



Town Center Committee

Meeting Minutes

Slade Building

August 25th, 2016

7:00 PM

Attendees: Dan Galante, Alicia Muck, Bill Hansen, Bill Homans, Brett Duncan, Ann Gushue, Nir Cohen, Phillip Churchill, WPI Students Sarah Campos and Alex Bosworth

- 1. Meeting called to order at 7:05 PM. Reviewed unofficial minutes from 7/21/16 meeting (no quorum)**
- 2. Alicia volunteered to take the meeting minutes. As per previous meetings, this is a rolling responsibility and will be performed by different Committee members each meeting.**
- 3. WPI Student involvement, committee discussed the project and the student's expectations, topics discussed were:**
 - Introductions: Committee members and WPI students introduced themselves
 - The WPI student's project lasts 4 terms at most. They must complete it by May 2nd, and have a goal to complete it by early March.
 - There were no initial questions from the students
 - Important to first deal with RFP for design firm (students develop scope with our input) to get bids out ASAP. 3-4 week bidding period. Dan reviewed the portions of the RFP that we would like the WPI students to complete focusing on the Intro paragraph to "hook" a design firm. It was recommended that the students work with the DPW director
 - It was recommended that students thoroughly review the TCC Survey
 - Other areas that the committee would like the students to help with are:
 - Identify zoning considerations, design standards relative to signage, setbacks for new structures, fences, sidewalks, road widths, speed limits, etc. – Work with DPW director for assistance with where to go to for information – traffic counts, Rietta Ranch Sunday's, etc.
 - Residential / Commercial / Sewer / Water review, it was noted that public sewer and water will not happen in the near future.
 - Overall safety review and level of importance discussion for safety elements
 - In addition to safety, develop list of elements that will be included in the scope (road, lighting, speed bump/traffic tables, signage, etc.)
 - Setting up listening sessions for public comment and interaction – students put together materials (posterboard, etc.) for session
 - Incorporating Town Common, Clark's Corner, Rec Field, potential Senior Center, School, Parking, etc.

- Review RFP qualifications and costs and assist TCC with design firm selection
- Work with design firm to develop schematic design with elements they have researched and discussed with the TCC
- Research grants / funding sources. Complete streets, MassWorks, CDBG, STRAP, MRPC contact
- Costs for design elements – estimating project cost, maintenance costs, flexibility with potential add-ons for future development
- Incorporate design elements relative to rural atmosphere, the fact we have winters up here, etc.

4. Other Business: none

5. Motion to adjourn made by Bill Hansen, 2nd by Bill Homan. All in favor. Meeting adjourned at 7:45 PM.