

**City of Keene**  
**New Hampshire**

**AD HOC LOWER WINCHESTER STREET COMMITTEE**  
**MEETING MINUTES**

**Tuesday, October 18, 2022**

**6:00 PM**

**Whitcomb Hall,  
Swanzy**

**Members Present:**

Douglas Hamshaw, Chair  
Sarah Bollinger, Vice Chair  
Christopher McCauley  
Douglas Fish  
Jim Lamp

**Staff Present:**

Don Lussier, City Engineer  
Brett Rusnock, Civil Engineer

**Members Not Present:**

Jimmy Tempesta  
Trevor Bonnette

**1) Opening/Introductions/Roll Call**

The Chair, Mr. Hamshaw, called the meeting to order at 6:04 PM asked the committee members present to stand and introduce themselves.

**2) Acceptance of Minutes of October 4, 2022 Committee Meeting**

Mr. Hamshaw observed that the meeting minutes were very thorough and appeared to accurately represent the prior meeting. He asked if any members present would like to make any changes. Hearing none he asked for a motion. A motion to accept the minutes of the committee's October 4, 2022 meeting was made by Ms. Bollinger and seconded by Mr. McCauley. The motion carried unanimously.

**3) Adoption of Rules of Procedure**

Mr. Lussier explained that a revised draft of the Rules of Procedure had been circulated to committee members. As the committee requested, the Rules have been updated to allow for committee members to attend remotely, provided that a quorum is physically present at the meeting place. Mr. Hamshaw asked if there were any other comments on the proposed Rules of Procedure.

A motion to adopt the revised Rules was made by Ms. Bollinger, seconded by Mr. McCauley and carried unanimously.

4) **Project Overview**

Mr. Hamshaw invited the Consultant to provide a presentation of the project to those in attendance.

Gene McCarthy of McFarland Johnson introduced himself and his team. McFarland Johnson is the engineering consultant responsible for the planning and design phase of this project. He described the scope limits of the project as running from just south of Rt. 101 in Keene to the existing Market Basket traffic signal in Swanzey. The project also includes the replacement of the bridge over Ash Swamp Brook as a major component.

He explained that the project is intended to address the existing deficiencies along the corridor and that the purpose of tonight's meeting is to help the consultant understand what those deficiencies are.

Mr. McCarthy explained that they are at the very beginning of the first phase, which is the engineering study. During this phase they will perform with the following tasks.

- Information gathering/base maps
- Detailed survey
- Resource identification
- Project definition
- Alternatives development
- Structures studies on the bridge
- Abstracting—establishing the existing right-of-way
- Public involvement
- Utility coordination
- Geotechnical investigations

The public will be involved in this project through public meetings, a website, and other outreach. A project specific web page will be established on the City of Keene's site in the next 2 to 3 weeks. Copies of presentation, meeting notes and other information will be available through that website.

At the end of phase one, the consultants will write an engineering study report that documents everything done at these meetings and any recommendations the Committee makes to the Keene City Council and the Swanzey Board of Selectmen. Once approved by both entities, the report goes to DOT and when they accept it, the project can move into phase two.

5) **Public Discussion**

Mr. McCarthy then asked the attendees to split up into 5 small discussion groups and gather around the tables in the back of the room. Committee members were asked to split themselves up with one member at each table. Mr. McCarthy asked each group to discuss and record their answers to two questions: What are the problems/challenges with Winchester Street? And what are the opportunities for Winchester Street? Groups were given approximately 20 minutes to discuss each question and lively conversations ensued at each table.

At the end of the small group discussion period, one representative from each table shared the answers that their table had discussed. They included:

**What are the problems/challenges on Winchester Street?**

- Left Turns
- Avoidance
- Safety
- Pedestrian Crossings
- No Bike Accommodations
- Vacancies
- Full Accessibility
- Pedestrian Accommodation along Route 10
- Roundabout traffic
- Left turns from driveways
- Speed south of bridge
- Speed
- Bridge width
- U-turns
- Utility upgrade
- Speed from Market Basket intersection
- No rail trail signage
- Traffic Platoons
- Flooding at brook
- Sight distance at Matthews Road intersection
- UPS peak (truck traffic at around 9:00 am)
- Traffic mix
- Lack of green space
- Snowmobile crossing
- Truck traffic
- Peak period traffic
- Growth restrictions
- Matthews Road cut through

**What are the opportunities on Winchester Street?**

- Add Capacity
- Improve Matthews Road intersection
- Accommodate future development /redevelopment.
- Access to rail trail
- Improve drainage
- Widen bridge
- Slow traffic
- Crosswalks at signals
- Add sidewalks and bike lanes
- Improve brook access
- Roundabout at Matthews Road intersection
- Right turns only
- Aesthetics
- Bury utilities
- Turn lanes (3 lanes)
- Enforcement
- Left turn pockets
- Signals
- Signage for rail trail and snowmobile trail
- Access management
- No Roundabouts
- Crosswalks
- Multi-Use path
- Lucinda Terrace grading
- Green median
- U-Turn opportunities
- Utility concealment

**6) Project Schedule**

Mr. McCarthy provided a rough schedule for the Engineering Study Phase:

- Public listening sessions: October 2022
- Alternatives development: November – December, 2022
- Steering Committee review of Alternatives: January 2023
- Steering Committee select Preferred Alternative: February 2023
- City Council / Board of Selectmen presentations: March 2023
- MSFI Committee/Public information meeting: March 2023
- City Council / Board of Selectmen adoption of Proposed Action: April 2023
- Finalize engineering study report: June–July 2023

Construction money is allocated for this project in FY-2025, leaving two years after phase one to design the project and finish environmental processes.

7) **Adjournment**

There being no further business, Chair Hamshaw adjourned the meeting at 7:47 PM.

Respectfully submitted by,  
Donald R. Lussier, P.E.  
City Engineer  
October 19, 2022