



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

September 23, 2009

Members Present: Jim Finn, Bob Ashburn, Matt Caron, Bruce Breton, David Sullivan, Ross McLeod, Annette Stoller, Sy Wrenn, William Rose.

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

Meeting opened at 4:34 p.m.

1. Welcome/Introductions

Sinnott welcomed everyone and introduced Gene McCarthy of McFarland Johnson, consultant. Attendees introduced themselves and stated what organization they represented.

2. Project Overview, Purpose and Scope

3. Project Schedule & Major Milestones

Sinnott gave a brief history of the project, it started out being an examination of Wall Street. As the scoping continued, it expanded because there were important linkages that had to be resolved between changing the traffic pattern in the town center and what would ultimately happen to Route 111. **Sinnott** reviewed how the members of the advisory committee were chosen. The goal of the committee is to develop a scope that: the community can support; and is consistent with the planning goals and objectives of the town.

The study originated with the end of the project design of I-93, because of the expanded traffic flows with the I-93 changes, the town requested some mitigation efforts applied to improve traffic circulation in Windham. **Sinnott** stated DOT offered to support a study to expand Wall Street to deal with traffic circulation issues.

McCarthy then reviewed the slideshow explaining the 3 components of the study: Wall Street extension; NH 111 corridor study; and NH 111 relocation (Windham village center). There needs to be an acknowledgement that there are both short and long term issues. We need to create both short and long term ideas; these will come about with the help of the town.

He reviewed the consultants that will be working on the study with McFarland Johnson. The intent of this committee is to be a representative of the community. Through the advisory committee we will have a several public meetings asking for the public participation. **McCarthy**

stated during the contact sensitive solutions process there will be specific steps that the committee will undertake: identify the problem and create a vision statement; develop alternatives and evaluate them. He then explained how the process will proceed.

McCarthy reviewed how the schedule will proceed and stated that hopefully by the end of next year a document will be created that will become the future plan of Wall Street and Route 111.

4. Roles/Responsibilities of the Project Advisory Committee

Sinnott stated the committee is advisory in nature and will help make decisions and recommendations for future projects. The committee members represent different groups within the community. There will be products developed through this process and the committee will review the products for content. A very important responsibility of the committee will be to report back to the community. We expect to have lots of public input through conversations that happen within the community and getting consensus on the issues. Communication between committee members and the public is very important to the process.

He continued that the guidelines of the committee should be: 1) this is an ongoing brain storming process and all ideas are accepted; 2) moving forward through a consensus building process; 3) decision making will be limited to the committee members, although the public is welcome to attend any meeting; and 4) if a member can not attend, they should try and have someone attend on their behalf.

5. Research and Data Collection Update

McCarthy stated the town has a technical role, they are assisting McFarland Johnson is gathering information. The towns GIS department has helped with information concerning the environmental side. We are using the GIS system to look at the corridor and see what information is available. We will be using information that is already collected.

6. Planning for the Public Kickoff Meeting

A. Agenda and format

McCarthy reviewed what they hope to obtain through the public kickoff meeting. This meeting will help create a vision and establish how the committee needs to proceed. We want the committee members to decide what is the best time, place, venue, and format for a meeting in Windham that will get the citizens out to participate. A great way to get more people involved is to tape the meeting and then broadcast it on the towns cable channel. He reviewed how McFarland Johnson has notified other communities about public meetings. We need to be very aggressive so that people show up at meetings.

The two questions that will be asked at the public meeting are: what are the problems that exist today and what is your vision for this corridor in the future. The more information obtained the better the vision statement will be. McCarthy discussed how the agenda will be formatted for the public meeting.

B. Date, location

Sinnott stated we need to set a date today for the public kickoff meeting. **Scott** stated she will check with the high school about available dates during the last week in October.

C. Public Notice, Invitation process and publicity

Members discussed publishing notices in the 3 weekly papers in Windham; having it broadcast on the cable channel; notice on the towns website; and sending notices to all citizens.

7. Meeting dates, times and schedule for the Project Advisory Committee

Sinnott asked members to review the scope of work included in their packets so that it can be discussed at the next meeting. He then reviewed the "in-kind" worksheets that need to be completed. Ten percent of the budget will be from the Town of Windham through work that staff will complete. He asked the volunteers on the committee to please keep track of their time on the worksheets, they may or may not be used. Please give the worksheets to Laura Scott on a monthly basis.

Sinnott asked members about future meeting times. Members decided to hold the next advisory meeting on Thursday, November 12th, 4:30 to 6:30 p.m.

8. Other Business/Adjourn

Sinnott asked members if they wanted to appoint a chair and vice-chair. Members decided that a chair and vice-chair was not needed at this time. Sinnott and McCarthy will facilitate PAC meetings.

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Roxanne M. Rines
Recording Secretary