedule, DRAFT Regional Targets of Highway Funding for MPO Projects, FFY 2016-19 Programmed TIP MPO Projects, MPO Highway Project Discussion Chart, Unprogrammed Projects for Discussion, Cape Cod 2016-19 TIP, Statewide Program Highway Projects and the 2017-2021 CCRTA TIP Project Summary.

Discussion included comments about the length of time that it takes to get these projects on the TIP, the substantial amount of additional time considering the ROW takings and the realities such as permitting. These issues need to be thought about at the beginning of a project.

Mr. Parsons asked MassDOT about Rte. 6A, Main Street, Barnstable. He said that he can have designs ready for that project in 1 year. Comments from Barnstable include Barnstable, Rte. 28 at Osterville-West Barnstable Rd is at 25% and minimal ROW issues, and it appears that this project is on track and moving forward. There was a very successful public hearing on Barnstable, Rte. 28 at Yarmouth Rd and there are substantial ROW issues. He would like to see more conversations when the milestones occur. Mr. Travers added that the ROW process is a critical part of the process which takes time. The process cannot begin until we get to the 75% design stage and plans are approved. The ROW process can take up to 9 months to a year. This is a sequential process mandated by federal highway. MassDOT was informed that any project to make FFY 2017 needs to have approved ROW plans by June 2016. The process needs to start earlier, be sure that the submissions are getting in and progressing. It is basically a 4 year process to get through all of the requirements. He added that substitute projects must be approved projects, and if there are ROW issues, you will have the same situation.

The Committee moved projects around to look at how they affect each year of the TIP while reviewing the status of those projects. Mr. Kochan added that there was a PRE-TIP day meeting, at this point if the objective is develop a 2017-2021 he would suggest not to, on the 14<sup>th</sup> stakeholder will have an official TIP day meeting and will get more guidance for the next TIP. Mr. Parsons suggested that MassDOT produce documents to explain the delays in projects to the stakeholders of these projects. Mr. Ellis added that what would be useful at the MPO level, to recognize the cost of the design. He asked that we include a bracket that shows the money spent by the town for design. It is important for elected officials to have this information. If a town invests \$375,000 in design and the project doesn't get funded, it's a substantial investment. Also, if it doesn't happen within the timeframe, you have to go back and refigure your costs and other information that might have changed. Mr. Tupper will reach out to the towns for this information.

Mr. Kochan stated that Ms. Haznar is spearheading an effort at MassDOT to develop realistic TIP programming guidelines which will be completed in the near future and put us back on a proper path for success in project delivery.

John Fuller reviewed the 2017-2021 CCRTA TIP Project Summary. He stated that all of the funding is formula controlled and the RTA does not have a lot of control over that and they work hard at trying to increase their revenue and hope to see an increase and to provide additional services. The RTA submits their proposals in September and they go through Massachusetts transit for review. The summary sheet is the best estimate and has not yet been approved.

**Federal Fiscal Year 2017 Unified Planning Work Program (UPWP):** The UPWP is a list of transportation planning projects scheduled for funding and implementation as outlined in the Federal Fiscal Year 2017 (October 1, 2016 to September 30, 2017) UPWP document. Cape Cod Commission staff will give a presentation outlining the planning process that leads to development of the UPWP. The Joint Transportation Committee will discuss potential planning projects for inclusion into the UPWP. - Glenn Cannon, Cape Cod Commission Director of Technical Services

Mr. Cannon presented a power point. The power describes the program and lists each task and the duties within each, the Corridor Study Selection and a DRAFT FY 2017 Funding Summary.

Mr. Cannon stated that he will be recommending the Rte. 28 Mashpee/Barnstable project to the committee based on the crash history. Mr. Parsons commented that we don't have any ROW issues, we don't have pedestrian accommodations, and we have vertical curbs and no bicycle accommodations. Hopefully the study objective <sup>1</sup> on this corridor is to make Rte. 28 user friendly. Mr. Cannon stated that this is a funding issue; we just don't have the funds. He asked if there is something that we can do in the meantime to make it safer. Mr. Travers stated that MassDOT has done some maintenance resurfacing along Rte. 28 and reduced the travel lanes to 11 ft. Mr. Cannon commented that this needs to come through the maintenance program through a resurfacing project.

Upon a motion to accept the Cape Cod Commission's recommendation to do a corridor study on Rte. 28- Mashpee/Barnstable (Orchard Road to west of Route 130) by Patrick Ellis, seconded by Richard Waldo, the vote was passed unanimously.

**Cape Cod Commission Bike Rack Program:** Cape Cod Commission staff will update the Cape Cod Joint Transportation Committee on the progress of the Cape Cod Bike Rack Program. Last year, the Cape Cod Metropolitan Planning Organization approved funding to allow Towns in Barnstable County to be reimbursed for bike rack purchases. The Cape Cod Commission is awaiting a contract from Massachusetts Department of Transportation (MassDOT) before implementing this program. – Lev Malakhoff, Cape Cod Commission Senior Transportation Engineer

Mr. Malakhoff stated that all DPW Directors should have received a packet with forms and applications by email and mail. The deadline to apply is May 18, 2016. He is asking the DPW Directors collect their town interests so that there is one submittal per town. Adjustment will be made per capita if necessary.

Mr. Malakhoff referred to the Cape Cod Commission website for traffic counting report information and requests. If you are making a request for a location the deadline is April 22, 2016. If the location is not available, use a description of intersections, cross streets, etc., if you need an evening or morning count, include that as well. There are a limited number of resources, we hire 2 technicians and there are hundreds of counts to do in the program. If you are selecting 5 or more, please prioritize what is important.

**Reports:** MassDOT Highway Division District 5 Staff will give a status report on existing and planned transportation projects underway across Cape Cod. Cape Cod Regional Transit Authority and Cape Cod Commission staff will report on recent and upcoming activities that staff has participated in.

Bill Travers gave the following MassDOT updates:

### **2015 Projects:**

- The construction bid opened on 3/15/16 for the intersection improvements at Rte. 28 and Bearses Way in Barnstable
- The resurfacing work on Rte. 6 from Dennis to Harwich was awarded to Lawrence Lynch Corp, a notice to proceed was issued 4/1/16

### **2016 Projects:**

- Intersection improvements at Rte. 6A/Main Street and Rte. 28/Main Street in Orleans ROW acquisition process is on-going and will be ready this fiscal year.
- 100% design plans were received on March 22, 2016 for the construction of a multi-use path over the Bass River Bridge in Yarmouth

- Improvements on Rte. 28 from George Ryder Rd to Barn Hill Rd in Chatham are at 100% submission and the revised Right of Way plans are due June 2016. It may take one year to acquire the necessary ROW, Therefore the project will not be ready for advertising in FFY 2016
- Awaiting 25% design submission, which were due March 25, 2016 for the intersection & signal improvements at Falmouth Rd and Strawberry Hill Rd project in Barnstable
- 100% design plans submitted on March 30, 2016 for the lighting and landscaping of the roundabout at the mid-cape Highway Rte. 6 eastbound exit ramp & Rte. 149, there are no Right of Way requirements
- 25% plans for guide and traffic sign replacement on Rte. 6 is on hold pending direction from MassDOT headquarters

### **2017 Projects:**

- 75% design received 3/4/16 for corridor improvements on Rte. 28 from Dennis Commons Drive to Upper County Rd in Dennis, there are 132 Right of Way actions
- 25% design plans submitted for intersection improvements at Rte. 28A and Rte. 151 in Falmouth and is under review. A Design Public Hearing will be scheduled in the near future.
- Storm Water Best Management Practices will be included in the design for the resurfacing work on Rte. 6 from Harwich to Orleans. Survey for the BMP locations will begin in the Spring 2016
- MassDOT submitted comments on the revised 25% plans for Rte. 28 & Osterville-West Barnstable Rd in Barnstable on January 22, 2016
- The Cape Cod Rail Trail Extension from Station Avenue in Yarmouth to Rte. 132 in Barnstable project is at 25% design

### **2018 Projects:**

- A public hearing was held on February 18, 2016 for the intersection improvements at Rte. 28 and Yarmouth Rd. and the 75% design plans are due late August
- Intersection improvements & related work at Rte. 6 and Main St. in Wellfleet is at pre 25% design. A road safety audit held on March 30, 2016 and will need revised design schedule for submission of 25% plans

### **2019 Projects:**

- The consultant is performing additional data collection and will present alternatives to the town in late Winter/early spring, 2016 for Intersection improvements at Rte., 28, Depot Rd, Queen Anne Rd and Crowell Rd in Chatham
- Traffic improvements at Belmont Circle at Rte. 6/28/25/Main St in Bourne are at pre 25% design
- Corridor improvements & related work on Rte. 151 from Mashpee rotary to Falmouth town line are at pre 25% design

### **There are 4 projects waiting funding pending Project Review Committee (PRC)**

- 3 miles of resurfacing work on Rte. 6 from Dennis to Yarmouth is a potential 2016 replacement project
- Bicycle accommodation improvements on Rte. 6, Wellfleet/Truro is a potential 2016 replacement project

- A shared use path in off of Service Rd in Sandwich was approved by the PRC on 2/11/16 and is at pre 25% design

Mr. Cannon stated that he appeared on Channel 18 and gave them updates on what is happening in Transportation and it's very important to get information out to the public and to help educate them.

### **Public Comment**

There was none

### **Adjourn**

Upon a motion to adjourn the meeting by George Sala at 10:45 am, seconded by Patrick Ellis the vote was passed unanimously

### **Documents and Exhibits:**

CCJTC Agenda, April 8, 2016  
DRAFT Meeting Minutes of the March 11, 2016 meeting  
CCJTC Bylaws Power Point  
CCJTC DRAFT Bylaws  
TIP Project Evaluation Criteria Power Point  
Draft Project Evaluation Scoring Template  
TIP FY 2017-21 Development Power Point  
TIP FY 2017-21 Highway TIP Project Summary  
UPWP FFY 2017 Power Point  
Cape Cod 2015 Traffic Count Report