



**NH 111 Corridor & Wall Street Extension Feasibility Study
Project Advisory Meeting
Windham Planning & Development Office
Minutes**

November 12, 2009

Members Present: Bob Ashburn, Bruce Breton, David Sullivan, Annette Stoller, Sy Wrenn, Police Chief Gerry Lewis, and Bob Winmill.

Public Present: Neil & Dianna Fallon; residents

Project Staff Present: Laura Scott, (Windham Town Planner); Gene McCarthy, (McFarland-Johnson); Cliff Sinnott, Roxanne Rines (RPC).

MEETING OPENED AT 4:34 P.M.

1. Welcome/Introductions

Members introduced themselves and stated what town organization they represented. **Sinnott** stated that a quorum is not needed for this meeting because the committee is advisory in nature.

2. Public Comment

None; (taken up again at end of meeting)

3. PAC Meeting #1 Summary (Minutes September 23, 2009)

Scott stated she should be listed as a staff person, not committee member. There was a grammatical correction to page 1; she asked that meeting start time be added.

4. Discussion of Kickoff Meeting

A. Meeting summary/minutes: major themes, issues

Sinnott stated that the kick-off meeting on November 5th, was well attended. **Sullivan** asked is if there is an opportunity to eliminate part of the project, to revise the scope? Members then spoke about how business owners and residents who attended the kic-off meeting did not support changing the location of Route 111; most appeared to support other elements of the project.

Sinnott stated the original scope included both the Wall Street extension and the existing 111 Corridor east of Lowell Road. The 111 re-location option was added as a result of the study scoping and RFP process. He suggested that the option be retained from the standpoint of generating the modeling data of the different scenarios and studying the results.

McCarthy explained how keeping both options included in the scope and exploring them is a good idea. For a planning study of this level, it is not appropriate to evaluate both alignment options. Alternatives typically get eliminated later in the process once you have the information to compare potential benefits with impacts. **Sinnott** suggested a compromise might be to carry through the traffic analysis of all the options, but not spend time analyzing the alignment feasibility of the relocation unless the Committee agrees that the traffic benefits warrant further study. McCarthy said this is more or less consistent with how they planned to approach it; at this planning level study, not much effort will be spent on alignment feasibility anyway.

McCarthy agreed using the model to look at different scenarios is a good idea. The vision statement should include what the town is trying to achieve and not be specific about if its in or out of the corridor. **Sinnott** stated he heard (at the public meeting) that maybe apart from the municipal buildings that exist, maybe the rest of the village should be located on one side of 111, the north side.

Scott stated the village center district was created around the existing municipal buildings. The village center zoning district will be studied more intently next year. **Sinnott** stated if all future development is on the north side, then it wouldn't matter so much that 111 becomes a rather expansive roadway. **Winmill** spoke about citizens wanting the village to be walkable, but it isn't possible with the current traffic volumes and the distance between buildings.

B. Implications to Study

Sinnott asked members if they thought the study was going in the right direction because comments at the meeting indicated it was not. **Lewis** stated he hopes that the Wall Street extension comes to fruition because it will help manage the bottlenecked traffic at the intersection. He then spoke in more detail about traffic issues in the area. **McCarthy** stated if the relocation is connected and the connection from the relocated 111 to North Lowell is severed, Wall Street is needed because there would be diversion. He then reviewed the options that will be modeled and stated that feasibility from traffic has to be the number one issue to resolve. Member discussed ensued.

Lewis reviewed issues with the current road configuration and asked if the road behind the town complex could be shortened, go from the relocated 111 from exit 3 at Wall Street, follow the road, but prior to reaching the Fire Station and North Lowell, the road swings back down to the intersection again. Discussion followed. **McCarthy** stated slowing traffic should be a goal. Ideas that contain fatal flaws or no local support will be removed. **Scott** stated that all of the parcels along 111, have access. Starting in 2010, Site Plan Review Regulations will require that there be an access easement granted for the next property. **Sinnott** stated access management should be part of the plan, possibly an overlay district in the village center. The town should also have Memorandum of Understanding (MOU) agreements with NH DOT, concerning access management.

C. Follow-up Actions

Sinnott asked if the presentation materials could be added to Windham's website. **Sullivan** stated he will have the town IT person put a link on the website. **Sinnott** said another item that was raised at the kickoff meeting was a request to have the more business community and lake association representation on the PAC. **Scott** stated that specifically the Cobbets Pond Improvement Association (CPIA) and the Windham Economic Development Committees had voiced their concerns.

Sinnott recalled that the BOS decided that they only Town based committees would be included and asked. He asked Sullivan if he thought that was still the case. It was stated that Wrenn and Scott are represented on these committees and can act as liaison for those groups. **Sinnott** said he felt that it is important that it is important for such groups to feel that have a voice in the process, or it could hinder the study. **McCarthy** agreed with Sinnott. **Stoller** stated that invitations could be sent to other groups, asking them to attend meetings, without making them committee members. **Scott** stated she will send the next meeting notice to the Economic Development Committee by email.

Members discussed which town groups and newspapers were represented at the public meeting. **Sinnott** stated having follow-up articles in the town newspapers would be good.

5. Project Problem and Vision Statement

McCarthy stated the committee needs to come up with different formats for how the problem statement will be written. His intent is to have a draft statements for review and discussion at the next committee meeting. The vision statement needs to focus on the desire to have a village center, nothing about traffic. Once this group has a consensus of the material to include in the statement, it will be presented at the next public meeting. Further discussion ensued about the definition of short and long term goals.

6. Existing Conditions Analysis

A. Task 2: Base mapping, environmental constraints, land-use/zoning

McCarthy stated the aerial maps being used and good. We are moving forward on the environmental constraints, a staff person has been out walking the proposed new roadway and found a lot of concerns. The evidence found will be presented at a monthly resource agency meetings to show them the findings, so it's not a surprise when your application moves forward.

B. Task 3: Traffic and operations

McCarthy stated the consultant, RSG, has been getting the traffic model ready, so that when we are ready to evaluate, they can move forward.

C. Traffic Modeling

McCarthy stated the model is ready to go, just some minor coding.

7. Project Schedule update; proposed calendar

Sinnott stated a date needs to be set for the next advisory and public meetings. It was decided to have the next advisory meeting on Thursday, December 17th, at 9 a.m. The next public meeting will be held in either January or February of 2010.

8. Project Website

Discussed earlier.

9. Project Administration

A. Contract extension request

Sinnott stated an extension request was sent to DOT last week asking for the deadline to be December 2010. DOT is expecting the extension request and will support it.

B. Tracking/submission of Committee members hours (in-kind match)

Sinnott reviewed how town staff and volunteers should keep track of their hours and give them to Scott on a monthly basis. Scott will compile the monthly totals and send them to Sinnott.

10. Other Business

Public Comment: Neil Fallon, member of the public, stated there was more to the study than he realized. He suggested that the study should be focused on the village district itself and less on roads.

11. Adjourn

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Roxanne M. Rines
Recording Secretary