



# APPROVED

**Town of Plaistow - Highway Safety Committee**  
145 Main Street, Plaistow, NH 03865

## PLAISTOW HIGHWAY SAFETY COMMITTEE MINUTES

**MEETING DATE** – Friday, January 11, 2013

**PRESENT** - Chief Stephen Savage, Chairman; Chief John McArdle, Vice-Chairman; Michael Dorman, Building Inspector; Dan Garlington, Highway Department Supervisor; Sean Fitzgerald, Town Manager; Dan Poliquin, Selectman Representative (*arrived at 9:50 am*); Richard Latham, Citizen's Representative; Lisa Withee, Citizen's Representative; and Leigh Komornick, Town Planner (*arrived at 9:45 am*)

**EXCUSED** – None

**ABSENT**- Ernie Sheltry, Citizen's Representative

**MEETING CALLED TO ORDER** - 9:35 a.m.

**MINUTES** - D. Garlington motions to accept the minutes of the November 30, 2012, meeting. Seconded by M. Dorman - No discussion – None opposed – L. Withee abstained.

**PUBLIC COMMENT**- None

**NEW BUSINESS** – Discuss turning private road, Karl's Circle, into a Town road and recommending same to the Board of Selectmen.

*M. Dorman motions the Committee to recommend to the Board of Selectmen to make Karl's Circle a Town road. Seconded by D. Garlington.*

M. Dorman explains that Highway Supervisor D. Garlington and Town engineer have approved the road and the next step is for the Board of Selectmen to accept it. D. Garlington comments that the private road is approximately 658 feet long.

S. Fitzgerald questions what the general process has been for roads evaluated and recommended to the Board of Selectmen for acceptance. M. Dorman explains that the road needs to be signed off by the Town Engineer, which has occurred. He will provide a copy of the report to S. Fitzgerald. D. Garlington explains how certain criteria have to be met prior to accepting a road. L. Komornick explains that she has all the paperwork including the final engineering report.

D. Garlington comments that he has already made the recommendation to include carrying the performance bond for 2-years based on a couple criteria's that were just met specifically, due to the density testing that was completed on the asphalt. Mentions that if a problem was to occur it would occur within the first year. Comments that the compaction test passed, which is the most important.

L. Komornick mentions how the engineer agreed to hold a bond as suggested by D. Garlington for 2-years.

S. Fitzgerald asks D. Garlington if the Town has accepted roads similar to this one. D. Garlington mentions the most similar ones, Major Lane and Day Break Drive.

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Chief Savage confirms with D. Garlington, Chief McArdle, and M. Dorman that their Departments do not have any concerns. Also questions the responsibility for snow removal on the road. D. Garlington indicates that the owners will be responsible until the Town accepts it, at that time the Town will then be responsible.

*Chief Savage asks if there is any further discussion. No further discussion. All in favor to accept motion made by M. Dorman. None Opposed. Motion passes. S. Fitzgerald confirms that he will bring this before the Board of Selectmen at their next meeting.*

## **NEW BUSINESS – Discuss NH DOT’s anticipated project of a culvert rehabilitation along Route 121A.**

S. Fitzgerald explains that NH DOT requested the Town’s Police, Fire, and Highway Departments look at public safety requirements for the culvert.

Chief Savage reviewed Chief McArdle’s email comments and concurs with them, as there’s nothing unusual about the project. Would like to make sure dispatch is aware of the time frames and they have any required flaggers or detail offices.

Chief McArdle comments that if the Town plans on any future expansion of the water system up north on Main Street, they should place a sleeve under the culvert during this project. S. Fitzgerald agrees and requests a motion he can provide the Board of Selectmen to suggest this to NH DOT.

S. Fitzgerald questions any public safety issues and would like Chief Savage to meet with NH DOT regarding this project prior to construction. Chief Savage doesn’t believe any issues will arise with NH DOT.

D. Garlington comments that they will be using two Town roads as detour routes and questions when the work will be performed. Chief McArdle explains that it’s a 30-day project that starts this summer and the road will shut down for 1-day. Questions if they are using Kelly Road as NH DOT indicates, which Beede previously requested to use and was denied. D. Garlington and M. Dorman both agree they should not use Kelly Road.

*M. Dorman motions that NH DOT not use Kelly Road as part of their detour route and Chief McArdle includes in the motion to also have NH DOT install a sleeve below the culvert for future water expansion consideration, possibly on both sides, and recommend speaking with engineers. Explains the minimal would be a 12” pipe and should also discuss which side of the road they should install it.*

*Chief Savage confirms the motion M. Dorman made is that the project move forward with no use of Kelly Road as a detour and that a sleeve be considered after consultation with Underwood Engineers as suggested by Chief McArdle for possible future use. Motion seconded by Chief McArdle.*

D. Garlington confirms that the shut down of the road is for one day. S. Fitzgerald confirms they’ll start this summer, complete it within 30 days, shut the road down for 1 night, and alternate traffic during the day.

D. Garlington questions how trucks will be redirected during the night and mentions that Old County road is posted no-thru trucking. M. Dorman believes it should be alright for one night.

S. Fitzgerald believes they should have a preconstruction meeting with the School and Beede Group. L. Withee explains that it is during the summer when school is out of session. S. Fitzgerald still requests a preconstruction meeting with NH DOT and will recommend NH DOT contact Chief Savage and Chief McArdle.

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M. Dorman comments that the northbound traffic will have to use Kelly Road because they won't know there is a detour up to Old County Road for the one night the road is shut down. Chief Savage will discuss this matter with Chief McArdle and NH DOT when they meet.

D. Garlington suggest leaving the discussion at the point where the Committee supports the project with an understanding that the details of the detour routes need to be discussed in a preconstruction meeting with Chief Savage and Chief McArdle.

*M. Dorman withdraws his motion and Chief McArdle withdraws his second of the motion. Chief Savage requests a motion on the sleeve.*

*Chief McArdle motions that Board of Selectmen discuss with NH DOT and engineers the installation of a sleeve along the culvert project for future water expansion at some future undetermined date. Motion seconded by M. Dorman. No discussion. All in favor. None Opposed. Motion passes.*

*S. Fitzgerald motions the Committee recommend a preconstruction meeting to discuss the detour routes and future coordination of the project in advance of the construction. D. Garlington would like to include in the motion discussion of the rating of the culvert on Kelly Road. Motion seconded by Chief McArdle. No discussion. All in favor. None opposed. Motion passes.*

S. Fitzgerald will pass these recommendations on to the Board of Selectmen at their next meeting.

**OLD BUSINESS – NH Highway Safety Agency Radar and Display Board Grant – Chief Savage to provide Committee proposals/quotes for radar and display board.**

Chief Savage explains that he doesn't have the quotes today but mentions the ballpark price would be about \$20,000 for a message board/radar unit. The grant towards the unit was approved for \$6,000 and will have firm numbers for the next meeting.

**OLD BUSINESS – Update from Sean Fitzgerald and Fire Chief McArdle after their meeting with Unitil concerning LED street lights.**

Chief McArdle handed out a memo dated January 4, 2013, regarding his meeting with Mr. Noonis at Unitil (attached). Explains that Atkinson is in the process of changing some of their lights as they whiter light is more efficient. Explains the process is not as simple as just replacing the bulb. Other costs would be the mast arm to hold the light, installation costs, and tariff fees.

S. Fitzgerald agrees it's too costly to take lights that still have life cycle value to replace them. Part of the effort should be to find a strategic way to take advantage of more energy efficient fixtures to help reduce costs.

Chief Savage feels the information obtained by Chief McArdle is good for the Board of Selectmen to have on hand to answer any questions that might come up, including questions from the public.

L. Komornick questions if inquiring about LED lights was for energy efficient reasons or for environmental friendly reasons. Chief McArdle confirms it was for cost.

**OLD BUSINESS – Discuss grant recommendations for lights and underground utilities on new service road.**

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Chief Savage would like to discuss what the Town intends to recommend to NH DOT or if the Town will have NH DOT install their standard lights used.

S. Fitzgerald believes that if fixtures are available that are economical and more environmentally friendly, the Town should prioritize some of these investments. He'd like to explore options and make recommendations regarding same. Comments about the new LED light installed outside of Town hall.

Chief Savage mentions that NH DOT does have a standard plan for lighting and believes any requests for outside of that would be at the cost of the Town.

D. Garlington questions if the road is being built to Town spec or to NH DOT spec. If it's by Town specs than utilities have to be placed underground. M. Dorman states that it's required that all utilities are to be underground. L. Komornick mentions an email she has from Alex at NH DOT summarizing these issues.

S. Fitzgerald mentions that he's asked Rockingham Economic Development Corporation to consider supporting some aesthetics with lighting and other possible features. Explains the Town's begun some exploratory discussions along these lines. Chief Savage comments that any of these options will have costs attached to them. S. Fitzgerald agrees and would like to try to find outside funding.

D. Garlington explains the light issues on Greenfield Drive, which has similar lighting the Committee is discussing today.

Chief Savage believes the service road might be an opportunity to try out the LED lights. Chief McArdle will contact Unitil to see if they would support LED lights on the service road.

D. Garlington questions if the sidewalks are going on both sides of the road, if so, questions if the Town can negotiate sidewalks only on one side and street lights on the other at NH DOT's expense. D. Poliquin comments about the need to look at future expansion of the area. If there will be access to properties on both sides of the street sidewalks should be installed on both sides. Chief Savage would like to see the final plan on the service road.

S. Fitzgerald mentions that when lights are due for replacement or are brand new installs he'd like to look into more energy efficient options. Chief Savage would like to keep this issue on the Agenda for the next meeting as an open item.

S. Fitzgerald agrees and will meet with the Atkinson Town Administrator about their lights and suggests this matter be placed on a Regional Board of Selectmen Meeting.

L. Komornick offers getting a vendor to come to the next meeting to discuss this matter. S. Fitzgerald likes the idea but would like to hold off at this time.

Chief Savage will add this item to the next Agenda and would like to see if NH DOT could join the meeting to discuss the service road and their plans. L. Komornick will contact NH DOT to coordinate.

## **OLD BUSINESS – Update from Leigh Komornick on Safe Routes to School Grant**

L. Komornick explains that the deadline to submit the grant is January 16, 2013, and has most of the baseline data that's needed. Mentions the process and templates provided by NH DOT in order to help her apply. Comments that the surveys at the school are completed and is finalizing the data. Passed around a map showing where the students reside by Pollard School showing the need for sidewalks.

Chief McArdle comments about an error on the map where it shows Pollard School on Ingalls Terrace.

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L. Komornick explains the grant they're applying for is for Elm/Main Street intersection realignment and making it pedestrian friendly as well as provide traffic calming.

S. Fitzgerald comments how the project falls into the Safe Routes to School Program and informs everyone that this is the Town's 3<sup>rd</sup> time applying but the 1<sup>st</sup> time applying for Pollard School, which is at the direction of the Grant's Program Manager. Explains that there're many concerns parents have with regards to their children walking to school.

L. Komornick discusses how she's attended all required meetings and training to learn more to assist the Town in applying. Speaks about the completed analysis that shows the concern is actually cars turning right onto Main Street not trucks. Explained that adding the traffic statistics from the radar units, showing how the Town will incorporate the units, how police are utilized, and possible speak about installing new school zone signs will help support the grant. Would like to also get informal letters of support. S. Fitzgerald will assist L. Komornick with the letters of support.

L. Komornick requests the Committee meet next Wednesday, January 16, 2013, prior to her submitting the grant. S. Fitzgerald would like also like the Pollard School principal to attend.

L. Withee speaks about the need to enforce speeding, explains her concerns about pedestrian safety and how driver's need to be educated. L. Komornick suggests possibly holding an informational session at Pollard School geared toward driving behaviors. L. Withee suggests speaking with the PTA. S. Fitzgerald comments how the Town is working on these concerns mentioned. L. Withee comments also about crosswalks and driver's not stopping for pedestrians to cross.

S. Fitzgerald suggests police patrol target some of these issues as enforcement is an important piece. D. Poliquin states that enforcement is the only way to educate drivers.

L. Komornick confirms if she can use the letter regarding the truck meetings and will use the letter that was sent out.

D. Garlington questions the reason for the denial of the grant for Greenough Road. L. Komornick mentions that the Town didn't show enough and mentions that the grant doesn't allow you to include High School. Chief Savage and D. Garlington discuss how the grant they are applying for this year will be different where it involves and elementary school.

Chief Savage schedules the meeting as requested by L. Komornick for next Wednesday, January 16, 2013 at 11:00 a.m. at the Town Hall Great Room. Explains the meeting will be strictly on the Safe Routes to School Grant.

**COMMENTS – None.**

**ADJOURNMENT-** Motion to adjourn by D. Garlington and seconded by L. Withee. None opposed. All in favor. Meeting adjourned at 10:45 a.m.

**NEXT MEETING DATE – TBD**

Respectfully submitted,

Sarah E. Gibbs,  
Recording Secretary