

# Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

## MINUTES

Wednesday, April 8, 2015 6:30 – 8:30 pm  
Community Room – SAU 39 – Brick School

**Attendees:** Amily Moore, Bruce Berry, Camille Pattison, Chris Buchanon, Chris Hall, Chris Janson, Elizabeth Larson, Gordon Leedy, Ken Miller, Mark Reams, Mike Akillian, Steve Yurish, Al Patnaude, Will Ludt, Craig Fraley, Mark Connors

**Upcoming Meetings:** May 13, 2015 at 6:30 – 8:30 pm; (2<sup>nd</sup> Wednesday of the month)  
Community Room – SAU 39 – Brick School

Topic	Notes
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none"><li>General</li></ul>	<ul style="list-style-type: none"><li>Each working group should consider cost vs. benefit, and include project benefits, costs and target dates.</li><li>Each group should create a table of all projects and costs.</li></ul>
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none"><li>Traffic and Safety</li></ul>	<ul style="list-style-type: none"><li>Mark Reams stated that the committee is meeting again next Tuesday and some minor changes may still be made. He walked through the draft PowerPoint Slides with the committee. Presentation included recommendations related to traffic calming, pedestrian improvements, and signage changes. Should enhance the graphic depiction of closing Middle Street in the slides.</li><li>Gordon Leedy suggesting looking at the MUTCD to ensure that signs can be removed.</li></ul>
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none"><li>Recreation, Events and Attractions</li></ul>	<ul style="list-style-type: none"><li>Craig Fraley reviewed the PowerPoint slides from the Recreation, Events and Attractions working group. Mike suggested expanding the information presented in greater detail to include cost, benefits and a timeline.</li><li>Craig would like to show potential trail connections to the Village, it was suggested to show general circles of desired connections.</li><li>Amily Moore suggested closing Foundry Street during Halloween.</li><li>Development of an app for sites in the Village could be a joint effort between the working groups.</li></ul>
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none"><li>Lighting / Utilities</li></ul>	<ul style="list-style-type: none"><li>Chris Buchanon reviewed the lighting and utilities slides. There was a strong focus on the feasibility of burying utility lines. Moving forward, the committee will add a framework about how this effort may be cost effective. Gas service may only be a viable option when the streets are being repaired or replaced. Need to address other utilities such as water, and fiber. Bruce Berry noted that the additional work needed to address utilities will extend past the duration of this project. Some of the issues</li></ul>

	<p>facing the Village also affect the entire town and should be considered at a later date.</p> <ul style="list-style-type: none"> <li>• Mike Akillian suggested developing a cost estimate to underground utilities for a specific section of roadway. It may be more successful if the town can plan on undergrounding utilities incrementally. Need to focus on actual costs and the potential costs of not doing this.</li> <li>• To proceed with the architectural lighting demonstration the group needs to get support from the BOS, and seek input at the Forum and from the HDC. Should also address dark skies.</li> </ul>
<p>Working Group Reports <i>Subcommittee Chairs</i></p> <ul style="list-style-type: none"> <li>• Historic Character</li> </ul>	<ul style="list-style-type: none"> <li>• Chris Hall noted that education, enforcement and perception are the main issues facing this group. They would like to add more information to the website. Lexington, MA have guidelines that strike a balance between detail and practicality. There is a need for two types of documents both on historic district guidelines and how to work with the HDC.</li> </ul>
<p>Working Group Reports <i>Subcommittee Chairs</i></p> <ul style="list-style-type: none"> <li>• Community Development</li> </ul>	<ul style="list-style-type: none"> <li>• The information from this working group is still under development and was not ready for sharing with the committee.</li> </ul>
<p>Planning for Final Public Input – <i>Camille Pattison</i></p>	<ul style="list-style-type: none"> <li>• Decide on Type of Public Input Opportunities – Two Public Forums with a PowerPoint presentation. The presentation can also be posted on the project website. NRPC needs to add project overview information to the beginning of the presentation.</li> <li>• Set Dates and Locations - The same presentation will be given on two different dates, ideally May 19<sup>th</sup> and 21<sup>st</sup>. The Clark School, the Landry Room at Town Hall and the Johnson Room at the Library will be considered.</li> <li>• Identify Needed Materials and Handouts – Camille will call the working group chairs and determine if they need any graphics or maps to include in their PowerPoint slides.</li> <li>• Discuss how to Market the Outreach Opportunities – NRPC will create a flyer in PDF format for distribution to: <ul style="list-style-type: none"> <li>• Committee members to distribute to personal contacts</li> <li>• Project website</li> <li>• Press Release / Article in local papers</li> <li>• Facebook</li> <li>• Library, Town Hall, Schools,</li> </ul> </li> </ul>
<p><b>Follow Up Items</b></p>	

**All Committee Members:**

- Continue working with your subcommittee to complete the majority of your efforts in April; including identifying issues and recommendations. Each subcommittee needs to use the Working Group Framework to ensure everyone is providing the same information to NRPC for compilation. Send drafts to Mike and Camille as they evolve for offline comments, so they can be ready for May forums.
- Chris Buchanon has some map information that he will send to NRPC.
- NRPC – Contact working group chairs to identify mapping needs. Create a map to show potential trail connections to the Village.
-