



Town Administrator  
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# Town of Carlisle

Office of

## BOARD OF SELECTMEN

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CARLISLE, MASSACHUSETTS 01741  
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July 11, 2018

Complete Street Program Administrator  
Massachusetts Department of Transportation  
10 Park Plaza  
Boston, Massachusetts 02116

RE: Highest Elected Official Letter of Support

Dear Complete Streets Program Administrator

The Carlisle Board of Selectmen unanimously voted to approve the attached Complete Street Policy on July 10, 2018. As the highest level elected official for my municipality, I hereby give my support to our passed Complete Streets Policy.

We are committed to being a part of the Complete Streets Funding Program and would like to begin work on the development of our Complete Streets Prioritization Plan (Tier 2).

Thank you for your attention.

Sincerely,

Nathan Brown, Chairman  
Board of Selectmen

## **Town of Carlisle Complete Streets Policy**

### **I. Vision and Intent**

The Town of Carlisle's Complete Street Policy goals are to (1) provide safe and accessible use of our roads by all users and modes (2) improve public and environmental health by encouraging safe walking and bicycle alternatives to vehicle travel; (3) to leverage our network of roads, pathways, and trails to maximize connectivity between home, work, school, and recreation; and (4) to incorporate expansion and enhancements of transportation in our town's Master Plan.

Accordingly, the Town recognizes that all new, maintenance, or reconstruction projects are opportunities to implement Complete Streets. The town will, to the maximum extent possible, design, construct, and maintain all streets to provide for a safe, efficient, accessible, and integrated network of facilities for people of all ages and abilities.

### **II. Core Commitment**

Users and Modes: Complete Streets are those designed to provide safety and accessibility for people of all ages and abilities; including pedestrians, bicyclists, school bus riders, motorists, commercial vehicles, and emergency vehicles. The implementation of Complete Streets principles contributes to the safety, health, economic viability, and quality of life of our community by improving the pedestrian and vehicular environments.

All Projects and Phases: Where feasible, Complete Streets design recommendations will be incorporated into all transportation infrastructure projects within the public Right-of-Way. This includes both privately funded projects and projects funded by the Town of Carlisle, the State and its agencies, and federally funded programs. The Board of Selectmen; under advisement from various town departments, committees, and boards; will use best judgment regarding the feasibility of applying Complete Streets principles for review and implementation of routine roadway maintenance, upgrades, and expansion projects within the public Right-of-Way.

Clear, Accountable Exceptions: Transportation infrastructure may be excluded from this policy, upon an approval process by the Board of Selectmen, which includes the evaluation of recommendations from various town departments, committees, and boards based on documentation and data that indicate:

- Specific users are prohibited by law, such as limited access highways. In these cases, an effort will be made to provide alternative accommodations.

- Where construction would create significant adverse impacts to streams, wetlands, flood plains, or scenic and historic resources.
- Where Complete Streets measures would constitute a threat to public safety.
- Costs are excessively disproportionate to the benefit.
- Where the public right of way or adjacent land is constrained in a manner that inhibits the addition of transit, bicycle, or pedestrian improvements and no other cost-effective alternatives are available.

### **III. Best Practices**

**Network:** This Complete Street Policy will focus on establishing a connected and integrated network of roads, paths, and trails to provide safe and accessible means of travel between home, school, work, recreation, public services, and retail locations. The policy supports the vision of connecting Carlisle to its neighboring employment, education, and recreation opportunities.

#### **Jurisdiction:**

1. All transportation infrastructure and street design and construction projects requiring funding or approval by the Town of Carlisle shall adhere to the Town of Carlisle Complete Streets Policy.
2. Projects funded by the State or Federal government; including, but not limited to, Chapter 90 funds, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), or other State and Federal funds for street and infrastructure design; shall adhere to the Town of Carlisle Complete Street Policy, subject to and as may be modified by funding agency guidelines and standards.
3. The Town of Carlisle will work with other agencies, departments, or jurisdictions to advance the Complete Streets Policy.
4. Private developments and related or corresponding street design and construction components shall adhere to the Town of Carlisle Complete Streets Policy.

**Design:** Complete Streets principles may be achieved by incorporating elements into a project at the start or by adding elements incrementally through a series of smaller improvements or maintenance activities. The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets, including the most up-to-date versions of:

1. The Massachusetts Department of Transportation's *Project Design and Development Guidebook*
2. The American Association of State Highway Transportation Officials' (AASHTO) *A Policy on Geometric Design of Highways and Streets*

3. The United States Department of Transportation's Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)*
4. The Architectural Access Board's (AAB) 521 CMR Rules and Regulations

**Context Sensitivity:** Carlisle is a rural community with a beautiful historic district, open vistas, and many roads designated as Scenic Roads under G.L.c.40, Para 15C. Accordingly, all proposed projects and improvements will be evaluated in the context of our community character and environment. Complete Streets principles recognize the development and implementation of projects take place in a manner that balances the community's environmental, economic, and cultural setting. The context-sensitive approach to the Complete Streets process will include design flexibility that balances the needs and values of stakeholders and the community and encourages participation by those affected to gain project consensus. The overall goal is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving and maintaining safety, mobility, and infrastructure conditions.

**Implementation and Performance Measures:** The Board of Selectmen will form a multi-disciplinary Complete Streets Advisory Committee that will be comprised of members of the Traffic Safety Advisory Committee, Pathway Committee II, Planning Board, Master Plan Committee and Town Administrator's office as well as other committees, departments, or organizations as appropriate. The focus of this Committee will be ensuring the implementation of the Complete Streets policy and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation. In addition, the Committee will regularly update and solicit feedback on potential projects with the community to ensure the perspectives of the community are considered and incorporated, as appropriate.

1. The Town shall make Complete Streets practices a routine part of everyday operations, shall approach transportation projects as an opportunity to improve streets and the transportation network for all users, and shall work in cooperation with other departments, state and federal agencies, and adjoining towns to implement Complete Streets.
2. The Complete Streets Committee, with assistance from the Department of Public Works, will maintain a comprehensive inventory of pedestrian and bicycle facilities and any other relevant infrastructure on each street.
3. The Traffic Safety Advisory Group will conduct a Complete Streets review of all transportation infrastructure projects during conceptual design.
4. The Town shall make all efforts to provide training for staff on Complete Streets principles and best practices through workshops and other means.
5. The Town will promote inter-departmental coordination among all Town departments to achieve the most responsible and efficient use of resources for activities within the public Right-of-Way.

6. The Town will seek appropriate sources of funding, including grants, for implementing its Complete Streets policy.
7. The Complete Streets Committee will evaluate annually Complete Streets implementation for effectiveness, identify opportunities for improvement, and present the results of the evaluation to the Board of Selectmen. The evaluation shall include performance measures such as linear feet of new or improved sidewalks, miles of bicycle accommodation, new or improved crosswalks, curb ramp improvements, and review of new traffic counts and crash data to help set priorities for local action.

BOARD OF SELECTMEN

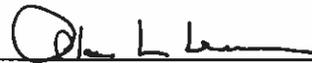


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Nathan Brown, Chairman

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Kate Reid, Vice Chairman



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Alan Lewis, Clerk



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Kerry Kissinger

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Luke Ascolillo