

**Town of Huntington**  
**Lower Village Traffic Calming (LVTC) Ad-Hoc Committee Meeting**

Monday July 13, 2015—5:30 pm

Union Meeting House / Huntington Public Library – Lower Village

\*\* UNAPPROVED \*\* MINUTES

<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Public Comment</li> <li>• Introductions</li> <li>• Overall Purpose</li> <li>• Relevant Documents Review</li> <li>• Meeting Schedule for Phase 2 Group (July &amp; August)</li> <li>• Co-Chairs</li> <li>• Purpose, Plan, Products</li> <li>• Assignments Between Meetings</li> <li>• Next Meeting Draft Agenda &amp; Prep Work</li> </ul>
<b>Members present:</b>	Helen Keith (Co-Chair / Selectboard Member), Dean Grover (Co-Chair / Lower Village Resident), Duncan Keir, Bill Rogers, Debbie Worthley
<b>Members absent:</b>	Linda Pecor, Lorrie Richland
<b>Resources present:</b>	Clinton 'Yogi' Alger (Road Foreman), Dori Barton (Selectboard), Barbara Elliott (Town Administrator), Roman Livak (Selectboard)
<b>Call to order</b>	Keith called the meeting to order at 5:35 pm
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>• No members of the public attended or offered public comment.</li> </ul>
<b>Introductions</b>	<ul style="list-style-type: none"> <li>• Keith noted that while the Ad-Hoc Committee membership draws primarily from Lower Village residents and property owners, the work of the committee will be applicable to the other areas of towns that experience significant traffic speed (both on main roads and back roads). The initial phase of this committee's focus is on solutions for the Lower Village.</li> <li>• LVTC = Lower Village Traffic Calming</li> </ul>
<b>Overall Purpose</b>	<ul style="list-style-type: none"> <li>• A draft charter encompassing the LVTC proposed purpose, process for phase 1, and products/outcomes was reviewed and revised. The revised document approved by attendee consensus will be presented to the Selectboard on 7/20/15. This will help ensure that the Selectboard and the Committee are in synch on the work and roles of the Committee.</li> <li>• The updated, proposed charter is at the bottom of these minutes.</li> <li>• The Committee will request that the Selectboard authorize an amount of up to \$5,000 for the purpose of conducting traffic calming tests in the Lower Village.</li> <li>• The Committee will present a concrete plan for traffic calming tests to the Selectboard for their approval.</li> </ul>
<b>Materials / Documentation</b>	<ul style="list-style-type: none"> <li>• Materials distributed for review included: <ul style="list-style-type: none"> <li>○ Draft charter (Purpose / Process / Products)</li> <li>○ Minutes from the 5/13/2105 Lower Village Bicycle/Pedestrian Scoping Study Public Input Meeting</li> <li>○ The Transportation Section of the 09/02/2014 Huntington Town Plan</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Additional resources are available on the Town Website under the Selectboard’s Lower Village Scoping Project page:  <a href="http://huntingtonvt.org/boards-committees/selectboard/lower-village-scoping.html">http://huntingtonvt.org/boards-committees/selectboard/lower-village-scoping.html</a></li> </ul>
<p><b>Ad-Hoc Committee Mechanics</b></p>	<ul style="list-style-type: none"> <li>● Co-Chairs <ul style="list-style-type: none"> <li>○ Helen Keith – Selectboard</li> <li>○ Dean Grover - Resident</li> </ul> </li> <li>● Upcoming Meeting Schedule: <ul style="list-style-type: none"> <li>○ Mon. 07/20/15 @ 7pm – Selectboard Meeting (Keith will present the proposed Purpose/Process/Products) @ Town Office</li> <li>○ Wed. 07/22/15 @ 7pm – Ad-Hoc Meeting @ UMH/HPL</li> <li>○ Wed. 08/19/15 @ 7pm – Ad-Hoc Meeting w/ Lucy Gibson of DuBois &amp; King @ UMH/HPL</li> </ul> </li> </ul>
<p><b>Brainstorm of Traffic Calming Interventions (not in priority order)</b></p>	<ul style="list-style-type: none"> <li>● Banners <ul style="list-style-type: none"> <li>○ Overhead as gateways into village area</li> <li>○ In the middle of the village area</li> </ul> </li> <li>● Enforcement Alternatives <ul style="list-style-type: none"> <li>○ More traffic cops</li> <li>○ NOTE: The Selectboard has this as a project for February</li> </ul> </li> <li>● Gateways into the village areas <ul style="list-style-type: none"> <li>○ See banners above</li> <li>○ Explore other options</li> </ul> </li> <li>● Lights <ul style="list-style-type: none"> <li>○ Movable traffic lights</li> </ul> </li> <li>● Radar <ul style="list-style-type: none"> <li>○ Radar speed warning / feedback signs</li> <li>○ Radar devices that would record data</li> <li>○ Photos of license plates of speeding cars – send ticket or notification to registered vehicle owner</li> </ul> </li> <li>● Signs <ul style="list-style-type: none"> <li>○ Delineator posts</li> <li>○ Flags next to the road</li> <li>○ Plastic people w/ flags</li> <li>○ Triangular</li> </ul> </li> <li>● Speed tables (like what is on Shunpike Road – cost is about \$3,000 – possibly less if constructed by town personnel</li> <li>● Traffic Flow <ul style="list-style-type: none"> <li>○ Alter / re-direct traffic through the village green area with hay bales or movable jersey barriers to test different configurations</li> <li>○ 3-way traffic stop at the Fuller House/PO (Bridge Street &amp; Main) with ‘stop ahead’ signs warning motorists of the stop sign</li> </ul> </li> <li>● Traffic islands <ul style="list-style-type: none"> <li>○ Hay bales or planters</li> </ul> </li> <li>● Road surface markings <ul style="list-style-type: none"> <li>○ 25 mph in white paint; repeated in different locations</li> <li>○ Crosswalks (repainted; add new ones)</li> <li>○ Fog lines <ul style="list-style-type: none"> <li>▪ Extend further from the village area both north and south</li> <li>▪ Add double-fog lines</li> <li>▪ Bring in the fog lines to make narrower travel lanes (this may require more frequent painting of lines as an added cost)</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Paint 'gateway' marking on the hill heading south toward Jacques</li> <li>○ Paint 'gateway' markings on the road</li> <li>● Rumble strips (are there temporary ones?)</li> </ul>
<b>General Questions/Comments</b>	<ul style="list-style-type: none"> <li>● Data: need to have updated baseline data and then be able to measure the impact of various alternatives</li> <li>● Liability: need to confirm what steps have to be taken to warn motorists/cyclists so that the Town is not held liable during the tests</li> <li>● Make sure not to 'clutter' the village with too much 'stuff'</li> <li>● Evaluate side-effects of interventions (such as shaking of houses; noise)</li> <li>● Need to alert residents (FPF, Times Ink, other?) about the tests so people are aware that there will be a series of tests conducted in the Lower Village <ul style="list-style-type: none"> <li>○ Should we have feedback surveys that people can fill out (paper ones at Beaudrys, PO, HPL and/or online Survey Monkey in order to get resident/stakeholder feedback on the different interventions tested?)</li> </ul> </li> <li>● Find out from other towns what the perspective has been from different stakeholders (road crews; residents; selectboards)</li> </ul>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>● ALL COMMITTEE MEMBERS – SITE VISITS: Committee members will do their best to visit Jericho Center, Rice High School and North Champlain Street prior to the meeting in order gain a common frame of reference of the traffic calming interventions used in each location</li> <li>● KEITH – SB 3-Ps &amp; REQUEST FOR \$: Helen Keith will present the revised 3Ps (charter) to the Selectboard on 7/20 for agreement. She will also request a motion "that the Selectboard authorize an amount not to exceed \$5,000 for short-term traffic calming devices to be used by the Lower Village Traffic Calming Ad-Hoc Committee with review by the Highway Subcommittee".</li> <li>● GROVER – ORTHO MAPS: Dean Grover will produce 2 large ortho maps (Lower Village – Raven Ridge to Cemetery; Village Green area) to use for determining test sites for various proposed interventions</li> <li>● ALGER / ELLIOTT – Cost estimates from Jericho on their interventions near Desso's</li> <li>● ALGER / ELLIOTT – Speed data tracking devices (where might we get them; how much do they cost)</li> <li>● ELLIOTT – SPREADSHEET: Plug intervention ideas into a tracking spreadsheet (item, \$, pros, cons, impact, feedback, etc.). Send this list to the committee &amp; to Lucy Gibson (perhaps Lucy has input on the ideas, or ideas to add)</li> </ul>
	<ul style="list-style-type: none"> <li>● Next Meeting: Wednesday 7/22 @ 7pm @ UMH/HPL in the Lower Village <ul style="list-style-type: none"> <li>○ Next steps: <ul style="list-style-type: none"> <li>▪ prioritize interventions</li> <li>▪ assign research</li> <li>▪ determine locations</li> <li>▪ determine timeframes</li> <li>▪ develop test plan to present to SB with request for funding</li> </ul> </li> </ul> </li> </ul>
<b>Adjournment – MOTION</b>	<b>MOTION:</b> name moved and name seconded to adjourn the meeting at x:xxpm. Passed unanimously.
	<p>07/13/15 – Meeting date</p> <p>07/15/15 – Draft/unapproved minutes sent to Town Clerk for website posting</p> <p>Xx/xx/15 – Final/approved minutes approved</p> <p>xx/xx/15 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>

NOTE: The draft charter to be proposed to the Selectboard for approval at their 7/20/2015 meeting is on the following page.

## Lower Village Traffic Calming Ad Hoc Committee Charter

Proposed – 7/13/2015

### PURPOSE

The purpose of the Lower Village Traffic Calming Ad-Hoc Committee is:

- Phase 1 Primary:
  - To develop, implement and analyze, before the snow flies this fall, a traffic calming test (or tests) for the Lower Village that can be accomplished within the constraints of our current budget and that will assist in determining effective short-term intervention or interventions (including the specific location of the interventions) to improve traffic calming within the disparate needs/concerns of local stakeholders.
  - To develop specific medium-term traffic calming plans for the Lower Village that are approved by the Selectboard and that are built into the FY 16-17 operations budget and/or capital plan either in conjunction with other projects (such as paving) or that can be 'stand-alone' solutions.
- Phase 2 Longer-Term – Timeframe TBD:
  - Develop a longer-term traffic calming and pedestrian, bicycle and vehicular traffic plan for the Town that encompasses the village centers, main commuter roads and back roads, and that is approved by the Selectboard and built into long-range operations and capital plan budgets.

### PROCESS FOR PHASE 1

Outline concerns and constraints of local stakeholders (businesses, residents, pedestrians, cyclists, highway crew, etc.) and budgetary resources.

- Itemize and research potential test interventions (including site visits):
  - what are they
  - who else has used them and what have they found to be the benefits/pitfalls
  - how much do they cost
  - where do we borrow/buy them
  - how do we install them
  - how do we measure their effectiveness
  - Input from other towns: How did you make it work? What were the pitfalls?
- Develop the detailed strategy for test(s) implementation including procuring/ securing the intervention, developing the timeline, publicizing the test(s); conducting the test(s), and evaluating the intervention effectiveness.
- Determine how we will measure/evaluate the effectiveness of tests.

- Develop and present to the Selectboard a proposal for medium-term traffic calming intervention(s) for the FY16-17 operations budget and/or capital plan before November 30.

#### PRODUCTS/OUTCOMES

- Implementation of immediate traffic calming intervention(s) in the Lower Village by the Selectboard / Highway Department.
- Budget recommendations for the Selectboard for the FY16-17 operations and capital plan budgets.
- Continuing communication and dialogue with Town residents and stakeholders about other areas of Huntington with similar issues.
- Development of concrete implementation plans that are approved by the Selectboard and that are built into and implemented through the Town's operations and capital plan budgets.
- Report back to Town's people at the March 2016 Town Meeting.

#### PHASE 2 PROCESS: TBD

Unapproved