Attendees: Tracie Adams (Chair), Chris Buchanan, Will Ludt, Tom Grella, Rolf Biggers, and Kyle Coffey.

Staff present: Jennifer Stover (Executive Assistant); Eric Slosek (DPW Director)

**Administration**

1. **Welcome and Introductions**

The meeting was called to order at 5:30PM and all members were introduced. The Pledge of Allegiance was led by Tom Grella.

1. **Minutes - review and vote to accept minutes from September 26, 2023; October 3, 2023; and site walk meetings.**

Tracie Adams stated that she would like to amend the already approved September 5, 2023, meeting minutes.

*A MOTION was made by Chris Buchanan and SECONDED by Kyle Coffey to amend the meeting minutes of September 5, 2023 to include: “Tracie Adams asked for volunteers to assist Will Ludt with continued research on possible paving materials options. Doug Chabinsky and Tom Grella volunteered to join Will Ludt. Tracie Adams asked for volunteers to assist her with creating a table and/or map of all Village roads and create a draft of possible recommendations for the Committee to review. Kyle Coffey, Doug Chabinsky, and Chris Buchanan volunteered. The working groups plan to present draft options to the Committee at the next meeting.”*

*All were in favor.*

*A MOTION was made by Kyle Coffey and SECONDED by Chris Buchanan to accept the meeting minutes of September 26, 2023, as presented.*

*All were in favor.*

*A MOTION was made by Tom Grella and SECONDED by Rolf Biggers to accept the meeting minutes of October 3, 2023, as amended.*

*All were in favor.*

*A MOTION was made by Will Ludt and SECONDED by Rolf Biggers to accept the meeting minutes of the site walk, as amended.*

*All were in favor.*

1. **Updates since October 3, 2023 meeting**

The Committee reviewed any update items since the October 3rd meeting, including the site walk.

**Committee Discussion Items**

1. **Village Streets Project background**

Tracie Adams gave a brief history of this project. The Committee remarked on the successful site walk and the number of participants.

1. **Step 2 Streetscape Design**

The Committee reviewed the Carriage Road site walk. This road was proposed to have one alternate surface to indicate pedestrian priority. The proposed material would have a calming effect. There seemed to be consensus during the site walk on this item. There were some concerns expressed regarding drainage. It was noted that this should be stated to the Board of Selectmen for future consideration.

There was discussion regarding if there is any asphalt left along Carriage Road. It was noted that any left along the driveways to these properties would need to be removed by homeowners.

There was a discussion regarding the existing walkway to the Library. Tom Grella noted that this is heated and that should be considered if the proposal includes removal of this area as part of the Carriage Road project.

There was discussion that the ideal material for Carriage Road would be granite. The second option could be interlocking pavers, with a third option of chip seal.

The Committee discussed Davis Lane. The original proposal was a walkway along the school side, with leftover space for vehicles. During the site walk, there was discussion that this road could have the same treatment as Carriage Road. The residents expressed concern with vehicle speed and drainage. The previously proposed walkway was not of interest to residents during the site walk. There was a general desire to maintain the current mixed use of this area, while mitigating the speed of through traffic.

In response to a question from Tom Grella, Eric Slosek explained that the current plan for all five roads is mill and fill. Regarding Davis Lane, the Committee could consider tying into the existing drainage on Foundry Street. Sam Fortier explained that one option for pavers is to install a concrete base, with a sand blanket on top, and then pavers. This is not permeable and would require closed drainage. The other option is to put permeable material underneath and allow the road to drain in that manner. Eric Slosek asked about impermeable pavers. Sam Fortier stated that a concrete base generally tends to be more stable, but there could be other bases that might not require that and still be stable.

Will Ludt stated that residents along Carriage Road and Davis Lane have long been discussing undergrounding utilities. Tracie Adams stated that this is an item that the Board of Selectmen will be asked to consider.

The Committee discussed Main Street from Amherst Street to the Library driveway. There is an existing footpath from Country Mansions to the Library, and it was suggested making this into a full sidewalk that is ADA compliant. Regarding the roadway, existing center line striping was proposed to be removed and formalized parking spaces would be included along the side with trees breaking up this section. This maintains current uses and will improve vehicle speeds. The material for this will likely be asphalt.

The Committee discussed the area of 16 Main Street toward Town Hall. The proposal is to remove existing asphalt and install additional grass. This will narrow the roadway. The center line is also proposed to be removed. No parking is proposed to be removed from this road. Eventually, it would be nice for the entirety of Main Street to be a granite material, but this is not cost effective to propose all at once.

There was discussion regarding including fog lines along the side of Main Street for night driving. Chris Buchanan stated that almost no streets in Town have side lines. While sometimes people drive off the sides of roads, any painted lines in the Village are anachronistic and surrounding streets are navigated fine. Rolf Biggers stated that roads with center lines do not require side lines, but roads without both are an issue. Chris Buchanan did not agree. Guidance comes from the MUTCD. Sam Fortier stated that for rural/residential roads, it is generally okay to remove all lines from roads. This is generally based on vehicle volume and is decided by municipalities. Eric Slosek stated that the highest traffic volume road in Town is North Hollis Road. This is the only road that MUTCD suggest should have all lines. No other road in Town was suggested to be painted by MUTCD based on traffic count. This was previously discussed by the Highway Safety Committee and there was conversation regarding removing lines from many of the roads in Town. There was a suggestion to paint lines along corners or areas of poor visibility, but to otherwise remove them. There have been no complaints or accidents after the lines were removed heading out of Town, north on Boston Post Road. Rolf Biggers asked about embedded reflectors on roadsides instead of lines. Sam Fortier stated that he has mostly seen these used within rumble strips.

Chris Buchanan stated that the MUTCD standard is that edge line markings shall be placed on freeways, expressways, and rural arterials with a traveled way width of 20+’ and 6,000+ vehicle trips per day. There are no streets in the Village that meet that criteria. The Committee agreed that there shall be no road lines within the Village area, based on the standards.

The Committee discussed Church Street. The existing sidewalk was discussed as not being readily used by adults. With the exception of the drainage discussion regarding Davis Lane, the conversation about both roads was similar. Church Street is already used as a mixed-use area and there was discussion regarding keeping this. There was discussion regarding how much of the land along the sidewalk is Town-owned.

Sam Fortier asked if the proposal is to use an alternate material from 16 Main Street to Town Hall, switching to asphalt around the Green, and then going back to the alternate material on Church Street. Rolf Biggers stated that the proposal will be for granite to be the preferred alternate material but due to cost, this will likely have to be reconsidered as asphalt instead. Tracie Adams noted that this will also depend on the grant application. Sam Fortier stated that the grant application will be boosted if there is evidence that the proposed material will increase pedestrian safety. Chris Buchanan noted that the proposed material is the most expensive but has the longest life cycle and the least expensive cost over the life cycle of the material. Rolf Biggers noted that the concepts for these roads can still be achieved, even using asphalt, if that is the end decision.

The Committee discussed Jones Road. There was discussion during the site walk regarding drainage, speed, and lack of parking. A separate 6’ walkway is proposed along the ballpark side of this road. This would allow for an easier walk onto Mack Hill Road. Eric Slosek noted that there is a large existing culvert and guardrail along the road that could constrict a sidewalk. Rolf Biggers suggested that the sidewalk could be narrowed to 4’ at this area. There was discussion regarding recommending that utilities also be buried along Jones Road. Eric Slosek noted that a walkway could lead from the soccer fields through the school property, as there is a narrow Town-owned strip along the side of the property.

The Committee reviewed its palette of proposed materials. The minimum option is repaving the road, as is, but moving the road lines in order to narrow the width.

The committee discussed that some of the streets include a pedestrian priority area where the entire road is the same alternate material, such as Carriage Road, Davis Lane, Church Street, and hopefully around Moulton’s Market with an extension around it. Jones Road and parts of Main Street would include a separate pedestrian facility. A third option would be using asphalt in some areas to repave roads. There may be areas that cannot be changed to an alternate material at this time, but the roads could be setup to allow for this at a future date. This will not include closing any streets or installing speed humps. The only flow change is the recommendation from residents regarding a proposed stop sign along Davis Lane. This item will need to be further addressed, along with other existing stop signs in the Village.

**6. Step 3: Intersection Design**

Sam Fortier presented on intersection design. He explained that intersections should be a straight “T” at 90-degree angles and not skewed, as much as possible. Tom Grella noted that the Town has previously done this to intersections at Thornton Ferry Road II and Courthouse Road with success.

Sam Fortier stated that turning radii should also be considered in intersection design. The largest vehicle crossing through needs to be considered. Narrowing the turning radius for smaller vehicles is one way to reduce speeds.

**7. Objectives for future meetings**

The Committee discussed the objectives for future meetings. Tracie Adams stated that the Committee could meet on November 7th regarding intersection design for the five Village streets. Also at this meeting, the Committee could work on its presentation to the Board of Selectmen. The Committee could then present to the Board of Selectmen on November 20th. At its November 28th meeting, the Committee could wrap up any loose ends. Another option would be for the Committee to meet on November 7th and 28th to discuss all outstanding items and create a presentation to show to the Board of Selectmen at its December 11th meeting. The Committee could also meet on November 21st and/or December 5th, if needed.

The Committee agreed to try to be ready to present to the Board of Selectmen on November 20th.

**8. Public Input Opportunity - please give name and address when come to microphone**

Jim Emmond, 8 Davis Lane, stated that he is very impressed and happy with the direction this group is taking. Burying utilities is a great idea and would also allow for a canopy to be placed back over the road. This would make a huge change in the aesthetics of the roads. He asked about including single yellow lines in the middle of some roads, if needed. This is done often in Mont Vernon. This would make a huge difference. He noted that Davis Lane and Carriage Road are very flat and give the feeling of a large sidewalk. He asked about minimizing the crown of these roads, as it will go a long way toward them feeling like a shared space. A crown tends to define two separate lanes.

Bill Veillette, 1 Pierce Lane, stated that some backwards planning needs to be done for the grant, including seeking letters of support. He volunteered to be an extra set of eyes in preparing the grant documents. It will be very important for there to be public support for this project. The Town should consider individual mailings to each resident that lives on these roads to invite them to the November 20th Board of Selectmen hearing to hear the Committee’s presentation.

Jennifer Stover asked if the Committee has spoken to the Congregational Church and/or the Preschool In the Village regarding the sidewalk outside of that property. A sidewalk on this side of Boston Post Road would be helpful. Chris Buchanan noted that there may not be enough right of way in this area to complete a sidewalk. Jennifer Stover noted that the Committee has discussed getting rid of some of the width of road in this area and could instead consider a sidewalk. Chris Buchanan noted that, per the NRPC maps, it appears that this area is mostly located on private property.

Jennifer Stover also asked about snowbanks and sight distances. Eric Slosek noted that this is a good point. If the roads are being used as shared spaces, they will be cleared long before the sidewalks will.

Tracie Adams stated that she would examine the Safe Routes to School project. Chris Buchanan noted that this report was completed in 2013 and led by NRPC.

**Other Business**

**7. Adjournment**

*A MOTION was made by Kyle Coffey and SECONDED by Will Ludt to adjourn the meeting at 8:01PM.*

*All were in favor.*