



AGENDA

MEETING: Complete Streets Committee (CSC)
DATE: January 5, 2021
TIME/PLACE: 7:30 AM - 9:00 AM, Virtual Meeting via Zoom
PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Acting Police Chief Nate Goodman, Councilor Doug Reighley, Sally Walsh, Andy Seymour, Phil Wagner
ABSENT: 2 vacant at-large seats
GUESTS:

| TOPIC | DISCUSSION | ACTION |
|--|---|------------------------------|
| I. Minutes (Chair) (5 Minutes) | Motion to accept the December 1, 2020 minutes by _____; seconded by _____; abstained by _____. _____ in favor, _____ opposed, _____ abstained, and _____ absent. | TBD |
| II. Welcoming Comments (Michaud) (5 minutes) | <ul style="list-style-type: none"> • Welcome • New Committee Member (Phil Wagner) | Informational only, no vote. |
| III. Exit 20 and 22 Bridge Projects (Bliss) (30 minutes) | <ul style="list-style-type: none"> • Project Updates • January 5, 2021 Council Meeting • Active Living Cooperation • Connect Freeport Campaign | Informational only, no vote. |
| IV. Lower Main Street, Street Tree Beautification (Bliss) (30 minutes) | <ul style="list-style-type: none"> • Review Project Tasks • Identify Process • Vet Site Location Options • Set Project Schedule | TBD |
| V. Workplan Review (Michaud) (15 minutes) | <ul style="list-style-type: none"> • Update on working together with the Active Living Committee. • Looking for representative from CSC to liaison between the two Committees • Committee sunsets on June 30, 2021 unless extended by Town Council | Informational only, no vote. |



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| VI. Updates, Future Agenda Items (Bliss 5 minutes) | <ul style="list-style-type: none">• Resident Road Complaint Process• Town Wharf, Lambert Road Sign,• Mapping• Workplan | Informational only, no vote. |
| VII. Adjournment | _____ motioned to adjourn; _____ seconded; motion carried with _____ in favor, _____ opposed, and 3 absent. | Accepted, _____. |

DRAFT



December 1, 2020 Meeting Minutes



MINUTES

MEETING: Complete Streets Committee (CSC)
DATE: December 1, 2020
TIME/PLACE: 7:30 AM - 9:00 AM, Virtual Meeting via Zoom
PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Police Chief Susan Nourse, Councilor Doug Reighley, Sally Walsh
ABSENT: Andy Seymour, Jerry Antl, 2 vacant at-large seats
GUESTS: Police Lieutenant Nate Goodman

| TOPIC | DISCUSSION | ACTION |
|--------------------------------------|---|------------------------------|
| I. Minutes (Chair) | Motion to accept the November 3, 2020 minutes by Councilor Reighley; seconded by Mr. Leland; abstained by Ms. Walsh. Motion carried 4 in favor, 0 opposed, 1 abstained, and 3 absent. | Approved as written, 4-0. |
| II. Welcoming Comments (Chair) | <ul style="list-style-type: none"> • Welcoming Comments from the Chair • New Committee Member Phil Wagner to be appointed by Council during this evening's Council meeting. • Question arose how only one CSC vacant seat was filled rather than two. Is it possible for the Appointments Committee to fill the other vacant seat in the near term rather than wait six months before reconvening next? Request made for better communication from the Appointments Committee on the appointment process. • Does the Acting Police Chief need appointment from Council? Chief Nourse stated she was not appointed when she assumed the Chief position. • Jerry Antl submitted his resignation as a CSC volunteer. | Informational only, no vote. |
| III. Public Peddler Carts (Bliss) | <ul style="list-style-type: none"> • Historically approved locations provided by Mr. Bliss via map and memorandum. • The locations are (2) behind Starbucks, (1) at the Train Station, and (1) in front of Town Hall. Town Hall location has never been filled because of little foot traffic. Two locations are reserved for RSU Boosters, Fire/ Rescue, and Nonprofit behind Starbucks. • Public Peddler Cart Ordinance, Chapter 43, distributed with meeting materials which identify standards. • Locations within the Main Street Right-of-Way were discontinued between Grove Street and School Street in 2019. • Does the Town receive money for the Public Peddler Carts? Yes, a nominal amount in the form of application fees are received as revenue to offset staff time and materials. • Is a Master Plan available for all the Cart locations? Public and Private Peddler Cart locations are distinct and regulated by two different Ordinances, Chapter 43 and the | Approved as written, 5 -0. |



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| | <p>Zoning Ordinance, respectively. Private Carts need landowner permission and need to comply with standards set forth in the Zoning Ordinance.</p> <ul style="list-style-type: none"> • Has the Ordinance been revised to prohibit Public Peddler Carts on Main Street? No, the Ordinance has not been revised, but the will of the CSC and Council strongly discourage allowing carts on Main Street due to pedestrian safety concerns and spatial constraints. • Non-Commercial peddler licenses in the Public Peddler Cart Ordinance refer to the RSU Boosters, Fire/ Rescue, and Nonprofits. • Chapter 43 Ordinance does not identify locations only the standards. The CSC votes on the specific locations and recommends them to the Clerks Department. • Motion by Councilor Reighley to accept the four currently approved locations; Mr. Leland seconded; none opposed; motion carried with 5 in favor, 0 opposed, 0 abstained, and 4 absent. | |
| <p>IV. Workplan Review (Michaud)</p> | <ul style="list-style-type: none"> • Changes to previous Workplan were highlighted on the form provided. • Workplan organized into Groups: Active, Non-Active, Ongoing, and Completed. • Task leader should be prepared to discuss their Workplan item each month. • Complete Streets Policy submitted for approval at tonight's Council meeting. The Policy will move to the Ongoing category as a Living Document and be reviewed annually. • GPCOG to assist with the Exits 20 and 22 education campaign, if their proposal is accepted. • Bridge Education Campaign should include an over-arching strategy for trail and path connections. A big picture strategy should be included with the GPCOG effort. • Focus on the Education Deliverables Scope of Work (the What) before the Who (is responsible for producing the work). • Create a Crosswalk Plan before Main Street is repaved. • Suggestion made for paid consulting assistance for crosswalk evaluation and planning. • What are the Best Practices for Crosswalks? Where should crosswalks be placed in the Downtown? • Provide Best Practices and Guidelines to CSC. • Michaud and Leland to draft a scope for developing a crosswalk workplan. • Pedestrians must use due regard when a marked crosswalk isn't present. Pedestrians and vehicle must abide by crosswalk laws when they are present, e.g. no jaywalking, yield to pedestrians in crosswalk, etc. | <p>Informational only, no vote.</p> <p>Provide Best Practices and Guidelines to CSC.</p> <p>PD to review and comment on Resident Complaint form.</p> |



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| | <ul style="list-style-type: none"> • State Statute Title 29a, which is a motor vehicle statute, reads a pedestrian must yield the right-of-way to a vehicle when crossing a way unless they are in a marked crosswalk or when an available tunnel or overhead crossing is available. • Discussion to pause on Main Street crosswalk changes until we near the Main Street paving project which is in 5 years +/- time. • Need to assign a Task Leader to the Education and Communication Workplan item. • Active Living Committee to sunset on June 30, 2021. Perhaps, we should look at working together on common Workplan items. • Active Living Committee members should be recruited to serve on the CSC. <p><u>Addressing Resident Road Complaints</u></p> <ul style="list-style-type: none"> • Police Department to receive, assess, and filter resident road complaints • Flowchart drafted by Committee Chair in consultation with Police Department. Next draft will reflect modifications based on Police Chief comments. • Step One must always confirm the complaint has first been referred to the Police Department. • Monitoring data to be collected by Police Department if warranted. • Detail can be later added to the form such as email complaint link. • Monthly updates to CSC from PD requested. <p><u>Inactive</u></p> <ul style="list-style-type: none"> • Cousin's River Bridge is listed as inactive because the design and bidding process has been placed on hold for about a year. • Bike rack locations were previously assigned to Mr. Goggin. This item is an example of where the Acting Living and CS Committees can work together since the task is on both Committees' Workplans. | |
| <p>V. Active Living Committee Update</p> | <ul style="list-style-type: none"> • Update on working together with the Active Living Committee. • Looking for representative from CSC to liaison between the two Committees • Committee sunsets on June 30, 2021 unless extended by Town Council. | <p>Informational only, no vote.</p> |
| <p>VI. Adjournment</p> | <p>Councilor Reighley motioned to adjourn; Mr. Leland seconded; motion carried with 5 in favor, none opposed, and 4 absent.</p> | <p>Accepted, 5-0.</p> |



Exits 20 and 22 Bridge Project Updates

Town of Freeport
WARRANT FOR MUNICIPAL ELECTION
MARCH 9, 2021

ITEM # 05-21 MUNICIPAL
ELECTION WARRANT

TO: Nate Goodman, Freeport Acting Police Chief, of the Town of Freeport, County of Cumberland, State of Maine: You are hereby required in the name of the STATE of MAINE to notify the voters of this Municipality of the election described in this WARRANT.

TO THE VOTERS OF THE TOWN OF FREEPORT:

You are hereby notified that a **MUNICIPAL ELECTION** will be held
at the **FREEPORT TOWN HALL in the TOWN COUNCIL CHAMBERS**
30 MAIN STREET,
on **TUESDAY, MARCH 9, 2021**

ARTICLE 1: To choose a moderator by written ballot to preside over said meeting.

ARTICLE 2: Do you favor authorizing the Town of Freeport to issue general obligation bonds in an amount not to exceed \$480,000 to fund the local share of costs to construct bicycle and pedestrian ways as part of a Maine Department of Transportation project to replace the Desert Road and Mallett Drive bridges over Interstate 295 and to appropriate the proceeds of the bonds for said purpose?

(Town Council Recommendation: # in favor; # opposed)

THE POLLS OPEN AT 7:00 A.M. AND CLOSE AT 8:00 P.M.

The Registrar of Voters will be present while the polls are open to accept new registrations and make address, name and/or enrollment changes.

Pursuant to Title 21-A, Section 759(7), absentee ballots will be processed: At the polls starting at 9 a.m., or following inspection, until done and hourly thereafter.

Given under our hands at Freeport in the County of Cumberland and State of Maine this 5th day of
January, 2021

MAJORITY OF MUNICIPAL OFFICERS:

Attest, A True Copy:

Christine Wolfe, Town Clerk

CONSTABLE'S RETURN

Cumberland, ss.

State of Maine

TO: The Municipal Officers of the Town of Freeport

I certify that I have notified the voters of the Town of Freeport of the time and place of the State and Municipal Elections to be held on **March 9, 2021** by posting an attested copy of the within Warrant and sample ballots as follows:

| <u>DATE</u> | <u>TIME</u> | <u>LOCATION OF POSTING</u> |
|-------------|-------------|---|
| _____ | _____ | Town Hall, 30 Main St |
| _____ | _____ | Community Library, 10 Library Dr |
| _____ | _____ | Community Center, 53 Depot St |
| _____ | _____ | Doherty's Store, 130 Wardtown Road |
| _____ | _____ | Bessie's Farm Stand, 33 Litchfield Road |

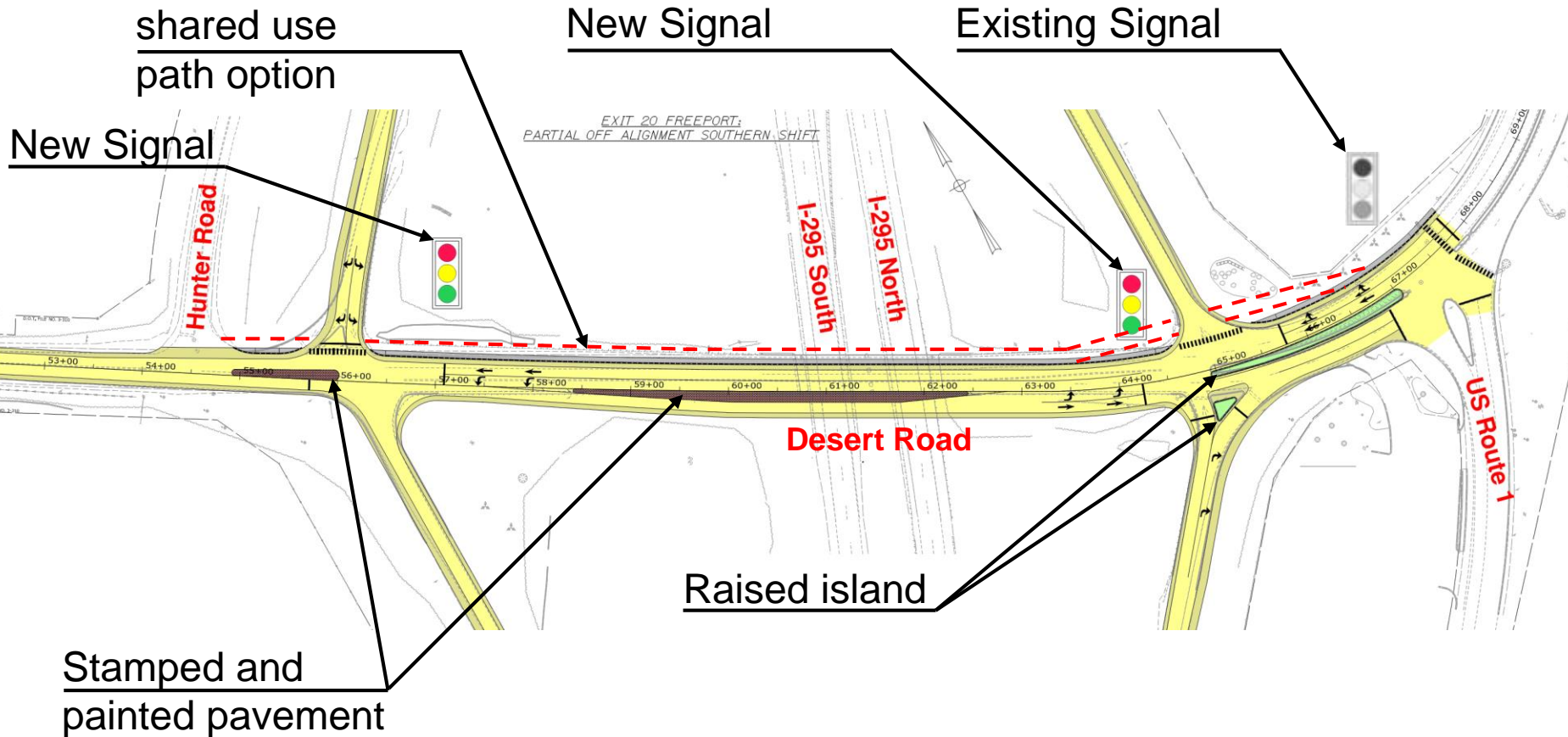
Each being a public and conspicuous place in said town and each being at least seven days next prior to the date of the stated election.

_____ Dated: _____
Town of Freeport, Maine

Freeport Desert Rd over I-295

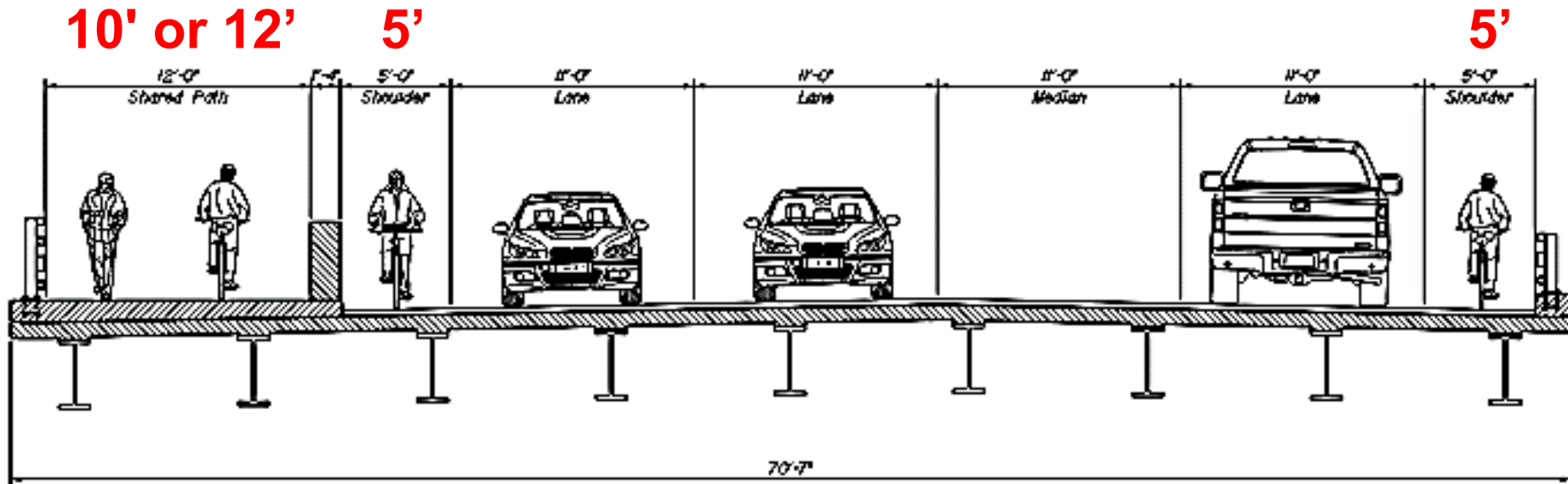


Desert Road Bridge Conceptual Plan



One lane eastbound and one lane westbound maintained during bridge construction.

Bridge Typical Section Alternatives



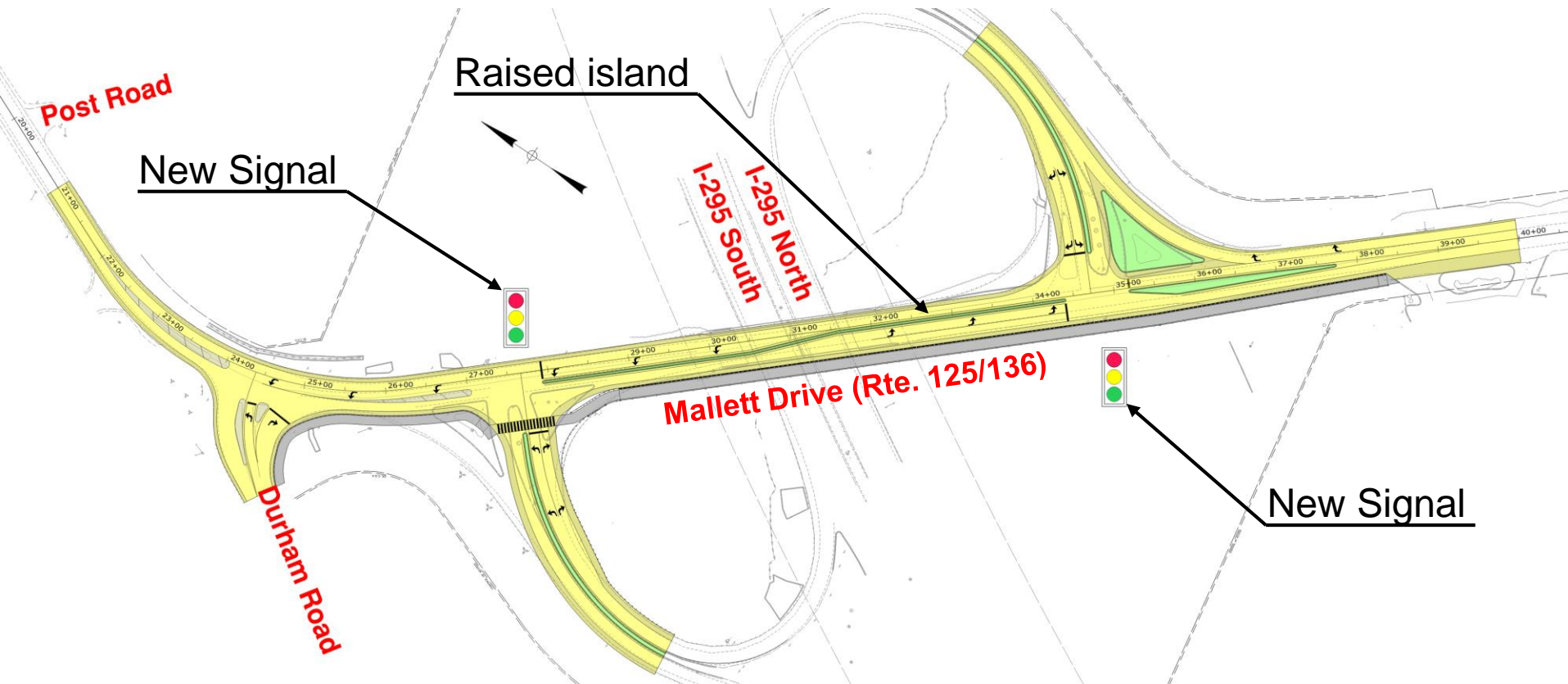
One Shared Path

Additional Cost: \$800,000 (\$660K Bridge; \$140K for 1,070' of Approach)

Freeport Mallett Drive over I-295

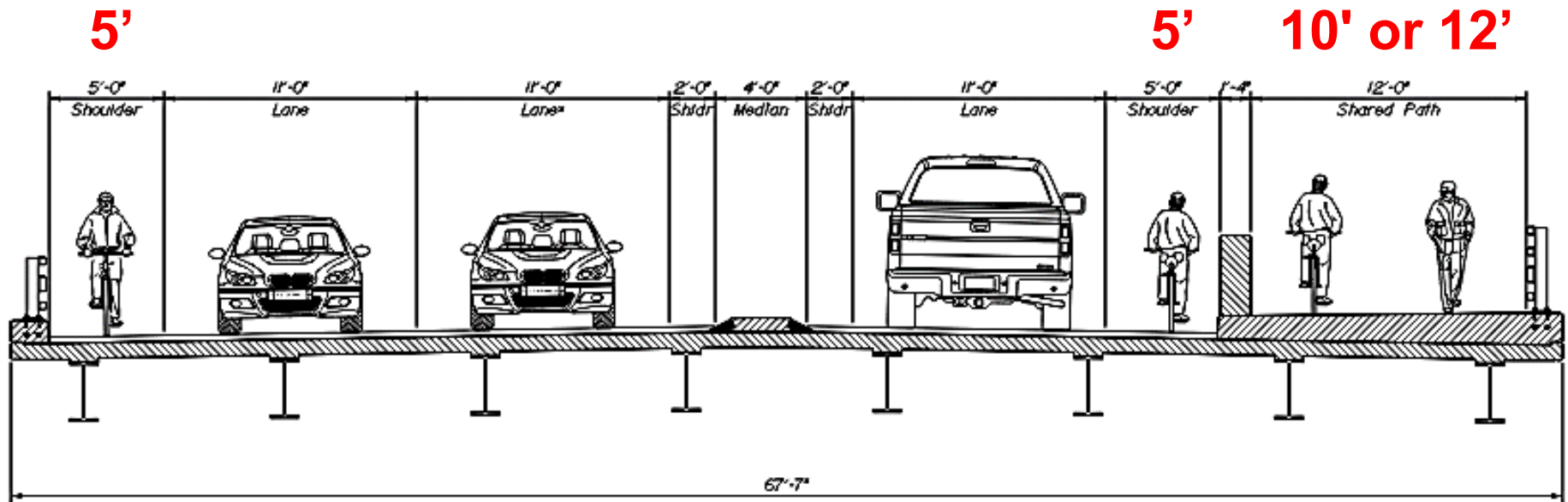


Mallett Drive Bridge Conceptual Plan



One lane eastbound and one lane westbound maintained during bridge construction.

Bridge Typical Section Alternatives



One Shared Path

Additional Cost: \$850,000 (\$680K Bridge, \$170K for 1300' of Approach)

**This 11'-0" lane transitions from the westbound to eastbound side across the bridge*



Lower Main Street Street Tree Beautification Project



MINUTES

MEETING: Complete Streets Committee (CSC)
DATE: March 3, 2020
TIME/PLACE: 7:30 AM - 9:10 AM, Town Council Chambers
PRESENT: Chair Doug Leland, Councilor Doug Reighley, Police Chief Susan Nourse, Sally Walsh, GERALYN Campanelli, Andy Seymour, Jamel Torres
ABSENT: Chester Goggins
GUESTS: None

| TOPIC | DISCUSSION | ACTION |
|--|---|--|
| I. Minutes | Motion to table acceptance of the February 4, 2020 minutes. Motioned by Councilor Reighley, seconded by GERALYN Campanelli. Motion carried unanimously 6 in favor, none opposed, 2 abstained. | Accepted, 6-0. |
| II. Compete Streets Policy Review (Leland) | <p>Reviewed the draft CSC policy dated January 10, 2020 with changes reflected from the February 4, 2020 meeting. The items discussed and the proposed changes from the March 3, 2020 meeting are outlined below.</p> <p><u>5. Policy Statement</u></p> <ul style="list-style-type: none"> • Crosswalks: Defined well, no comments. • Connectivity: <ul style="list-style-type: none"> ○ List two or three examples of each bulleted category under Connectivity; ○ Revise Definition 4.C. activities (e.g. walking, running, bicycling, motorcycles, ATVs, snowmobiles) and describe path surface materials (e.g. asphalt, gravel). • Context and Character: Discussed context sensitivity <p><u>6. Policy Exceptions</u></p> <p>Discussed exceptions and limitations to the ability to implement Complete Street design. Specific examples included the waiver of sidewalks on Route One South despite their requirement stated in the Zoning Ordinance. Mr. Bliss requested specific language that can be referred back to for justification why Complete Streets elements were not implemented into future project should that happen.</p> <p>Discussion paused at end of 6.B. Discussion will resume at next meeting at 7. Jurisdiction.</p> | <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> |



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| <p>III. Lower Main Street – Street Tree Beautification (Bliss)</p> | <p>The Town Council approved two locations for Street Tree plantings during the FY 2020 budget process. L.L. Bean has proposed to add two Street Tree plantings of their own. The Freeport Sustainability Advisory Board (FASB) is leading an effort to inventory street trees within the Village area. Feedback has been requested from the CSC for guidance on where to plant the trees. The FASB would like to apply their inventory work and the CSC's guidance toward a grant application. Mr. Leland had a conversation with a representative of FASB that there isn't enough information to move forward with the project yet.</p> <p>Mr. Leland stated the Council would like our recommendations and that recommendation should be a planning process to include Planning Board and the CSC. The planning process should evaluate plantings as they relate to Complete Street design. If the planting project is time sensitive, then the Town Manager and Town Engineer should come up with a design and present it to the CSC for adequacy in regard to the Complete Streets policy. The Town Planner has offered to organize the planning meetings to create a design and provide recommendations.</p> <p>Several issues were raised: these include, physical space within the roadway while maintaining room for bicyclists; impacts from construction vehicles; future paving work; and, potential creation of traffic congestion.</p> <p>Mr. Bliss clarified that there is time to review this project with a proper planning process. His feedback from the Town Manager is one-years' time is an acceptable period to provide recommendations. Mr. Michaud volunteered to create a checklist of questions and concerns to include maintenance, operating budget, appropriate planting locations and types, etc. The checklist will be included within a letter that describes the planning process. The checklist will be developed first and then the letter will follow.</p> | <p>Discussion.</p> <p><u>Follow-up</u> Create checklist of concerns (Michaud)</p> |
| <p>IV. March CSC Workshop</p> | <p>The CSC Workshop with Town Council is scheduled for March 24, 2020. The CSC has 20 minutes to discuss their work. The document provided by Mr. Leland will be distributed to the Town Council in advance of the meeting via the Town Clerk's office.</p> | <p>Information only.</p> |
| <p>V. Project / CSC Updates</p> | <p>A TIF process is currently underway. Mr. Leland encouraged the CSC watch the upcoming meeting for information and the Public Hearing on March 17, 2020.</p> <p>Mr. Bliss shared that he was successful in lobbying on behalf of the Town for grant money to construct the multi-use path from the Cousin's River Bridge to the YMCA.</p> | <p>Information only.</p> |
| <p>VI. Adjournment</p> | <p>Councilor Reighley motioned to adjourn, Chief Nourse seconded, motion carried unanimously - 7 in favor, none opposed (Torres did not vote).</p> | <p>Accepted, 7-0.</p> |



**COMPLETE STREETS COMMITTEE
MEETING MINUTES
December 12, 2019**

| | | |
|--------------------|--|---------------------------|
| ATTENDANCE: | Doug Leland, Chair | Sally Walsh |
| | Police Chief Susan Nourse, Vice Chair | Geralyn Campanelli |
| | Doug Reighley, Town Councilor (absent) | L.L. Bean rep (absent) |
| | Chester Goggin (absent) | Vacant (1 seat) |
| | Greg Michaud (excused at 8:15) | Adam Bliss, Town Engineer |

The regular meeting was rescheduled from December 3 to the 12th because of a snowstorm. The meeting started at 7:35 am and adjourned at 9:00 am.

I. Accept minutes of the November 5, 2019 meeting.

Chief Nourse motioned to accept the November meeting minutes as written; Ms. Campanelli seconded the motion; motion passed 5 in favor with none opposed.

II. Bike Racks, Maps, Crosswalks.

Ms. Walsh provided a handout to the CSC. The handout included design considerations of crosswalks with references from the Federal Highway Association, state of Minnesota, National Association of City Transportation Officials, and Saferoutesinfo.org. Chief Nourse commented that universities have observed wear patterns across their respective campuses and used these travel routes where pedestrians tend to feel most comfortable away from traffic. Mr. Leland asked what the next steps were for crosswalk improvements on Main Street. Ms. Walsh answered that a safety audit should be completed similar to what Mr. Bliss, Ms. Walsh, and Alpha One (accessibility organization) conducted at Main and Mechanic Streets. Ms. Walsh and Mr. Leland recommended we observe patterns over an extended period to better understand where pedestrians feel comfortable and where improvements can be made in concert with future street construction work within the Village. Mr. Bliss commented that it is important to take our time with crosswalk design in the Village and to develop a plan for the improvements. Ms. Campanelli suggested prioritizing Main Street, Mechanic Street, and the School Street area. Mr. Michaud expressed concern regarding lack of pedestrian visibility at the crosswalk in front of China Rose.

Chief Nourse suggested we find a Committee member or volunteer to observe the crosswalk activities at a consistent time and day throughout the year, perhaps on a monthly basis. Suggestions also included noting on maps where people commonly cross where midblock crossings occur. A posting on the Town website for a volunteer might be helpful to ensure that we utilize consistent evaluation criteria. Mr. Michaud suggested the Highschool might have senior students who are looking for a senior capstone project. Mr. Leland stated the Bicycle Coalition of Maine might be able to help in the form of signage.

Mr. Bliss provided an inventory handout of existing and proposed bike racks around the Village. Mr. Leland requested that Mr. Bliss discuss bike racks at the next Active Living Committee meeting. Ms. Campanelli noted that the bike rack location at the LL Bean crosswalk on Main Street has a visibility issue and creates conflict with pedestrians, transit, and other signage.

Mr. Bliss stated he has a contract in place with the Cumberland County Soil and Water Conservation District for assistance with producing maps. Mr. Bliss has been working diligently over the past several weeks. He is hopeful for a deliverable in the form of a web map by the end of January.

III. **Street Tree Plantings.**

Mr. Bliss provided handouts of potential street tree plantings along Lower Main Street between Shaw's and West Street. Ms. Campanelli asked how many plantings are being proposed. Mr. Bliss responded that two were budgeted through the Town with another two offered to be paid for by LL Bean. Ms. Campanelli shared concerns with maintenance responsibilities and potential issues with damage from vehicles. The CSC as a whole suggested that driver feedback and safety signage would provide more effective traffic calming measures than street trees. The idea presented by the Council seems like a good idea but without a formal location and maintenance plan the investment seems like potentially wasted money. Mr. Leland commented that planters can be quite attractive and perhaps Beans could install their two in conjunction with their Corporate Campus Headquarters project. The Town could observe LL Beans installations as pilot projects and react with what worked and didn't work accordingly.

Chief Nourse suggested we meet with the Council to have a more open conversation regarding other street beautification measures rather than focusing solely in the roadway. Mr. Bliss commented there is a 5-year moratorium within the roadway that prohibits street excavation during the period. Ms. Campanelli commented that street scaping within the right-of-way is the Complete Streets Committee purview and the Sustainability Committee should be made aware of this through incorporation of a Complete Streets Policy such that all committees are working together rather than within vacuums. Ms. Walsh asked if the streetlights could be enhanced with hanging baskets or banners throughout the seasons. Mr. Bliss stated this is commonly done in several greater Portland communities. Chief Nourse concluded the discussion by suggesting the CSC develop a list of concerns to help drive a dialogue with the Council over street beautification. Mr. Leland stated he would consult with Councilor Reighley and Town Manager Joseph to determine the best way for discussing concerns and interests.

IV. **Project Updates.**

Mr. Bliss provided an update on the bridge projects at Cousin's River, Exit 20 and Exit 22. Data collection and engineering design are still being performed for the projects. The Maine DOT Project Manager stated during a phone call that stakeholder Committee should resume in January. The CSC agreed a letter should be sent from the CSC to Maine DOT to ensure paper documentation of the Town's interests in bicycle-pedestrian connectivity across the bridges.

Mr. Bliss apprised the CSC of a recent Traffic Movement Permit scoping meeting with LL Bean, their consultant, and the Town. The Maine DOT determined that a Traffic Movement Permit is need required at this time and permits issued are only valid for 5 years before they expire if implementation measures are not installed. LL Bean stated their expected traffic counts will not exceed the 100 peak hour volume within 5 years. A memorandum will be distributed by LL Bean 's consultant regarding their development plans and schedule.

V. **Adjournment: Next scheduled meeting: January 7, 2020.**

Chief Nourse motioned to adjourn; Ms. Campanelli seconded; motion passed 4 in favor with none opposed.

From: [Doug Leland](#)
To: [Douglas Reighley](#)
Cc: [Doug Leland](#); [Gregory Michaud](#); [Geraldyn Campanelli](#); [Jamel Torres](#); [Sue Nourse](#); [Sally Walsh](#); [Adam Bliss](#); [Andy Seymour](#); [Chester Goggin](#)
Subject: Council update
Date: Tuesday, March 03, 2020 2:53:38 PM

** CAUTION EXTERNAL EMAIL **

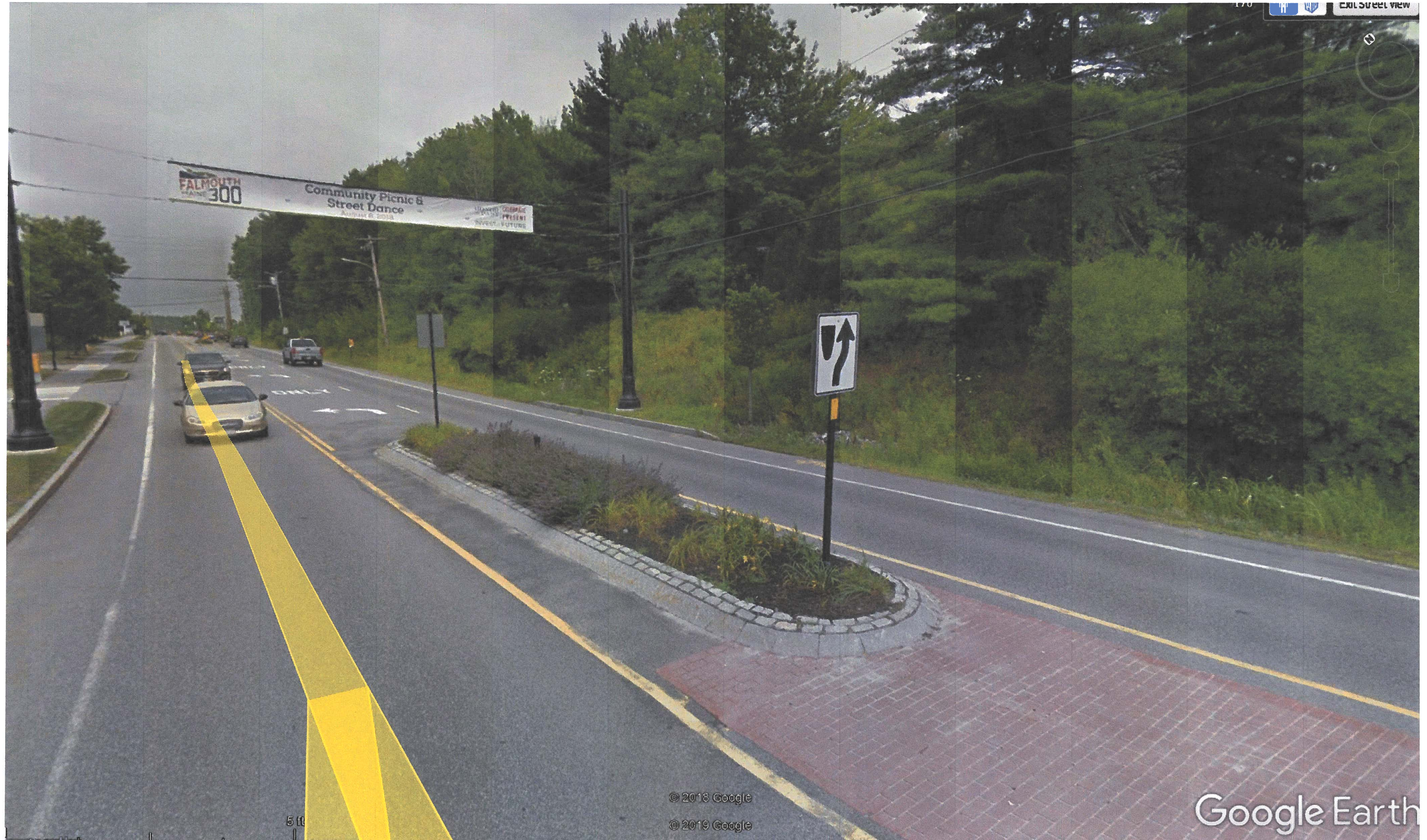
Hi Doug,

As follow-up to our meeting today regarding an update to Council, I recommend something like: 'Regarding proposed street tree plantings, the CSC will assist in developing a more comprehensive plan that addresses street tree plantings and related planning/complete street/sustainability issues. Also, to assist Council, the CSC will develop for Council guidance identifying committee needs when evaluating such projects.'

Thanks Doug,

Doug

FALMOUTH EXAMPLE



© 2018 Google

© 2019 Google

Google Earth



Workplan Review



Complete Streets Committee Project Plan

Created: 9/12/2019
Revised: 11/25/2020

Active Projects as of December 1, 2020

| Project | Committee Leads (Alternate in Parentheses) | Project Description/Scope | Date Added to Project Plan | Estimated Completion Date | Next Planned Steps (for next CSC mtg) | Milestones / Accomplishments |
|---|--|--|----------------------------|---------------------------|--|---|
| Desert Road Bridge | Greg Michaud | Participate in MDOT and related project meetings, inform and advise CSC. | Oct 1, 2019 | | | <ul style="list-style-type: none"> * Federal grant funding approved on September 4, 2019. * MDOT Design meeting held: CSC and ALC voted to locate multi-use path on north side and widened shoulder on south side of bridge at Maine DOT meeting. * MDOT cost-sharing meeting held October 6. * MDOT follow-up meeting scheduled for October 28. |
| Mallet Drive Bridge | Greg Michaud | Participate in MDOT and related project meetings, inform and advise CSC. | Oct 1, 2019 | | | <ul style="list-style-type: none"> * Federal grant funding approved on September 4, 2019. * Signal Warrant Analysis completed * MDOT Design meeting held: CSC and ALC voted to locate multi-use path on north side and widened shoulder on south side of bridge at Maine DOT meeting. * MDOT cost-sharing meeting held October 6. * MDOT follow-up meeting scheduled for October 28. * Meeting with VHB Engineers to review Mallett Drive as part of PACTS as part of review to evaluate high crash locations (HCL) |
| Write and Submit Complete Streets Policy | Doug Leland | Develop Complete Street policy for Council review and approval. | Oct 1, 2019 | Dec 31, 2020 | Scheduled for final review and approval of town Council in Dec '20 meeting | <ul style="list-style-type: none"> * Policy approved by CSC and forwarded to Ordinance Committee and Town Council. Staff review and Chairperson comments currently being discussed. * Need Master Plan for connection along Route One from Desert Road to the Cousins River Bridge. |
| Crosswalks | Sally Walsh | Develop crosswalk protocols and specific plan for Main St. between West St. and Mallet Dr. | Oct 1, 2019 | | Determine whether this is a standalone effort or whether this work should be incorporated into all other projects as part of a larger ADA / Accessibility effort | <ul style="list-style-type: none"> * Create plan of existing crosswalks on Main Street from Mallett Drive to West Street. Include mapping, locations, visibility, functionality, use, pros, cons, MDOT compliance, tactile warning plates, signage, and accessibility. |
| Complete Streets Education and Communication | | Develop program for community education regarding Complete Streets and CS related topics. | Oct 1, 2019 | | Develop a draft scope document for 2021 at January mtg. | The focus is on building out the processes and identifying the communication platforms by developing a scope document and work plan for 2021. eg. Town of Freeport web site, pamphlets, workshops, etc. for communication to the general public. |
| | | | | | | Original language was: Cable TV, web, pamphlets, workshops, school presentation, Bike Maine Complete Story Map Facilitate Bridge Workshop |
| Addressing Resident Road Concerns | Chief Nourse | Document a process flow for addressing residents' road issues and concerns | Nov 2, 2020 | Dec 31, 2020 | Present a draft work flow to the CSC at December mtg. | The purpose of the work flow document is to have a standard process that residents, CSC committee members and Town associates can reference to ensure consistency and clarity. |

Cells highlighted in yellow are recommended changes for CSC comment and approval

Ongoing Projects as of December 1, 2020

| Project | Committee Leads (Alternate in Parentheses) | Project Description/Scope | Date Added to Project Plan | Next Planned Steps (for next CSC mtg) | Milestones / Accomplishments |
|---|--|--|-------------------------------|--|------------------------------|
| Active Living Committee Liaison | TBD | Support the committee as CSC representative | Dec 1, 2020 | Define the scope and function of the role with respect to the two committees | |
| Maintain Complete Streets Policy | TBD | Ensure CS Policy is updated as needed, and re-approved by the Town Council annually | Dec 1, 2020 | Provide monthly updates to the Complete Streets committee as warranted | |
| | | | | | |

Inactive Projects as of December 1, 2020

| Project | Reason Inactive | Committee Leads (Alternate in Parentheses) | Project Description/Scope | Date Added to Project Plan | Estimated Completion Date | Milestones / Accomplishments |
|--|----------------------------|--|---|-------------------------------|------------------------------|--|
| Cousins River Bridge & Route 1 Multi-Purpose Path | Project Not Started | TBD | Participate in MDOT and related project meetings, inform and advise CSC. | Oct 1, 2019 | TBD | Preliminary Design submitted to MDOT Project Manager. |
| Bike Racks | Not Assigned | formerly assigned to Chester Googins | Develop implementation plan for annual purchase and placement. | Oct 1, 2019 | TBD | 1. Budget for bike racks for FY 2020. 2. Create existing inventory of bike racks (condition, type, locations, use frequency). 3. Existing Inventory completed. 2 existing locations; two U-racks at Town Hall and 1 rack at Train Station. |

BICYCLE + PEDESTRIAN COUNTS

To better understand use patterns, bicycle and pedestrian counts were conducted using a count methodology recommended by the National Bicycle and Pedestrian Documentation Program (NBPD). The effort not only tallied the number of people and their chosen mode of travel, but also their gender, direction of travel (with or against automobile traffic), and whether or not bicyclists were wearing a helmet.

The counts were advised by the Bicycle Coalition of Maine and conducted by Active Living Task Force volunteers. They took place on weekday and weekend dates in late September and early October, 2013. More specifically, data was collected on Saturday 9/14, Wednesday 9/11, and on both Saturdays and weekdays during the week of 9/28-10/5. To capture peak periods for commuting and recreational activities, counts were conducted at the following times:

- Saturday 8:00AM-10:00AM, and 12:00PM-2:00PM
- Weekday 8:30AM-6:30AM, 12:00PM-2:00PM, and 4:00PM-6:00PM

The data collected is visually summarized on the preceding page in the form of a composite map inclusive of all count tallies (maps for each count period are found in the Appendix). The data mostly represents bicyclists because that was by far the most prevalent activity at all of the intersection studied, except for the Main and Bow Street location.

The results reveals that at 74% of bicyclists counted, men are most prominently found bicycling. While this figure may seem surprising, it is consistent with larger trends across the United States where 76% of trips are made by men and only 24% by women. This is a stark contrast to similar data collected in northern Europe, where there are no significant differences in cycling rates across gender, income, or class categories. The counts also found that nearly all bicyclists were wearing helmets, which is not too surprising because frequent recreational riders, like those counted, generally wear helmets at higher rates than casual or utilitarian bicyclists.

The data shows that weekday morning and afternoon activity was quite similar, with just a slight uptick of activity during the morning hours. Worth noting is Saturday volumes were noticeably higher than weekday counts because organized group rides often occur on weekend mornings. And while count locations were spread across Freeport, many more bicyclists were found on the east side of I-295, which suggests a clear use pattern along the South Freeport Road/Flying Point Road/ Pleasant Hill Road corridor. It also suggests a need to improve conditions on the west side of I-295.

While these counts do not currently allow us to draw trend lines, they do provide an interesting snapshot of Freeport's bicycling and walking activity.

74%

THE PERCENTAGE OF BICYCLISTS COUNTED WHO WERE MALE, WHICH IS CONSISTENT WITH NATIONAL AVERAGES

98%

THE PERCENTAGE OF BICYCLISTS COUNTED WEARING A HELMET

889

THE NUMBER OF PEOPLE COUNTED WALKING IN A TWO-HOUR PERIOD AT THE INTERSECTION OF MAIN AND BOW STREET

“

WORTH NOTING IS SATURDAY VOLUMES WERE NOTICEABLY HIGHER THAN WEEKDAY COUNTS BECAUSE ORGANIZED GROUP RIDES OFTEN OCCUR ON WEEKEND MORNINGS.

”

ACTIVITY CENTER #1: DOWNTOWN FREEPORT BICYCLE PARKING

The majority of bicycle parking recommended in this Plan is directed towards downtown Freeport. The following six locations should be prioritized for new racks entirely, or the replacement of old racks.

Key Recommendations

1. Replace “comb rack” with inverted U-racks; move to school

Freeport Middle School should replace the comb rack (pictured on page 48) with up to 10 inverted-U racks. Move the new racks closer to the school’s entrance and consider placing under shelter to protect bicycle from the elements. Increase supply of racks if/when needed.

2. Main Street Bicycle Parking

Add up to 20 inverted-U racks, placed parallel to the curb, from West Street to the McDonald’s on Mallett Drive, on town-owned properties and/or other public lands. While this works out to approximately two racks per block (one on both side of the street), a few blocks should receive up to four if demand is high enough. Each rack will hold up to two bicycles.

3. Freeport High and Morse Street School Bicycle Parking

Add high quality bicycle racks to Freeport High and Morse Street School. If possible, find location with shelter to protect bicycles from the elements.

4. Town Hall Bicycle Parking

Remove existing comb rack and replace with two inverted-racks. Locate the new racks as close to the side entrance steps as possible and fix them to a small concrete pad.

5. Freeport Community Center Bicycle Parking

The Freeport Community Center serves a wide range of people and is active most hours of the day. Two high quality inverted-U racks should be placed as close to the entrance as possible.

6. Leon Gorman Park Bicycle Parking

Add an inverted-U rack at the entrance to School Street entrance of Leon Gorman Park. Add another rack if/when needed.

5

KNOWN BICYCLE PARKING
LOCATIONS IN THIS
ACTIVITY CENTER

18

RECOMMENDED NEW OR
IMPROVED BICYCLE PARKING
LOCATIONS



NEVER



SOMETIMES



ALWAYS

8

KNOWN BICYCLE PARKING LOCATIONS

24

RECOMMENDED NEW OR IMPROVED BICYCLE PARKING LOCATIONS

BICYCLE PARKING

While bikeways are the most visible element within a bicycle network, bicyclists must also have safe and convenient places to store their bicycles. Bicycle parking is commonly excluded or insufficiently addressed in the planning, town design, and development process. As a result, accessible, attractive, and safe parking options for both short and long-term use are often undersupplied and/or poorly sited. Because Freeport is a relatively rural town, residential bicycle storage is not a challenge, as it is in more urban environments. However, bicycle parking downtown and at other select destinations could be improved both in quantity, quality, and visibility. This will encourage bicycling for transportation and communicate to residents and visitors that Freeport values active transportation. Decorative public art that doubles as bicycle parking can add vibrancy to any streetscape but should not be pursued unless the design can meet the criteria for safe and effective bicycle parking.

Key Recommendations

Designate Inverted Standard Rack Type

Work with the Parking and Traffic Committee to select a version of the inverted U-rack or Post and Ring rack for town-wide implementation. These rack types meet all bicycle parking design standards and may be implemented with standalone racks or in clusters serving highly frequented destinations. Selecting a single rack design type will improve user recognition and streamline the purchasing and implementation process.

Use APBP Parking Design Guide

The Association for Pedestrian and Bicycle Professionals has developed a comprehensive bicycle parking manual. When siting and implementing bicycle parking in the Town of Freeport, public and private entities should consult this guide.





Bicycle Parking Ordinance



Consider revising the Town of Freeport Traffic and Parking Ordinance to encourage the provision of bicycle parking in new development within all village commercial and mixed-use areas.

General Activity Center bicycle parking location recommendations are found in the pages ahead. They include downtown Freeport, Pownal and Hunter Road Recreation areas, South Freeport Village, and Winslow Park.



LEGEND




-  PROPOSED PAVED SHOULDERS
-  PROPOSED SIGNED BIKE ROUTES
-  PROPOSED CONCEPTUAL SHARED USE PATH
-  PROPOSED BICYCLE PARKING



-  EXISTING PLAYGROUND
-  EXISTING SCHOOL

DRAFT



LEGEND

-  EAST COAST GREENWAY
-  PROPOSED SIGNED BIKE ROUTES
-  PROPOSED PEDESTRIAN ROUTE (SIDEWALK OR PATH)

-  ENHANCE ACCESS/PARKING
-  ADD OR ENHANCE BIKE PARKING

Potential Bike Rack Locations

| Location | Type of Rack | Number of Bikes | Priority | Description |
|--------------------------------|--------------------|-----------------|----------|---|
| Railroad Station | Grid/Ladder style | 4 to 6 | High | Good spot for a rack that can hold bikes. Train commuters. Potential location...standing in parking lot, facing the platform, between the left edge of the platform and the streetlight base. |
| Petrillo's | Lollipop or U-rack | 2 | | Just North of Petrillo's by 20'. |
| Depot/Bow St. corner | Lollipop or U-rack | 2 | | On either side of street, by Village Square or Orvis. |
| Civil War Park | Lollipop or U-rack | 2 | | Rack for several bikes could go on the corner of the park bordering the RR and Bow St., right by the sidewalk |
| Leon Gorman Park - Parking Lot | Grid/Ladder style | 3 to 4 | High | Right at start of trailhead by the parking lot on School St. |
| Olympia Sports | Lollipop or U-rack | 2 | | Between Olympia and Tuscan Brick Oven, by the sign post. Lollipop or U-rack. |
| Shermans | 1-2 Lollipop racks | 2-4 | | Out in front of or a bit south of Shermans on Main St., where there is no-parking. Rack(s) could go near edge of sidewalk and curb. |
| Jockey | 1-2 Lollipop racks | 2-4 | | Out in front of Jockey on Main St., where there is no-parking. Rack(s) could go near edge of sidewalk and curb. |
| Linda Bean's | Grid/Ladder style | 4 | High | Up against or near the chains that go along the curbing. |
| Abercrombie | Lollipop or U-rack | 2 | | There is already a rack at LL Bean bike/paddling store, 40 feet away. |
| Marketplace and Mexicali Blues | | | | Not sure what town owns here. Also, if a larger rack is up at Linda Bean's, this is likely unnecessary. |
| Li's Chinese Cart | Lollipop or U-rack | 2 | | By tree on corner of Middle and Bow. |
| Library | Grid/Ladder style | | | By the future bus stop. |
| Town Hall Bus Stop | Grid/Ladder style | | | By the bus stop that will be on the Town Hall side of Main St. |
| LL Bean Corp Office | | | | |
| Bus Stop | | | | |
| Schools? | | | | |

Bus Stops

| | |
|---------------------|--|
| LL Bean Corp Office | One stop on Southbound side, by the engineering building driveway, and one stop on Northbound side, just south of LL Bean driveway entrance. |
| Town Hall | Southbound and Northbound stops on Main St. in front of Town Hall |
| Cole Haan | Southbound and Northbound stops on Main St. at the major crosswalk that leads to/fro Village Station |
| | |
| | |
| | |

APPENDIX

PROJECT COST RANGE ESTIMATE CHART | *Projects in this chart are organized according to Activity Center/Location. The order in which the projects appear may vary slightly from previous sections due to the Short and Long-Term categories used. Note: Cost ranges are included to demonstrate order of magnitude for projects. These ranges may change over time and are not intended to be mandates for funding. All proposed projects would still be subject to existing processes for town expenditures.*

| | PROJECT TYPE | PRIORITY PROJECT? | LOW COST < \$10,000 | MEDIUM COST \$10,000 - \$100,000 | HIGH COST > \$100,000 |
|--|--------------|-------------------|---------------------|----------------------------------|-----------------------|
| ACTIVITY CENTER 1: DOWNTOWN FREEPORT | | | | | |
| SHORT TERM | | | | | |
| Main Street Bicycle Lanes + Shared Use Lane Markings | Engineering | | | ● | |
| Mallett Drive Bicycle Lanes and Shared Use Path Crossing | Engineering | ● | | ● | |
| School/Elm Street Shared Use Lanes Markings | Engineering | | ● | | |
| West Street Shared Use Lane Markings | Engineering | | ● | | |
| Replace “comb rack” with inverted U-racks; move to front of school | Engineering | | ● | | |
| Main Street Bicycle Parking | Engineering | | ● | | |
| Freeport High and Morse Street School Bicycle Parking | Engineering | | ● | | |
| Town Hall Bicycle Parking | Engineering | | ● | | |
| Freeport Community Center Bicycle Parking | Engineering | | ● | | |
| Leon Gorman Park Bicycle Parking | Engineering | | ● | | |
| LONG TERM | | | | | |
| Bicycle-Pedestrian Bridge Spanning Interstate-295 | Engineering | ● | | | ● |
| Safe Route Between Schools (Trail between Freeport Middle School + Mallet Drive) | Engineering | ● | | ● | |
| South Street Sidewalk | Engineering | | | ● | |
| Bow Street Sidewalk Extension | Engineering | | | ● | |
| Pine Street Trail | Engineering | ● | | ● | |
| Leon Gorman Park Improvements | Engineering | ● | | ● | |

PROJECT COST RANGE ESTIMATE CHART CONTINUED...

| | PROJECT TYPE | PRIORITY PROJECT? | LOW COST < \$10,000 | MEDIUM COST \$10,000 - \$100,000 | HIGH COST > \$100,000 |
|---|--------------|-------------------|---------------------|----------------------------------|-----------------------|
| ACTIVITY CENTER 2: HEDGEHOG MOUNTAIN/ HUNTER ROAD/ POWNAL ROAD RECREATIONAL FACILITIES | | | | | |
| SHORT TERM | | | | | |
| Add Bicycle Parking | Engineering | | ● | | |
| Enhance Hedgehog Mountain Facilities | Engineering | | ● | ● | |
| Add Signed Bike Route | Engineering | | ● | | |
| Beech Hill Road Improvement | Engineering | ● | | | ● |
| LONG TERM | | | | | |
| Hunter Road/ Pownal Road Fields Shared Use Path | Engineering | ● | | | ● |
| Pownal and Hunter Road Paved Shoulders | Engineering | | | | ● |
| Create Additional Recreational Amenities at Hunter Rd. Recreational Facility | Engineering | ● | ● | ● | ● |
| ACTIVITY CENTER 3: NORTH FREEPORT OPEN SPACES | | | | | |
| SHORT TERM | | | | | |
| Route 125/Wardstown Road Paved Shoulders | Engineering | ● | | | ● |
| Signed Bike Route | Engineering | | | ● | |
| LONG TERM | | | | | |
| Florida Lake Trailhead Improvements | Engineering | | ● | | |
| ACTIVITY CENTER 4: EAST FREEPORT TRAILS | | | | | |
| SHORT TERM | | | | | |
| Improve Wayfinding | Engineering | | ● | | |
| Consider Improving Trailhead Markings/ Kelsey Brook Access Trail | Engineering | | ● | | |
| LONG TERM | | | | | |
| Connect Litchfield Road with Calderwood Preserve | Engineering | | ● | | |
| Add Mountain Biking Trails | Engineering | | ● | | |

Considerations of Crosswalks

References: FHWA (Federal Highway) Bicycle and Pedestrian Program
MINNPOST- Cityscape: “Everything you’ve always wanted to know about Crosswalks, 7/8/2014, Bill Lederke.
NACTO (Nat’l Association of City Transportation Officials):
Urban Street Design, Crosswalks and Crossings
Saferoutesinfo.org: Marking and Signing Crosswalks

Salient Points:

1. Every corner is a crosswalk even if not designated.
2. Often human nature takes over pedestrian crossings regardless of placement of crosswalks
3. Design speed of the road may be different than posted speed limit which can affect efficacy of crosswalks.
4. Decision must be made whether specific area under study is to accommodate pedestrians or prioritize them.

Types of Crosswalks:

There are 4 different types of crosswalks: marked and unmarked, controlled and uncontrolled. Marked are obvious with painted stripes, unmarked is implied, invisible and at corners. Controlled crossings have a traffic slowing/stopping implement such as a traffic signal or sign. Uncontrolled crossings have nothing to force slowing of traffic.

Marked crosswalks in uncontrolled settings indicate preferred pedestrian crossing locations, alert drivers to an often used pedestrian crossing site, and indicate school crossings.

Designs and Placements of Crosswalks:

Crosswalks should be designed to minimize crossing distances plus be straight and in line with sidewalk ramps which make it easier for children and adults with vision and physical impairments to cross.

Designers should take into account existing and projected crossing demands. If vehicle speed and volumes high then signalized crossings

recommended. If pedestrian volume low or intermittent or vehicle volume is low or pedestrian distance short, then uncontrolled crossings may be adequate. Use of medians, refuge islands, flashing beacons or raised crossings can increase safety at these crossings if needed. Especially at school crossings where the crossing is uncontrolled, in-street signs with a portable base could be placed even on a median. Placement must consider land use, present and future demand, pedestrian compliance, speed and safety. Vehicle volume alone cannot be the determining factor on which type of crosswalks or design should be used.

Freeport has multiple areas where crosswalks of different designs can be used. Future plans for increased residential areas, the changing central retail district activity, and broadening of the geographic business footprint of the town will impact crosswalk needs and design in different areas than what is now current. These need to be considered in the comprehensive design of roads, bridges, schools, and town economic development to insure the best locations and designs for crosswalks on our streets and roads.



*Bicycle skills classes are a great way to build confidence for those who are interested in riding more frequently, but concerned about safety.
Image: bikewalkmontclair.org*

“ THE GOAL OF THE ACTIVE LIVING EDUCATION PLAN IS TO INFORM FREEPORT RESIDENTS ABOUT THE BENEFITS OF ACTIVE LIVING AND THE RESOURCES AVAILABLE TO THEM IN THE PURSUIT OF A HEALTHY LIFESTYLE. ”

EDUCATION

INTRODUCTION

The goal of the Active Living Education Plan is to inform Freeport residents about the benefits of active living and the resources available to them in the pursuit of a healthy lifestyle. So, whether it's knowing how to safely overtake a bicyclist riding in traffic, taking that first yoga class, or knowing where to put in a kayak, education will play a central role in advancing active living. The following seven projects should be pursued in close partnership with local stakeholders, such as the school system and police force, as part of the Freeport Active Living Plan implementation process:

[Create Active Living Plan Section on the Town of Freeport Website](#)

Utilize the Town of Freeport website to create an Active Living page. The page should include a downloadable version of this Plan, direct users to a variety of other resources (Maine DOT, PACTS, Freeport Conservation Trust, Casco Bay YMCA etc.), and offer periodic updates regarding events, Active Living Task Force meetings, and the implementation of this Plan.

[Educate road users about mutual rights and responsibilities](#)

Utilize the Town of Freeport Active Living website page to direct visitors to information about roadway safety, rights, and responsibilities. The Bicycle Coalition of Maine and Maine DOT Bicycle and Pedestrian Program provide great resources. Additionally, work with the Freeport Police to develop and distribute information about roadway safety that can be distributed to people demonstrating unsafe behavior.

Promote environmental awareness and preservation

Utilize the proposed Town of Freeport Active Living website page and strategically placed signage to educate residents and visitors about their responsibilities to preserve active recreation resources. The campaign should focus on encouraging users to pick up their trash and pet waste, stay on marked roads and trails, and respect the facilities.

Expand Safe Routes to Schools Education Efforts

Work with the Bicycle Coalition of Maine, RSU 5, and other organizations to pursue Safe Routes to School education efforts. Leverage Maine DOT mini-grants to educate students about safe bicycling and walking (see Chapter 4 Funding section). These efforts could include, but are not limited to hosting bicycle rodeos, helmet giveaways, organizing a “walking school bus,” and student safety training.

Relay Active Living Plan implementation information, news through official Town and local media communication channels

Periodically convey Active Living Plan-related implementation and education news via the Freeport Active Living Facebook page, Tri-Town Weekly, the Freeport Municipal Bulletin, and RSU No. 5's Community Education and Recreation Guide. This may include information like the striping of a new bicycle lane, proper open space use etiquette, or the completion of a new sidewalk.

Encourage Freeport bicycle advocates to become League of American Bicyclists League Certified Instructors (LCI); host annual training

Encourage residents to seek LCI training so that they may teach fellow residents about bicycling safely and with confidence. Invite LCIs and bicycle advocacy organizations, like Bicycle Coalition of Maine, to host at least one public adult bicycle skills course per year in the Town of Freeport.

Promote physical activity and open space benefits

There are many social, economic, environmental, and health benefits to be derived from increasing open space and physical activity. It is recommended that the Active Living Committee partner with organizations like the Freeport Conservation Trust to make these benefits more transparent to the general public. One idea is to use clever, low-cost signs that share these benefits.

Fund education initiatives

Work with Freeport schools, Maine DOT, PACTS, and any other local, regional, state, and national organizations to seek funding for active living education and outreach initiatives. Some possibilities are listed in the Funding section of Chapter 4.



This low-cost and creative campaign uses the nutritional fact format to present the benefits of planting trees.



The Casco Bay YMCA will be an important active Living Education Plan implementation partner.

Process for addressing resident road concerns or issues

