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

Name	*Representing*
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, second by Roger Parsons, the minutes of the April 11th 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, second 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 report 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 to confirm we are spending the money wisely. The collection of pavement data has picked considerably compared to the past few years. He stated that more money has been put into the GIS department as geographic data gets 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. The Federal Highway Administration (FHWA) would like to see an overall bike/pedestrian plan for the Region.

- **Task 4 Other Technical Activities**
  MassDOT has requested that the CCRTA do a Comprehensive Service Assessment. The Town of Bourne requested a Buzzards Bay Commuter Rail Study. The biggest challenge for that project 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. Comments are also coming from MassDOT which will be added.

Mr. Rodricks asked for clarification on "Freight" – are we taking, truck, train, air? Mr. Cannon explained that MassDOT is 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 said 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 responded that the additional funds will be coming from MassDOT. Ms. Haznar stated that Paul Nelson, a Planner at MassDOT, is handling the project and Fay, Spofford & Thorndike (FST) has been hired as the consultant. It will take about 18 months and we will be hearing more about that as it progresses. There will be a task force and public meetings will be held.

Roger Parsons mentioned his concerns about Climate Change and suggested that standards be implemented. Mr. Rodricks agreed and suggested that this be a future agenda item.

Upon a motion to approve the FFY 2015 UPWP as presented by Neil Andres, second 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 to the TIP 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 for structural improvements has been accelerated. He also stated that for the first time, the state has approved forward funding which is listed in the FFY 15 budget section. Mr. Walsh summarized that the adjustments to the TIP cover the renovations 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 after the TIP was released for public comment, the staff was made aware of a 2014 bridge project which is within the National Seashore, with the FHWA Federal Lands Highway Division which has been added to the statewide TIP tables. MassDOT will be amending the Statewide TIP.

Ms. Haznar asked why that bridge project would not go under "other funds" in Section 1D, rather than 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 second 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 and resulted in minor changes to the document. Mr. Tupper stated that the comments from FHWA included grammatical and formatting changes. MassDOT also commented on the template used for the TIP Table. The format change to the table has been made but the information remains the same.

Mr. Tupper explained the changes to the TIP which are as follows:

He referred to a letter from Christopher Clark (see attached) in which the Harwich Town Administrator requested 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 and was removed from the TIP.

It was proposed to move the Dennis, Route 28 Corridor & Streetscape Improvements up to 2016 based on project readiness. In addition, 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. At the end of the FFY there is redistribution money if other states don't use their portion at which time those funds become available. 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 feels that resurfacing is a maintenance issue and asked if MassDOT has those funds. Ms. Haznar explained that each year there are funds, but not enough to maintain all roads and issues. She said that if there is additional sidewalk work that needs to be done, to get in touch with her and she will put you in touch with the right people.

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 reviewed.

Mr. Andres asked how we can get more maintenance and resurfacing money on the TIP. These are easy projects, and we keep the 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 commented that the Barnstable, Route 28/Strawberry Hill Rd project in FFY 2018 is strictly a traffic signal upgrade with the possibility of including wheel chair ramps and curbs. If there are additional improvements the cost will go up.

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

Upon a motion by Roger Parsons to accept the proposed TIP, FFY 2015-2018, second 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. The information is forwarded to local police departments from the Cape Cod Commission which 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 the report highlights that.

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. Due to the opposition Mr. Hooper purchased LED flashing signs and stated that there hasn't been a single crash since. It's been a helpful and inexpensive alternative.

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 said 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 that 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 Route 28 /Route 151 in Falmouth. Ms. Haznar stated that the information initially comes from MassDOT and the Regions add to that 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 criterion is for a "burdensome" project. Ms. Hevenor stated that there has been 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 are 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 27th @ 10:00 a.m. @ the Town Hall. At which time the short, medium and long term plans will be determined. She anticipates that the longer range proposals will be 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 second 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.