

TOWN ROADS STRATEGIC PLANNING COMMITTEE

Date: October 30, 2017

Time: 7:00 PM

Place: 2nd Floor, Town Hall, 663 Main Street, Bolton, MA

MINUTES

Motion to open the meeting by C. Little, seconded by M. Ayotte.

MEETING OPENED

Attendance – D. Neuschafer (Chairman), M. Ayotte, C. Lineberry, C. Little, P. Mahoney, J. Lynch (DPW) (ex officio)

D. Neuschafer to reserve space in Houghton Building for next meeting.

D. Neuschafer advised the team on the withdrawal, via email to the chairman, of Fred Van Bennekom.

M. Ayotte confirmed (per conversation with Don Lowe) that ex officio members were not intended to have voting rights on this committee, and are advisory only.

Following withdrawal of F. Van Bennekom and determination of status of ex officio members, it was determined that committee size was 5 members, with 3 members constituting a quorum.

Team reviewed and approved minutes of Meeting #1 held on 10/23/17. C. Little noted, and team agreed, that while the minutes were an accurate reflection of topics discussed at the 10/23 meeting, they did not necessarily represent policy. Motion to approve by C. Lineberry, seconded by M. Ayotte. Vote to approve was unanimous.

D. Neuschafer reminded team members to complete mandatory ethics training within next 2 weeks.

M. Ayotte provided a summary of Open Meeting Law requirements. M. Ayotte also indicated that chairman's email account was being established by the Town, to be used moving forward for communication from chairman to other members.

General discussion of the Route 117 Prioritization Committee Final Report dated 1/25/16 (the "Report") as well as the charge for this committee.

Team discussed the steps necessary to implement safety zones on Route 117 near the high school. J. Lynch (DPW) advised that the Town would first have to formally adopt the Municipal Modernization Act, and also specifically adopt changes to Chapter 90.

M. Ayotte updated the team generally on the Public Ways Committee, and specifically the Complete Streets program they have been pursuing. Team agreed that this committee and Public Ways should be aware of each other's efforts so as not to duplicate work. C. Lineberry agreed to attend Public Ways meeting on 11/1 to better understand their work in this area. D. Neuschafer to invite Mary Ciummo (of Public Ways) to next meeting of this committee. A working draft of the Public Ways Committee's

Complete Streets document was shared for the committee's information. M. Ayotte to determine to what extent the Town has already adopted the Complete Streets program.

Team proceeded to discuss the priorities contained within the Report, in an effort to identify priorities already underway and to determine which items could be easily implemented versus those that would require long-range planning.

Team's review of Priority 1 (Traffic Calming and Speed Enforcement on Route 117 Generally) items from the Report determined that item 1 (10' lanes) and item 2 (6" lines) could be implemented without the need for formal design changes as they are already within the jurisdiction of DPW. Similarly, sharrows (as described in Complete Streets working draft) could be implemented directly by DPW. J. Lynch (DPW) indicated that line striping was temperature-dependent and was thus done for the season, but monies for these items could theoretically be requested at Town Meeting in May 2018, and if approved the work could be performed in summer 2018. J. Lynch (DPW) to advise the committee anticipated costs for these items.

Team recognized that any improvements related to Priority 2 would require a long-range solution and professional assistance, with the possible exception of item 2 (Classic Pizza parking lot access/egress). J. Lynch (DPW) to determine whether current location of access/egress point conflicted with DPW interests.

With regard to remaining Priority 2 items, and other potential long-range items generally, team discussed the desirability of having a professional firm perform a corridor study for the entirety of Route 117 in Bolton. Team also discussed holding design charrettes with various design firms to solicit studies and proposals for comprehensive solutions. J. Lynch (DPW) to put together an anticipated timeline for organizing design charrettes.

Team discussed means of effectively sharing information and documents. M. Ayotte confirmed that Don Lowe had approved the use of Google Docs or other similar packages. Team also discussed sharing documents on a committee web page hosted by the Town, which could be more accessible by the interested public than Google Docs. P. Mahoney to investigate whether a committee web page could be established.

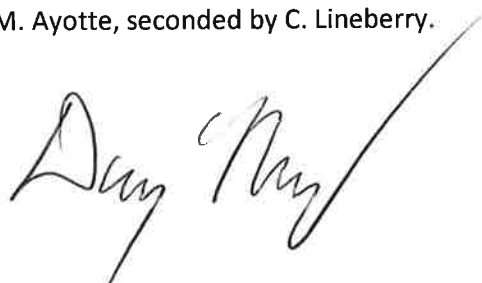
Team discussed the desirability and necessity of soliciting input and measuring support from the public. Team discussed performing surveys, and M. Ayotte noted the successful outreach performed during the Town Common development. M. Ayotte to contact Town Common development outreach coordinators to understand their strategies and lessons learned.

M. Ayotte recommended D. Neuschafer plan to attend Selectmen's meeting on 11/16 to report on the progress of the committee. D. Neuschafer to pursue having a spot on the selectmen's agenda for that meeting.

Team agreed to meet again on Monday, November 13, at 7:00 PM, with various team members being unavailable next week. Meeting to be held at Houghton Building, space permitting.

Motion to adjourn by M. Ayotte, seconded by C. Lineberry.

MEETING ADJOURNED

A handwritten signature in black ink, appearing to read "Dan Ayotte", is written over the "MEETING ADJOURNED" text. The signature is fluid and cursive, with a long horizontal stroke extending to the right.