Attendees: Tracie Adams (Chair), Chris Buchanan, Will Ludt, Tom Grella, Rolf Biggers, Doug Chabinsky, 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 November 7, 2023**

*A MOTION was made by Kyle Coffey and SECONDED by Chris Buchanan to accept the meeting minutes of November 7, 2023, as amended.*

*Motion passed, with D. Chabinsky abstaining.*

1. **Updates since October 24, 2023 meeting**

The Committee reviewed any update items since the November 7th meeting.

**Committee Discussion Items**

1. **Village Streets Project background**

Tracie Adams gave a brief history of this project.

1. **Purpose & Progress**

Tracie Adams noted that discussion on Steps 1, 2, and 3 has been completed. A presentation regarding the Committee’s Action Plan was made to the Board of Selectmen on November 20th.

**6. Review the Action Plan**

The Committee reviewed the Action Plan and discussed including the dates for specific traffic studies. The Committee discussed that the recommended width for Boston Post Road will be 23’, with all other streets at a recommended 21’ width.

Regarding Boston Post Road, the Committee noted that it included information within the Action Plan. The recommendation was for 10’ lanes, a 1’ median and a 1’ center line, for a total of a 23’ width. There was discussion regarding the amount of traffic and the requirements associated. The was agreement that the recommendation should be for a flush mountable 1’ wide median.

Doug Chabinsky suggested additional speed limit signage along Boston Post Road.

The Committee discussed recommendations for Mack Hill Road.

**7. Board of Selectmen & Additional Feedback**

Tracie Adams explained that the Board of Selectmen requested more input on prioritization. The document contains a lot of prioritization, including proposed materials.

Eric Slosek stated that the cost to write the grant will likely have to be funded through the DPW budget. This will likely cost approximately $10,000. The recommendation would be for CMA Engineers to complete this item, if possible. Chris Buchanan stated that the most ideal thing would be a street-by-street and intersection-by-intersection analysis.

Will Ludt expressed concern regarding the potential noise of granite pavers. Doug Chabinsky suggested that this could be included in the engineering study analysis. Smooth granite pavers should not cause much noise and slowing speeds will also help. Reducing truck traffic through the Village will also help.

Tracie Adams noted that the Board of Selectmen also mentioned the current no left hand turn area onto Amherst Street from Main Street. Doug Chabinsky suggested that could be included in the engineering analysis.

Eric Slosek suggested that the angle of Middle Street onto Boston Post Road also be examined. Rolf Biggers also suggested the angle of New Boston Road and Boston Post Road.

Sam Fortier, CMA Engineers, stated that part of the original $10,000 for the design of the project was to generate figures that have already been generated, which should help with the cost of the engineering analysis. He agreed that the next step is to determine the budget for the project. Regarding road widths and narrowing, if the road is curbed and a center line is not desired, some form of delineation would be helpful. This does not necessarily mean a double yellow line. He agreed that the considerations for the intersections at Pierce, Mack Hill, and Jones Roads could likely be completed without federal funding.

The Committee and Sam Fortier reviewed the intersection at Moulton’s Market. There was discussion regarding the parking along the side of the building. Sam Fortier explained that standard practice is to have parking spaces 20’ from a crosswalk. The existing crossing can be shifted closer to Boston Post Road, along with shifting the parking to accommodate for this space. Considerations could then be made for parallel parking only spaces and teeing up School Street. There are many different options that can be explored for this intersection.

Eric Slosek asked if crosswalk markings will still be required if alternate materials are used in this intersection. Sam Fortier stated that, if alternate materials are being used for the whole intersection area, a striped crosswalk would be useful to delineate the area.

There was discussion regarding parking and traffic around Wilkins School.

Tracie Adams noted that Sam Fortier previously made a comment that the minimum option listed on page 17 of the Action Plan does not enhance public safety around the Village. She also noted that Tom Grella commented regarding minimizing the crown of the road. Other considerations include regarding the intersection at Main Street into Amherst Street and changing the geometry to allow for a left-hand turn and reconfiguring the parking spaces around Moulton’s Market. The Committee previously discussed ADA compliance for the sidewalks, which led the Committee to recommend a 6’ sidewalk especially near the schools. Tracie Adams noted that, on page 27, there is a recommendation to remove the last sentence regarding a recommendation for the section from 8 Main Street to Manchester Road. There was discussion regarding other minor deletions of language within the Action Plan.

The Committee discussed that the recommended sidewalk material was asphalt. Eric Slosek stated that asphalt sidewalks are currently working but other materials could be considered in DPW’s eyes.

*A MOTION was made by Rolf Biggers and SECONDED by Kyle Coffey to approve the final Action Plan, with changes suggested at the meeting, and for the finalized document to be forwarded to the Board of Selectmen.*

*6-0-0, unanimously approved.*

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

Jim Emmond, 8 Davis Lane, thanked the Committee. He noted that there are places in the Village along Main Street where Main Street is higher than the land on both sides. This could be due to This is likely too difficult to change but could be considered in the future. The train of the land on both sides of the road should be followed as much as possible. The Committee agreed to add this concept into the Action Plan.

Will Ludt thanked the members of the public that attended the Committee meetings. He recommended that the Committee remain intact and able to help through the future of the project’s process. There was consensus that the Committee could continue in an advisory capacity.

**Other Business**

**10. Adjournment**

*A MOTION was made by Doug Chabinsky and SECONDED by Rolf Biggers to adjourn the meeting at 7:55PM.*

*All were in favor.*