



Meeting Notes

Place: Jaffrey Town Hall
Meeting Room
9:00 AM

Date: March 13, 2017

Notes Taken by: Marty Kennedy

Project #: 52457.00

Re: Jaffrey US 202
16307
Project Kick-Off Meeting

ATTENDEES: Jo Anne Carr (Planning & Economic Dev), Frank Sterling (Select Board), Jon Frederick (Town Manager), Randy Heglin (Public Works), David Chamberlain (Fire Dept.), Bill Oswalt (Police Dept.), Victoria Chase (NHDOT), Marty Kennedy (VHB)

Mr. Kennedy began the meeting with a brief overview of the project scope and schedule. He indicated that the purpose of the project is to address traffic congestion and pedestrian safety related issues in the vicinity of the US 202 "dog-leg" intersections of Main Street at Peterborough Street and at River Street.

The results of previous study efforts, as well as previous input from the public, suggest the need to upgrade the Main St. /Peterborough St. /Turnpike Rd/Stratton Rd/Blake St five-way intersection (possibly a roundabout) as well as to extend US 202 from Blake Street across the Contoocook River so that it rejoins River Street (US 202) south of Main Street.

The project schedule extends over a 2-year period including preliminary engineering, environmental documentation, and public participation. Upon completion of this 2-year phase of the project and the selection of a preferred alternative, the project will advance to final design with the goal of advertising for construction in late 2021.

The data collection effort such as traffic volume counts, physical and operational inventories, and the collection of environmental resources will occur throughout the spring of 2017. It was noted that traffic counts will be conducted during the spring (with school in session) and again in the summer (with school out). Also, VHB will be using a drone to conduct an origin/destination survey. VHB will coordinate with the Town/Police/Airport as to the date and time period that the drone will be in the air.

Fire Chief Chamberlain noted that the Town has cameras that continually monitor the dog-leg intersections and would be willing to share access to the video with the project team.

The schedule calls for the alternatives evaluation to occur during the last half of 2017 with a goal of having the proposed action defined by the end of 2017, which would allow the team to proceed to evaluating the impacts of the proposed action through the spring of 2018. The environmental study would be prepared by mid-2018 with a public hearing in the fall.

The Public Outreach portion of the scope calls for:

- Nine (9) Advisory Committee meetings

2 Bedford Farms Drive
Suite 200
Bedford, NH 03110-6532
P 603.391.3900

- Three (3) Public Informational meetings (possible open house or workshop formats)
- One (1) Public Hearing
- Four (4) Newsletters
- NHDOT Project Page www.nh.gov/dot/projects/jaffrey_16307/index.htm where project documents will be posted

Mr. Kennedy proceeded to discuss the role of the Project Advisory Committee including the following:

- Committee members are expected to represent and serve as a liaison to the community.
- The Committee serves in an advisory role and is not a decision-making body. However, as a group, the Committee will be asked to seek consensus.
- Committee members are asked to work as team, respect all opinions and refrain from monopolizing the conversation.
- Expect approximately nine Committee meetings over the next 18 months.
- We'll send out a notice of the meeting, agenda, and any review material by e-mail in advance of each meeting.
- Expect meetings to go between 1 ½ and 2 hours. We start meetings on time and we end them on time.

Town officials at the meeting discussed potential candidates to serve on the Advisory Committee. They discussed the need to have a representative cross-section of the community including town staff/officials, residents, business leaders, etc. Jo Anne Carr indicated that they will identify a representative group of approximately nine individuals who would be willing to serve on the project Advisory Committee. Once they have commitments from these individuals, the names and contact information will be forward to the NHDOT and VHB.

Once the Advisory Committee is formed, we will schedule the first Advisory Committee meeting so that we can review the project scope, schedule, and purpose with the Committee.