

10-9 Neighborhood Traffic Calming, Traffic Safety, and Pedestrian Infrastructure Augmentation Policy (March 16, 2020)

I. Purpose:

In response to the Planning Board's review of the Hanover Crossing project (2019) and the emphasis placed on the Walnut Hill neighborhood, the Board of Selectmen adopts this policy to provide general guidance to staff, residents, business owners, the Planning Board, Advisory Committee, Town Meeting voters, and other stakeholders clarifying (i) the types of improvements the town will support (ii) types of improvements the town will not support (iii) the decision-making mechanism, process, and timeline (iv) general guidance on funding.

II. Scope:

This policy outlines the procedure which will be used for evaluating and implementing traffic calming, traffic safety, and pedestrian infrastructure improvements/modifications in all **collector** and **local** roads and their rights-of-way in Hanover¹.

This policy recognizes the responsibilities granted to the Board of Selectmen over public ways specifically identified in the Town of Hanover General Bylaws §5-2 and § 6-1, and the responsibilities granted to the Town Manager as stated in §6-12.

III. Evaluation:

The Traffic Safety Committee² shall evaluate all requests that would result in an augmentation to the travel portion of the roadway, pedestrian facilities, changes within the rights-of-ways, and driving conditions (stop signs, etc.) that rise above a *de Minimis* level.

1. In general terms, the types of improvements that will be considered appropriate for consideration under this policy include the following:
 - a. Tightening/widening of turning radius
 - b. Narrowing/expansion of travel lanes
 - c. Bump-outs
 - d. Median Islands
 - e. Clarified pedestrian areas such as trails, sidewalks, protected pedestrian facilities, etc.
 - f. Signage
 - g. Line painting
 - h. Guardrails
 - i. Raised Medians/Traffic Tables
 - j. Surface treatments

¹ A map will be created [examples of roads not included: Webster, Rte 139, Rte 53]

² Board of Selectmen Policy 10-8

- k. Line of Sight Improvements
 - l. Landscaping improvements
 - m. Roadway and Intersection Closures/Openings
2. In general terms, these types of improvements will not be treated as acceptable for consideration under this policy:
- n. Speed Bumps
 - o. Speed Enforcement Cameras
 - p. Law Enforcement Activities³
 - q. Street Tress in the Town Right of Way
 - r. Speed Limits
 - s. Significant sidewalk projects beyond provided for by (III)(1)(e) of this policy

IV. Process for Evaluation:

1. All requests shall originate through the Traffic Safety Committee at a public meeting of the committee. The Traffic Safety Committee shall make an initial determination if the request falls under the 'acceptable for consideration' section of this policy.
 - a. Requests should be submitted to the Town Manager for inclusion at the next scheduled quarterly meeting.
 - b. Requests should utilize the standard form attached to this policy.⁴
2. The Traffic Safety Committee shall advance said request to the furthest point it can within existing resources. This step will likely take between 3-9 months subject to the complexity of the recommendation, workload of town staff, availability of OCPC/MAPC, engineering services, etc. Activities could include:
 - a. Initial data collection and analysis
 - b. Departmental review
 - c. Preliminary engineering (if affordable)
 - d. Neighborhood/Stakeholder meeting(s)
 - e. Implementation of temporary/low-cost/pilot projects
 - f. Follow-up data collection
 - g. Public education and awareness
 - h. Other as applicable and within budget
3. The Traffic Safety Committee shall bring forward recommendations to the Board of Selectmen based on the evaluation performed in §IV(2) of this policy.

³ It shall be recognized that the Chief of Police is solely responsible for the deployment of law enforcement resources

⁴ See Attachment A

4. Prior the showing up on an agenda for the Board of Selectmen, a letter shall be sent from the Traffic Safety Committee to the affected property owners most adjacent to the proposed project.
 - a. Other forms of communication are encouraged but not required under this policy
5. The Traffic Safety Committee portion of the website shall remain updated with all information germane to all requested improvements.

V. Process of Approval:

1. The Board of Selectmen must approve, by majority vote, the recommended infrastructure changes, in order for changes to be implemented.
 - a. If the proposed recommendations meet the threshold(s) established in §5-2 of the Town of Hanover General Bylaws the Board of Selectmen shall follow said requirements.
2. Once approved by the Board of Selectmen, the recommended project may be implemented by the Town Manager if funding exists. If funding does not exist at the time of Board of Selectmen approval, the proposed recommendation shall be included, if it is not already, in the 5-yr capital improvement plan, and shall receive further vetting by the Advisory Committee, and ultimately Town Meeting, if necessary. Grants, Chapter 90 monies, and other sources of funding should be pursued to the extent they are available.

Attachment A – Traffic Safety Committee Request Form

1. Contact Information

Name:

Address:

Contact Phone Number:

Contact Email:

2. Please describe the location of the traffic concern. Attach a map or visual if necessary:

3. Please describe the nature of the neighborhood traffic problem you are concerned with:

4. Please list possible solutions to the problem you would like the Town of Hanover to consider: