

CHARGE TO THE AD HOC TRAFFIC AND ROADSIDE COMMITTEE

May 30, 2008

Purpose

An Ad Hoc Traffic Committee was created by the Board of Selectmen in October of 2007.

The purpose of the committee is to examine approaches to traffic calming that would inform the Board of Selectmen as it implements a repaving project unanimously approved by Town Meeting and affirmed at the ballot box in March 2008.

Design work is to be completed by December of 2008, a contract signed in early 2009, and construction to begin in spring of 2009.

Due to difficulties in convening the Traffic Committee prior to Town Meeting, the schedule for the work plan of the original charge to the committee has become outdated. In addition, the Committee has expressed a desire to go beyond the scope of the original charge.

The Board of Selectmen voted on 5/30/08 to accept an updated, establishing a new work plan. Committee input is reflected in the revised scope.

The revised scope of the charge for the Committee will create a bifurcated process.

In the expanded scope of the Committee charge, the Committee will, in the first phase of work:

- 1) Participate in the design process to create a model for an integrated approach to roadway design that incorporates traffic calming while preserving rural character consistent with the Lincoln Roadway Design Guidelines adopted by the Board of Selectmen in 1997.
- 2) Create a decision matrix to inform this and future Boards of Selectmen as to options available in roadway design.
- 3) Develop a recommendation for the Board of Selectmen for establishment of a Lincoln Roadway and Traffic Mitigation Committee, including recommendations as to best practices for citizen outreach.

Thus, the work done by the Ad Hoc Traffic Committee will create a model for a standing Roadway Committee and citizen participation in the design of major roadway projects going forward.

- 4) Collaborate with the Long Range Planning Committee.

The second phase of work will include a review of the current Lincoln Roadway Design Guidelines of 1997 and recommendations for changes where appropriate.

Work Plan for Phase 1

The current Ad Hoc Traffic Committee shall continue the work as outlined in the original charge and will also accomplish the following tasks no later than the time frame below:

June:

- 1) Review newly proposed Lincoln Roadway Guidelines, as drafted by Ken Bassett, for consistency with the Lincoln Roadway Design Guidelines adopted by the Board of Selectmen in 1997.

- 2) Meet with the design firm to establish a timeline for the creation of recommendations to be presented to Board of Selectmen by early September
 - a. Recommendations should include a decision matrix similar to the sample matrix that CEI Engineers developed for one of its clients and shared with the town during their interview. A cost estimate for each recommendation is a necessary part of the matrix

Mid September:

- 3) Participate in a well-advertised, televised public meeting to present draft design and traffic calming concepts for public feedback. Special outreach will be made to abutters of project roadways.
- 4) Hold additional public meetings as necessary.
- 5) Integrate feedback from the Board of Selectmen and the public into another set of recommendations for the Board of Selectmen no later than Oct. 1, 2008. Board of Selectmen recommendations for final concept design will be delivered to design firm by mid October.

Spring 2009 through project completion:

- 6) Monitor roadway project implementation for consistency with the final recommendations approved by the Board of Selectmen.
- 7) Report to Board of Selectmen with assessment of process at project completion.

Phase 2

The work plan for this phase should be developed by committee members to be presented to the Board of Selectmen within 1 year.