



# Route 100 Committee

Tuesday, October 8, 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	-

<b>Council Liaison</b>	Charlie McBrady	√
<b>FIEC Liaison</b>	Anne Theriault	-
<b>LPAC Liaison</b>	Jim Thibodeau	-
<b>Staff</b>	Theo Holtwijk	√

**Others present:** -

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

### 1. Review of Draft Minutes of September 10 meeting

The draft minutes of September 10 meeting was approved as written.

### 2. Update on Request for Proposals (RFP) and Schedule

Theo provided the committee with a printed copy of the RFP text and attachment on traffic requirements. Earlier today he and Nathan conducted a mandatory pre-bid meeting with interested consultants. Consultants from about 10 firms were present, which was a great turnout. The meeting was very informative and allowed Town staff to hear what questions people had and explain the expectations of the Town. Various aspects of the RFP were discussed as well as the schedule for review of proposals and selection of a preferred consultant. The proposal deadline is October 22. Interviews, if required, are expected between November 3 and 5. Council review and authorization is planned for November 10.

There was a discussion to what extent the committee would have input in the proposal review. Theo explained that at the last meeting the board was comfortable in having Andrea and Joe as Chair and Vice Chair representing the entire committee review all proposals and participate in the interview process along with Town staff and Councilor McBrady. The committee was still comfortable with that. Dave requested that the committee receive PDF's of the proposals of those firms that the review team decided to interview. If he or others had any feedback at that time, he suggested that people contact Andrea, Joe, and/or Theo. The committee supported that approach. It was discussed and acknowledged that this is an aggressive schedule to meet and that it is okay if we need to shift a few things to make it all work.

There was a discussion about the possible implementation of the vision recommendations. Implementation may be happen in stages. Zoning recommendations may be implemented relatively quickly, whereas infrastructure that requires MDOT funding may take more time.

Theo will keep the committee up to date on the RFP status.

### **3. Initial Outreach**

The committee reviewed each of the three outreach initiatives and endorsed all of them. Between October 9 and 21 each committee member will have 5 or so conversations with people who have an interest in Route 100 using the form that Theo provided. Some edits were made to the form to include places of work and buildings, so it could be used with both residents and people who work in the area. "Open space" was added to the list of possible land uses people may want to see in the Rt. 100 area. Theo also provided a hand-drawn map, the committee was very pleased with, that may be useful in helping people reference what parts of Rt. 100 they would like to see change in the future.

The committee agreed to a community event on November 12 in Town Hall. Dave suggested that the Town do a one-time mailing to all abutting property owners on Route 100 to inform them of the Forum and invite their neighbors and tenants to come to that as well. Theo will prepare a draft invitation for Andrea's signature. He will also pursue an ad in the Forecaster. The committee also supported doing an on-line survey for any other person interested in the project. The committee will discuss the results of the 3-pronged outreach on November 19, 2014.

### **4. Next Steps**

Theo will update the outreach materials and send them back out. He will set up the survey and get the forum announced. Committee members will conduct their conversations and send completed forms back to Theo.

### **5. Other Business**

The committee agreed to alter its schedule for November and December to avoid several holidays. The meeting schedule for the rest of the calendar year is as follows:

- October 22, 6:00 PM Committee meeting: Review neighborhood outreach preliminary findings
- November 12, 6:00 PM Public Forum in Council Chambers
- November 19, 6:00 PM Committee meeting: Review outreach feedback of all 3 efforts
- December 3, 6:00 PM Committee meeting: Meet with consultant
- December 17, 6:00 PM Committee meeting

### **6. Next Meeting**

Next meeting is October 22, 2014 at 6:00 PM.

The meeting was adjourned at 7:37 PM.

Draft minutes prepared by Theo Holtwijk, October 14, 2014