



COMPLETE STREETS COMMITTEE MINUTES OCTOBER 30, 2019

The meeting of the Complete Streets Committee was called to order by Anna Wells on Wednesday, October 30, 2019, at 5:30 PM in the Hopkinton Town Hall.

Members Present:

Anna Wells, Select Board./Planning Board	Andrea Folsom, Economic Dev. Cmte.
Amy Davidson, Resident	Celeste Hemingson, Planning Board
Cleve Kapala, Conservation Cmsn./Trails Cmte.	David White, Transportation Adv. Cmte.
Karen Robertson, Planning Director	Michael Wilkey, Planning Board
Stephen Pecora, Police Chief	Trish Roberts, Teacher–Maple Street School
William Carozza, Principal–Harold Martin School	

Other Present:

Craig Tufts, Principal Planner/GIS Planner – Central NH Regional Planning Commission

(Note: The Director of Public Works and members of the Roads Committee were invited. It is hopeful that they will be able to participate at future meetings.)

As a member of the Select Board, Mrs. Wells initiated the creation of a Complete Streets Committee in an effort to develop a policy statement, and associated Planning & Design guidelines for the Town of Hopkinton.

What are Complete Streets? Complete Streets are policies and practices that aid local, regional, State, and Federal transportation agencies in planning and designing streets in a way that ensures reasonably safe travel for everyone. Features may include sidewalks, crosswalks, space for bicyclists, etc.

Committee members received copies of Resolutions and Planning & Design Guidelines of the towns of Hinsdale, Troy, and Jaffrey. Additionally, Committee members received a hand-out of “The Best Complete Streets Policies of 2018,” prepared by Smart Growth America.

Mr. Tufts briefly discussed the benefits of a Complete Streets Policy and his work with other communities in successfully developing Planning & Design Guidelines. The extent of the policy is at the discretion of the community. While some communities have a one-page document, others have prepared lengthy documents specifying locations within the community that the policy covers.

Complete Streets Committee
Meeting Minutes – October 30, 2019
Page 2 of 3

In addition, Mr. Tufts explained how communities have engaged residents by holding traffic calming demonstrations using traffic tape, chalk, and cones. This helped show how changes to specific areas of a community would enhance the safety of the residents.

Committee members inquired with Mr. Tufts about his availability in assisting with the Planning & Design Guidelines. Mr. Tufts will get back to the Committee after discussing his availability with his supervisor.

The Committee decided to draft a Charge to include:

- Preparation of a draft Complete Streets Policy statement, and if appropriate, Planning & Design Guidelines, including a recommended method of adoption of Complete Streets principles. The Complete Streets Policy statement is intended to:
 - Consider all modes of transportation, safety, and accessibility needs of all users, including motorists, pedestrians, bicyclists, seniors, youth, and person with disabilities when making improvements to existing infrastructure or building new projects, and
 - Encourage street design that will be constructed in a manner that supports the surrounding land use and transportation context.
- Presentation of documents for adoption by the Select Board by the fall of 2020.
- Committee shall consist of constituents, Town departments, committees, and commissions that represent the needs of the entire community.
- Cooperation with local, regional, State, and Federal transportation agencies in pursuing and implementation of Complete Streets principles.
- Engaging public outreach to inform and education residents about Complete Streets principles. Suggested locations: Town/School Annual Meetings, Slusser Center, Senior Lunch, and Town and School websites and email lists.
- Implementation plan, to include a rank of priorities, using existing documents, such as the Town's paving schedule, prioritized list of rehabilitation of roads, Master Plan, and Capital Improvement Plan, etc.
- Periodic update of the Select Board as to the Committee's work, and
- Recommendations, if appropriate, to the Planning Board concerning amendments or additions to land use regulations that incorporate the Complete Streets principles.

**Complete Streets Committee
Meeting Minutes – October 30, 2019
Page 3 of 3**

It was agreed that Mrs. Wells will prepare the Committee's Charge and present it for review and approval at the next meeting.

Lastly, members appointed Mrs. Wells as Chairperson and Mrs. Robertson as Secretary for the duration of the Committee.

The meeting adjourned at 6:50 PM. The next scheduled meeting of the Complete Streets Committee will be at 5:00 PM on Tuesday, November 20, 2019, at the Hopkinton Town Hall.

Respectfully submitted,
Karen Robertson