



**TOWN OF WEST BROOKFIELD
MASSACHUSETTS**

Effective Date	August 16, 2017
Expiration Date	NA
Selectmen Voted to Adopt Policy	August 16, 2017 <i>Philip Scuderi</i>
Public Meeting	August 16, 2017
Date Last Revised	

Purpose

The purpose of this policy is to enable the Town of West Brookfield to provide safe, convenient and accessible routes for all users of Town streets, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles. This policy is to encourage the safe use of these modes of transportation, and enable convenient travel as part of daily activities and improve public welfare by addressing a wide array of health and environmental problems, and meet the needs of all users of streets, including people of all ages, abilities and income levels.

Complete Streets is the planning, scoping, design and implementation, operation and maintenance of roads in order to reasonably address the safety and accessibility needs of users of all ages and abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by improving the pedestrian and vehicular environments for safe, accessible and comfortable travel between home, school, work, recreation and retail destinations for all users.

Complete Streets means the physical street features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to sidewalks; shared use paths; bicycle lanes; automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb outs; crosswalks; refuge islands; pedestrian and traffic signals; including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; transit priority signalization; traffic calming devices such as rotary circles, traffic bumps, and surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; raised medians; and dedicated transit lanes.

The purpose of West Brookfield's Complete Streets Policy is to accommodate all users by creating a roadway network that meets the needs of individuals utilizing a variety of transportation modes so that streets are safe for users of all ages, all abilities and all income levels as a matter of routine. The Town's Complete Streets Policy will focus on establishing a connected and integrated network to serve all users of West Brookfield's roads. This Policy directs decision makers to consistently plan, design, construct and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, commercial vehicles and train crossings while considering the overall connectivity of the Town's roads.

Commitment

The Town guarantees to the maximum extent practical, both fiscally and otherwise, to design, construct, maintain, and operate all streets to provide for a comprehensive and integrated network of facilities for all users. The Town of West Brookfield recognizes that all users of roadways, including users of all ages, abilities and income levels, are legitimate users of Town roadways and therefore deserve safe facilities. The Town acknowledges that all roadway projects, including new construction, reconstruction, repair, and maintenance are opportunities to apply Complete Street design principles. Therefore, the Town commits to including Complete Street Design in all publicly and privately funded projects as appropriate, including but not limited to projects funded by the State and Federal government, Chapter 90, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding, Local or other funding sources for street repair, upgrades, expansions or infrastructure design. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets Policy, including the design, construction and maintenance of such roadways within Town boundaries.

The Town of West Brookfield is a small community with a picturesque downtown area. It retains the many charming characteristics of a typical rural New England town. It is centered around a Town Common historic district and scenic Lake Wickaboag, with acres of farmland and forest on the surrounding countryside. All projects will be evaluated in keeping with the community or nature of the area in Town of the proposed project or improvement. Therefore, all projects, including those that may be excluded, should first be evaluated in light of the best and latest design techniques, guides and recommendations available balanced against the character of the neighborhood. Such available materials are to include:

- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The Massachusetts Department of Transportation Project Design and Development Guidebook
- The latest edition of The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls
- Plans and documents created for the Town of West Brookfield that design infrastructure projects

Transportation infrastructure may be excluded with approval of the Board of Selectmen, where, after evaluation, documentation clearly shows, or evidence can be presented that:

- Specific uses are prohibited by law, such as state highways.
- The physical nature of the road (for example gravel or dirt) make the nature of the application impossible or impractical.
- The cost or impact of the application is excessively disproportionate to the need or probable use or probable future use.

Best Practices

Implementation of the Town of West Brookfield's Complete Streets Policy will be carried out cooperatively between all departments, and to the greatest extent possible, with multi-jurisdictional cooperation among any other parties including, but not limited to, state, regional and federal agencies, as well as private developers. Complete Streets is expected to be integrated in to all planning and design in all types of public and private projects whenever possible. The Town understands the importance of projects that are implemented in cooperation with neighboring communities, local and state agencies and the Worcester Regional Transportation and Planning Department. Therefore, the Town of West Brookfield recognizes that the goals of the Complete Streets Policy may be achieved through single elements incorporated into a single project, or incrementally through a series of projects that maintain or improve Town infrastructure, or in regional projects with multi jurisdictional significance.

Implementation

The Implementation of West Brookfield's Complete Streets Policy will be the responsibility of all departments. The Town will make Complete Streets part of the practice of everyday operations and all departments when considering transportation projects that include improvements to streets, sidewalks or any other part of the transportation network in the Town of West Brookfield, shall work in coordination with all other departments, and any other agency or jurisdiction to best achieve the goals of this Policy.

The Town will train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through staff meetings and trainings and other appropriate means.

The Town will review and revise all appropriate planning documents (Master Plan, Open Space and Recreation Plan, etc.), as well as review any applicable zoning bylaws and subdivision regulations, to integrate Complete Street principles on all town roads.

The Highway Department will update the current street list to include a comprehensive inventory of pedestrian and bicycle facility infrastructure (or any other relevant infrastructure on that street). The Town will prioritize projects to eliminate gaps in sidewalks; handicap accessibility; and the bikeway network.

The Board of Selectmen will create a working group of relevant town stakeholders to carry out these tasks. This group will develop performance measures to gauge the implementation and effectiveness of this policy. The Board will review the implementation efforts within one year of the acceptance of this policy, and then annually thereafter, in order to insure compliance and to encourage or recommend further actions in execution and adherence to this Policy.

The Town will seek out any available and appropriate sources of funding, or grants, to achieve the goals of this Complete Street Policy.