

Date: December 16, 2019

To: Mariano Goluboff, Chair, Select Board, Lisa Wong, Town Manager

From: Roger Wilson, Ben Keeler, member Traffic and Transportation Advisory Committee

Re: **Reaffirming the Traffic and Transportation Program and the Role of TTAC**

Per your request this memo documents our understanding of and general recommendations for Winchester's Traffic and Transportation Program, the role of our Advisory committee, and the role of the staff Traffic Review Committee.

l) **Traffic and Transportation Program**

(a) The Town Manager is authorized *and directed* to establish the interdepartmental Traffic and Transportation Program per the attached action by the Select Board 12-20-2017 (attached).

(b) The purposes remain as are set forth in that action

(c) The "Road Book" as described in that action is the responsibility of the Town Manager through the respective departments (see our following recommendation; there seems to be confusion about who holds responsibility)

(d) **RECOMMENDATION:** we recommend that 1.(d) of the action of 12-20-2017 be modified to the following:

*The program shall be documented in the "Transportation and Public Way Plan" a set of schedules, maps, and other appropriate formats to be determined by the Town Manager which shall be updated at least annually to summarize known and anticipated needs and list planned and programmed improvements for the next three to five years.*

**RATIONALE:** The terms "Transportation" and "Public Way" are more inclusive and consistent with the Town's program. The book format is unnecessarily static and difficult to access and work with. The outlook should be up to five years to be consistent with the capital plan horizon set forth in the towns Capital Improvement Program set forth in the Town Charter section 6-7. As an advisory committee, TTAC should assist and advise in the planning process but does not have the capacity or authority to maintain such a plan.

(e) The receipt, logging and tracking of citizen input, complaints, and proposals are the responsibility of the Town Manager to be routed for

(1) Immediate action by the responsible department (e.g. pothole, improper snow disposal in the public way etc.)

(2) Action of the Select Board or Town Manager subject to the advice of the staff Traffic Review Committee as needed

(3) Consideration of TTAC as a matter of policy and long term planning

(f) **RECOMMENDATION:** We recommend that the Town Mangers office routinely inform citizens of the status of their input upon routing and periodically until resolution. We are willing to work with the Town Manager's office to recommend a specific protocol for citizen input, including the simplification of the so called "Request for Roadway, Traffic, Bikeway, Walkway, Parking or Transit Transportation Improvement".

**RATIONALE:** To date there has been continual confusion about how citizen input is supposed to flow and what the status of individual input is. Response has not been timely or consistent.

## **II) Traffic and Transportation Advisory Committee**

- (a) Our make-up and duties remain as set forth in Section II of the Action of 12-20-2017.
  - (1) Our role is Advisory
  - (2) TTAC has no operational functions or fiscal authority
  - (3) No funds are appropriated for our use; our resources consist of staff support and such technical assistance as the Town Manager may authorize
- (b) In addition to policy and other recommendations which arise, we intend to focus on developing operating recommendation in the fall season and capital recommendation in the spring as potential input into the ongoing capital and operating budgeting processes

**RECOMMENDATION:** We recommend that the Town Manager's office inform TTAC of any traffic or transportation item on the Select Board Agenda and that such items not be scheduled during overlapping meetings of TTAC to provide the opportunity for members of TTAC to observe or participate as needed in the Select Board's deliberations

**RATIONALE:** We have been meeting on Monday nights to accommodate participation by staff. Our meetings have however often precluded us from observing or participating in matters relevant to our advisory role. We are attempting to discipline our meeting to end at 8PM and focused more strictly on recommendation actions in order to be more useful.

## **III) Traffic Review Committee**

- (a) The make-up and duties remain as set forth in Section II of the Action of 12-20-2017.
  - (1) The TRC makes recommendations to the Town Manager or Select Board for tactical improvements within the current year of Traffic and Transportation Program, some of which may flow from TTAC
  - (2) The TRC may bring long term and policy issues to TTACs attention
  - (3) The Town Manger and the Select Board can call on the Committee or its members at will for advice

**NOTE:** There is overlap in the charge of TTAC and TRC which has led to confusion which we believe will be reduced and rendered more manageable by the Select Boards endorsement of our recommendations above