



Route 1 North Committee

Meeting Minutes

Monday, October 17, 2016

Arthur Batson	-	Chris Wasileski, Chair	✓	Laurie Leonard	✓
Paul Burlin	✓	Steve Woods	✓	Nathan Poore, Town Manager	✓
Nicole Favreau, Vice Chair	✓	Charlie McBrady, Council Liaison	-	Theo Holtwijk, Director of Long Range Planning	✓
Dava Davin	✓				

Others attending the meeting: Peter Kennedy

Nicole opened the meeting at 6:30 PM.

1. Review of Draft Minutes of September 19, 2016 Meeting

The committee approved the draft minutes of the September 19, 2016 meeting as written.

2. Report of Route 1 North Interview Team

Theo distributed the Interview Team report and an interview handout prepared by VHB. He walked the committee through the report. Nicole added that VHB had a better product, better graphics and style. She noted as MRLD's strength their creativity. Nathan added that the team was impressed with the VHB principal and wants to get increased hours on the project from that person. He also liked VHB's graphics. He was comfortable with the other firms that had put in proposals, but VHB had a knock-out presentation and would be new, fresh voice in Falmouth.

Paul asked what the next steps were and what VHB would do in next two weeks. Theo responded that he expected the firm to jump right into the project to get material reviewed and prepared for committee review. Steve said he liked VHB's proposal. He saw as next steps information gathering and development of an outreach plan. Nathan said the Town could be very helpful in setting up the outreach process as well as the outreach to Route 1 area employees, that the committee had expressed interest in.

Steve asked if MaineDOT was up to speed on the project. Nathan and Theo will make sure that MaineDOT stays up to date on the project, but also mentioned that MaineDOT on these types of projects leaves it up to the community to do the planning and will only get involved if specific approvals are required.

Chris stated that he felt good about the hours and percentage of total time that VHB principals were expected to put into the project. He felt VHB's scope and cost was in line. Compared to the two higher priced firms, he felt that MRLD and VHB delivered the best value for the cost, and brought local knowledge and synergy to the project. He felt that VHB was best due to the clarity of its proposal,

responses to team questions, and quality of its presentation and display boards. He felt that sub consultant RKG added value to the project and was impressed with the VHB principal at the interview.

Upon a motion by Paul and second by Chris, the committee voted unanimously to send the Interview Team's report and recommendation to the Town Manager and Town Council.

3. Next Steps

The committee discussed the process, schedule and survey. Laurie requested that the committee review the draft survey before it is finalized. Nicole agreed with that and said that the committee process was helpful to bounce ideas of each other. Otherwise it would be an isolated effort, she felt. She was interested to also offer questions where answers could be open ended, instead of multiple choice. Questions may tackle streetscape or wellness aspects as well. Chris said that VHB had a good charrette person to help facilitate public sessions. Paul noted that the committee was thinking of two meetings, one in the Route 1 area, and the other in Town Hall. Nicole felt there was good potential for the Route 1 businesses to help promote the Route 1 event with their employees.

Steve stated that it was important that the consultant not talk to others about the project, but would get its direction from the committee and staff. He wanted to make sure that the consultant stayed impartial. Theo replied that the Town does have the expectation of impartiality, but that he also expected the consultant to talk to other businesses and people to gather information. The consultant was being hired for its professional advice, even if that were to go counter to what the committee would ultimately recommend. The final report would be the committee's report, not the consultant's report.

4. Next Meeting

The committee agreed that the next meeting will be November 21 at 6:30 PM. This will be the kick-off meeting with VHB. Nicole requested a specific agenda for that meeting. Chris stated that special meetings will be scheduled as needed.

He asked if there was any new business by anyone and went around the room. There was no new business.

Theo will keep the committee up to date on the next steps with the Council.

The meeting was adjourned at 7:25 PM.

Draft minutes by Theo Holtwijk, October 27, 2016