

January 10, 2007

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DESIGN**

CONFERENCE REPORT

PROJECT: PELHAM 14491
(NH 111A, Improvements to Town Center Intersections)

DATE OF CONFERENCE: December 21, 2006

LOCATION OF CONFERENCE: Pelham Police Community Conference Room

ATTENDED BY: DEPARTMENT OF TRANSPORTATION

OTHERS

Chris Waszczuk
Craig Green
Bill Oldenburg

Working Group Members
(See Attached List)

SUBJECT: Working Group Meeting # 2

NOTES ON CONFERENCE:

Introduction and Review of the Placemaking Results

Mr. Waszczuk made introductions, and discussed the schedule of the project and the project status with respect to the project development process. Mr. Waszczuk explained the purpose of the Working Group was to act in an advisory capacity and provide a conduit for the Town to the Department in formulating the concept for this project. He then went on to discuss the results of the Placemaking Workshop held on October 19, 2006 (Handout). He noted that the Results document included each location that was reviewed, the Placemaking evaluation of each site, the opportunities each group identified for their location, and the list of problems identified for each location. In addition the document included the Problem Statement that each group developed. The common themes of each Problem Statement were identified and a draft Problem Statement was developed as a starting point for the Working Group to formulate their own Problem Statement.

Problem Statement Discussion

Kerrie Diers facilitated the discussion of the Problem Statement. She noted that even though a draft had been developed, it was important that the Group understand and be able to discuss the specifics of the Problem Statement to their constituents, and that this was going to be their Problem Statement. The Group had a good deal of discussion in formulating the Town's Problem Statement. Safety and congestion were important issues that the Group felt should be stated in the Problem Statement. Once the discussion was completed on the Problem Statement the Group agreed they had reached consensus for the Problem Statement (see attached) that would be used for the project.

Discussion of the Public Involvement Plan

Mr. Waszczuk reviewed the Public Involvement Plan (PIP) with the Group. The PIP is intended to layout how information on the project will be communicated to the public. The PIP includes the principles of Context Sensitive Solutions, the project background, the project team, a discussion on the project development process, the types of meetings, guidelines and procedures, and communication methods. Mr. Waszczuk emphasized the guidelines and procedures, which include "How we treat each other", "How we make decisions", and "How we communicate with those outside the working Group". The Group agreed with the guidelines and procedures.

During the discussion of the Communication section of the PIP, it was suggested there should be website link from the Town's website to the DOT website for another means of the public to view the working group meetings and the progress of the project. Mr. Jeff Gowan will work on this link. It was also suggested that meeting notices be put on the Town's cable television station. Mr. Gowan suggested that a communication subcommittee of the Working Group be formed to strategize the best methods to inform the public. Leo Thibeault and Jean-Guy Bergeron volunteered to serve on the subcommittee. Dave Hennessey suggested that the Working Group meetings and the project progress be discussed during a segment of the televised meetings of the selectmen's meeting, the zoning board meetings, and planning board meetings. The working Group agreed.

Two newspapers were added to the PIP media list, the Lowell Sun and the Lawrence Eagle Tribune. In addition Mr. Waszczuk suggested the addition of the NH Division of Historic Resources (NHDHR) as a member of the Working Group. The Group agreed and Linda Wilson from the NHDHR will be contacted and added to the list. The issue of having the Working Group members phone numbers in the PIP was discussed since the PIP will be placed on the internet. It was decided since the intent of the working group was to serve as a conduit to represent certain interests within the community that lists of the working group member's phone numbers in the PIP was appropriate.

Discussion of the Vision Statement

Kerrie Diers facilitated a discussion with the Working Group on formulating a Vision Statement. She explained what a vision statement was and what made up a good vision statement. Examples of recent vision statements were provided to the group to generate discussion. It was agreed that the development of the vision should be done by listing a series of short statements of what the community's vision should contain, that ultimately could be assembled into a statement. Attached is the list developed by the group. The next step will be to e-mail the list out to the Working Group for their review and for them to draft a vision statement. The DOT will also draft a vision statement based on the Working Group list. The Working Group was asked to e-mail their vision statements back to Mr. Waszczuk who will compile the statements for the next Working Group meeting.

Assignments for the Working Group Members

- Develop a Vision Statement based on the list of statements suggested at this meeting
- Begin thinking about low cost short-term improvements, which might be a consideration for the town center. This will be discussed at the next meeting.

Next Meeting

The next Working Group meeting is scheduled for February 15, 2007 at the Police Training room.

Submitted by:

William J. Oldenburg, PE
Chief of Preliminary Design

Noted by: CAG, CMW

cc: J. Moore
C. Green
Tom Gaydos, Pelham Town Administrator

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