



Route 100 Committee

Tuesday, September 10, 2014 Minutes

Committee Attendance:

Name	Present	Name	Present	Name	Present
Sarah Boudreau	√	Chuck Gerry	-	Dave Libby	-
Joe Cooper	-	Rebecca Grover	√	Joe McDonnell	√
Andrea Ferrante	√	Lori Legere	√	Steve Melchiskey	√

Council Liaison	Charlie McBrady	-
FIEC Liaison	Anne Theriault	-
LPAC Liaison	Jim Thibodeau	-
Staff	Theo Holtwijk	√

Others present: -

Theo called the meeting to order at 6:03 PM.

1. Election of Chair and Vice Chair

Upon discussion, Sarah nominated and Steve seconded, Andrea as chair and Joe as Vice Chair of the committee. The committee vote was unanimous.

Theo thanked both and turned the meeting over to Andrea.

2. Review of Draft Minutes of July 8 and August 6 meetings

Both sets of minutes were approved as written with the correction of Rebecca's first name.

3. Review of Draft Request for Proposals

Theo reviewed the draft RFP and asked for committee comments or questions. Andrea wanted to make sure that the purpose for the Town doing a plan for Route 100 was stated well for the consultants. Steve felt that the RFP was well written and suitable for a general roll-out of the project. Lori asked about the status of natural gas in the Route 100 area.

Joe asked what the committee's role was in the RFP. Theo explained how consultant selection efforts have typically been handled by the Town. Typically this has been handled mostly by staff. The committee was comfortable in providing input in the draft RFP at this meeting only and did not need to review subsequent drafts. Theo will ask the missing members if they have any input in the RFP. In addition, the Chair and Vice Chair will serve as committee representatives and will be invited to attend the pre-bid meeting, review all

proposals, participate in any interviews, and in determining the recommendation for consultant selection for the Town Manager. The Manager is the purchasing agent for the Town. Theo stated that the Council would likely also be involved in some manner. The committee agreed with this approach. Full committee involvement in all phases of consultant selection may slow the process down and may not be necessary. The full committee will work with the selected consultant. The committee was interested to move expeditiously through the consultant selection and the planning process.

Rebecca stated that MDOT was very interested in this project. Theo stated that he had submitted the draft RFP to MDOT's lead contact for comment and had a good phone conversation with that person about the project.

The committee agreed that it wanted to get a sense from the consultants what their philosophy and values were for a project like this and if they had done similar projects. The committee was interested in creative approaches and not in consultants who just want to lay a lot of pavement down. The committee thought it was good that the RFP was geared to more professionals besides engineers. Theo stated that he expected proposals to represent various disciplines.

The committee discussed the need to do outreach and how a survey would be part of that. The committee felt it was important to get direct input from area residents, but that an on-line survey would reach wider audience. The idea of each committee member talking to several of their neighbors in the area was suggested and the committee liked that.

The committee discussed various other aspects of the RFP including how far the concept plan would go, and what the next steps would be. The concept plan would deliver broad set of recommendations and subsequent efforts, if the Council agrees with them, will develop specific zoning ordinance amendment language and/or construction plans, as appropriate.

The committee felt that the title of the project should not refer to the Route 100 "corridor" as that seemed to represent an area where just cars pass through. This should be substituted with "area," especially as a wider area beyond Route 100 is to be examined. The committee agreed that there was an opportunity to (re)establish "community" in this area and bring people together. Sarah added that there was a lot of natural beauty in the area that had lots of potential to be capitalized on.

There was discussion what the consultant cost for the Route 1 concept plan effort was and what the Route 100 project may cost. The Route 1 effort was around \$30K, Theo replied. The Route 100 effort could be around \$50K, as this is a 6-mile long area versus 1 mile for Route 1.

The committee asked if it was possible to find out where the cars on Route 100 were coming from. That is possible through tracking of license plates. The issue of setting lower speed limits was also discussed. Theo stated that such limits are set by MDOT, not the Town. Sarah mentioned that it is difficult to cross Route 100 where she lives due to the speed of vehicles.

The committee considered the future land use plan which provides a broad scope for this area through an approximate delineation of rural area, compact residential area, and a mixed use commercial area. It is the task of the committee to give further definition to that.

Theo will update the RFP to incorporate the suggestions of the committee. He will also add a schedule and was hopeful that a consultant could start by November 1. The final RFP will be distributed to the committee.

4. Next Meeting

No determination was made for the date of the next meeting. It may be helpful for the committee to begin to do some outreach to get ideas as to what the issues are before the consultant is on board. Theo will discuss the project with the Town Manager and then be in touch with Andrea as to setting the next meeting date.

The meeting was adjourned at 7:37 PM.

Draft minutes prepared by Theo Holtwijk, September 12, 2014