



MINUTES

MEETING: Complete Streets Committee (CSC)
DATE: June 2, 2020
TIME/PLACE: 7:30 AM - 9:00 AM, Virtual Meeting via Zoom
PRESENT: Chair Doug Leland, Councilor Doug Reighley, Police Chief Susan Nourse, Sally Walsh, GERALYN Campanelli, Andy Seymour
ABSENT: Chester Goggins, Jamel Torres
GUESTS: Council Chair John Egan, Fred Robie

TOPIC	DISCUSSION	ACTION
I. Minutes	Motion to accept the February 4, 2020 minutes by Councilor Reighley. Ms. Campanelli requested the minutes be revised to include 1 abstained vote by Walsh and 1 recusal by Campanelli for the Devine Capital topic/ motion to be specified in the Action column. Councilor Reighley accepted the friendly amendment with amended motion seconded by Ms. Walsh. Motion carried unanimously 6 in favor, none opposed, 2 absent.	Accepted, 6-0.
II. Minutes	Motion to accept the March 3, 2020 minutes by Councilor Reighley, seconded by Ms. Walsh. Motion carried unanimously 6 in favor, none opposed, 2 absent.	Accepted, 6-0.
III. Compete Streets Policy Review (Leland)	<p>Continued review of the draft CSC policy dated March 4, 2020 with changes reflected from the March 3, 2020 meeting. The items discussed and the proposed changes from the June 2, 2020 meeting are outlined below.</p> <p><u>7. Jurisdiction</u></p> <ul style="list-style-type: none"> • Chief Nourse noted the added responsibilities of Town staff and Project Review Board. • Accessibility Task Force receives requests for ADA compliance reviews. <ul style="list-style-type: none"> ○ Sally Walsh asked that this section reference ADA. ○ Sally Walsh to email specific statements and sections where ADA should be referenced. • CSC jurisdictional area is the Town right-of-way. • Intent of Section 7 is to link the policy to other applicable Town Ordinances. • Remove “relevant”, add “shall comply...” <p><u>8. Design Criteria</u></p> <ul style="list-style-type: none"> • Paragraph A <ul style="list-style-type: none"> ○ List of design elements is comprehensive. ○ Use stronger wording such as “recommended”. ○ Use phrase “including but not limited to”. 	<p><u>Action</u> Discussion with revisions to current draft.</p> <p><u>Follow-up</u> Revise current draft and discuss at next meeting.</p> <p>Chief Nourse to email ideas for performance measurement options</p>



- Paragraph B
 - Include ADA reference.
 - Be cognizant of “context sensitivity” to application of the referenced guidance manuals, e.g. rural versus urban.
 - Road treatment options vary based on context and character of environmental setting.
- Paragraph C
 - Use “recommended” versus “consideration” wording.

9. Policy Administration

- Town Manager has authority to administer the CSC policy.
- Discussed the Active Living Committee (ALC) reference and their sunset provision on June 30, 2021. Agreed to leave the reference and amend as necessary at a later date when we know if the ALC sunset or was continued.

10. Intergovernmental Cooperation

- Paragraph is one of intention to encourage the Town’s policy to identify our priorities and integrate them with stakeholder’s policies.
- Use “recommended” versus “consideration” wording.

11. Performance Reporting

- Paragraph A
 - Intent is to establish a framework of performance measures that may be revised over time based on inherently dynamic changes in traffic movement patterns, road users, and their travel preferences.
- Paragraph B
 - Establishes performance measurement criteria.
 - Schedule of performance review is included as an attachment at the end of Paragraph 14.
 - Add ADA compliance reference.
 - We have not discussed Attachment A but will need to as it relates to added responsibilities of Town staff. Schedule is just a framework for later evaluation.
 - NLT means “not later than”.
 - Chief Nourse to email ideas about other types of performance data and measurements.
 - Purpose of measurement data is about safety and accessibility.
 - Include mapping updates in Attachment A.



	<p><u>Meeting Schedule</u></p> <ul style="list-style-type: none"> • Discussed meeting more frequently possibly twice per month until policy draft is finalized. • Request to meet more frequently needs to be directed through Town Manager’s office. • Town Manager needs to determine importance and urgency relative to all other staff responsibilities. • Town Manager needs to give directive to meet more frequently as that office administrates staff time. • Chair will reach out to Peter Joseph. • Discussed whether to meet informally and circulate comments via email. <ul style="list-style-type: none"> ○ Need to assess whether this meets the public meeting requirements. • Provide Doug Reighley hard copies of draft policy. <p>Discussion paused at end of Section 11. Discussion will resume at next meeting with Section 12. Project Selection.</p>	
<p>IV. Public Comment</p>	<p>Guest Fred Robie presented an educational brochure concerning Maine’s bicycling laws. Robie will email the document to Adam Bliss so he can distribute to the CSC.</p>	<p>Adam to email educational brochure to CSC.</p>
<p>V. Adjournment</p>	<p>Councilor Reighley motioned to adjourn, Ms. Campanelli seconded, motion carried unanimously - 6 in favor, none opposed.</p>	<p>Accepted, 6-0.</p>