

**BOARD OF SELECTMEN**  
**Minutes of April 8, 2013**

**MEMBERS PRESENT:** Chairman Phil LoChiatto called the meeting to order at 7:00 PM. Selectmen Ross McLeod, Kathleen DiFruscia, Roger Hohenberger and Al Letizio were present; as was Town Administrator David Sullivan. Mr. LoChiatto opened with the Pledge of Allegiance.

**ANNOUNCEMENTS:** Mr. McLeod noted that on April 18<sup>th</sup> the Greater Salem Chamber of Commerce will hold their annual Economic Development Pillar Award event; adding that Mr. Max Puyanik of Convenient MD is slated to receive an award.

Recreation Coordinator Cheryl Haas announced that Barbara Coish, President of Windham Seniors Inc., was recently named recipient of the 2013 Joseph D. Vaughan award for her volunteer efforts on behalf of seniors. Ms. Haas noted that the award will officially be presented to Mrs. Coish on May 6<sup>th</sup> at the Governor's office.

**LIAISON REPORTS:** Mr. Letizio noted that several Spring into Savings open houses had been held the previous weekend. Also the next in the Windham EDC's free business seminar series will take place on April 18<sup>th</sup> relative to safety and emergency preparedness for businesses. Mr. Letizio then noted that the Economic Development Committee has introduced a "Welcome to Windham" package for new residents/businesses, consisting of information from over sixty contributors; presenting a sample of same for the Board to view.

**CORRESPONDENCE:** None.

**MINUTES:** Mr. McLeod moved and Mr. Hohenberger seconded to approve the minutes of March 18<sup>th</sup> as written. Passed unanimously.

Mrs. DiFruscia moved and Mr. Hohenberger seconded to approve the minutes of 10/22, 12/13, 1/28, and 3/25 as written. Passed 4-0-1, with Mr. Letizio abstaining.

**SCOTT MERRICK:** Mr. Scott Merrick introduced himself as a point of contact for Senator Shaheen; noting that the Senator's office can be a great resource and has facilities throughout the state offering constituent services and municipal assistance. Mr. Merrick then indicated he had been asked to advise the Board regarding possible legislation to eliminate the tax exempt status of municipal bonds. He clarified that such a possibility was raised as part an overall tax code reform discussion, however, he was unsure whether anything further would happen with it this year. Mr. Merrick suggested that the Board address in writing to the Senator examples of why the exempt status should be kept; adding that he will keep the Town apprised on this matter. Brief discussion ensued.

**RECREATION:** Ms. Haas approached requesting that the Board accept the donation of gift cards, valued in total at approximately \$400, from Convenient MD towards the Annual Daddy/Daughter Dance. Mrs. DiFruscia moved and Mr. McLeod seconded to accept this donation with gratitude. Passed unanimously.

*Ms. Haas* then advised that a vendor permit application had been received from Kona Ice; adding that the vendor in question had been approved by the Board last year and that all required signatures have been received. Mr. Hohenberger moved and Mr. McLeod seconded to approve issuance of a vendor permit to Kona Ice. Brief discussion ensued regarding the Town required process of background checks and insurance coverages. Passed unanimously.

*Mr. Sullivan* advised that a request had been received from resident Joseph Higginbottam to waive the fishing key restrictions to allow him access with a 16' boat powered by an electric motor; clarifying that that access to Cobbetts Pond via purchase of a fishing key is currently limited to no more than 15' / 15hp. Mr. Sullivan noted that this request has yet to be reviewed by the Recreation Committee, which will not meet until the following Thursday.

Mr. McLeod suggested that the Recreation Committee be asked to determine why the cut off for access is set at 15'. Mrs. DiFruscia clarified that the Cobbetts Pond Improvement Association has worked for years with Recreation relative to the boat sizes, and it was established at 15' as that is the size of a typical fishing boat. Discussion ensued and it was the consensus of the Board that this request be sent to the Recreation Committee for review and that they return to the Board with a recommendation.

*Skate Park:* Ms. Haas opened the discussion by giving a brief explanation of events leading up to the current closure, which has been in effect since 9/24/2012. She noted that same evening the Board had tasked a group of individuals with meeting with Recreation and the Police Chief to develop a plan; which had not occurred despite her reaching out to the group several times. Ms. Haas indicated she had been invited just the previous Thursday to meet with Mr. David Hutchins and the Chief of Police and, at that time, Mr. Hutchins had suggested removal of the helmet rule and installation of video cameras via an NOTB hosted fundraiser. She explained that Recreation does not recommend elimination of the helmet rule, and cited issues with an event hosted in 2008 by NOTB. Ms. Haas went on to note that, despite being locked/posted since September, kids are still breaking into the skate park; even to the point of bringing tools with them to do so. She clarified for the Board that Recreation's position has not changed, and that elimination of the helmet rule will not stop the issues with trash, language, and urinating within the Skate park. Ms. Haas added that Recreation would like to begin exploring whether anyone is interested in purchasing the equipment.

Mrs. DiFruscia noted that she did see several individuals inside the skate park the previous Saturday, and went on to indicate that she was concerned that the Board's directive was circumvented and the group had exhibited a lack of compliance with both it and the skate park rules. She felt the Board should not reward the skaters for not following the rules by doing away with same; adding that what Mr. Hutchins proposed was not a plan. Mr. Hohenberger inquired whether there was an opportunity to move the skate park behind the Police Station, and Ms. Haas replied there is a location available but it would cost a lot of money to move the equipment.

Chief Lewis approached expressing his frustration with the situation and the issues at the skate park. He noted there exists an established set of rules for the skate park, much like every other Town facility, which are being broken and that the department must enforce. He noted officers spend an inordinate amount of time at the skate park, and that something needs to be done. Chief Lewis noted that Mr. Hutchins, and those like him, are great kids and it was for such kids that the skate park was built, however, the vast majority of users are not like them. He clarified that the group had not done as directed on 9/24, and that the meeting the previous Thursday had been a brainstorming session only. Chief Lewis then noted that, if the decision to formally close the park was going to be made then, from a public safety standpoint, the Board needed to determine what he was to do.

Mr. David Hutchins approached, noting that his meeting with the Chief had been eye opening for him, in that he knew issues existed but not to what magnitude. He went on to explain that he had spoken to Brian Johnson, Pelham's Recreation Coordinator, who had advised that what helps in Pelham is the use of security cameras and the fact that the park is located behind the Police Station. Mr. Hutchins also noted that Pelham does not enforce their helmet rule; adding it is not required as part of the Town's insurance.

Mr. Hutchins then went on to explain that, from a financial and timing aspect, he would propose that the Board: 1) eliminate the helmet requirement, which not a single other public park has; 2) allow a fundraiser via an NOTB hosted event to install two cameras, one in the parking lot and one in the skate park, and; 3) that green screens be hung and/or shrubbery installed between the skate park and the walkway (see attached). He added that NOTB has offered to arrange everything for the fundraising event, including prizes and instructional/ educational aspects.

Mr. Hohenberger inquired what had happened to the coordination of a group of volunteers to monitor park, as discussed in September. Mr. Peter Ventolo approached, noting he had been one who had spoken in September and explaining that the group had several meetings since then. He confirmed that Recreation had not been invited to attend any of those meetings, and explained that the group had made the decision not to

based upon what he termed the opposing goals of each. Mr. Ventolo suggested that the Board establish a goal for the Recreation committee regarding the skate park, as a common goal is needed to work towards making it successful. He went on to reiterate the reasons for Pelham's success.

Mrs. DiFruscia felt that Mr. Ventolo was shifting the responsibility to the Recreation Committee; adding that she had been included in the emails back and forth between the group and same. She noted that Recreation does have a plan for the park, and it involved users obeying the rules as posted; adding that it was up to the group to develop a plan to keep the park open, which should have taken place over the winter. Mr. Ventolo noted that Recreation had made a decision to close the park, which made it difficult to invite them to attend the group's meetings.

Recreation Chair Dennis Senibaldi approached, expressing his disagreement with Mr. Ventolo; noting that at the September meeting he had spoken to Mrs. Hutchins and told her Recreation would give 100% towards the Board's directive that they work with the group. He noted that it would take approximately \$15K just to construct a pad behind the Police Department for the skate park; adding that, while it could be moved, it was a question of whether funds were available to do so. Mr. Senibaldi indicated he did not believe that cameras were a feasible solution, given the distance involved and the lack of internet at the Park; adding that such a system would cost approximately \$5-7,000.

Representative Charlie McMahon approached indicating he believed the Town was overreaching in monitoring the skaters' behavior; specifically the utilization of Police resources for helmet enforcement, which should be a matter of choice. He indicated enforcement of same has been used as a "hammer" by those who do not like the skate park; and went on to note that it should be addressed similarly to the Town beach and the Town should not be babysitting the skaters. Mr. McMahon reiterated that no helmets in the park does not represent an insurance liability; adding that it should be kept as a rule but not enforced. He also suggested that trash bins be moved inside the area, and that the skaters be educated. Mr. McMahon noted that a cohesive goal of rational oversight for the park needed to be developed, and offered his services as chair of meetings between all the parties.

Mrs. Michelle Hutchins approached noting that she had responded to Ms. Haas regarding attending Recreation's meeting; noting she was unavailable on Thursday evenings. Mrs. DiFruscia cited another email which Mrs. Hutchins had not replied to, and a discussion ensued regarding the conversations or lack thereof with Ms. Haas.

Mrs. Hutchins noted that, according to Mr. Johnson, Pelham does not have a problem in their skate park; clarifying that the park is not isolated but rather it sits right by a sportsfield. She expressed concern that her son had come that evening with some great proposals, yet the Board was only concerned with a list of parent volunteers. Discussion ensued in that such a list had been proposed by the group, not the Board, in September; as well as the helmet regulations. Mrs. Hutchins suggested the Board try the proposals, which involved no cost, for one season to see if they worked.

Mr. Bob Coole approached expressing concerns regarding security cameras relative to vandalism, monitoring, and costs related to same; noting this possibility should have been discussed at budget time. Discussion ensued.

Mr. LoChiatto noted that the purpose of this agenda item was as an update, and not for the Board to make a decision at that time. Mr. Hohenberger felt the Board should make a decision, adding that while he applauded the kids' effort he had concerns regarding the lack of meetings with Recreation. Mr. Hohenberger noted that several things have been tried to keep the park, and questioned where the time and funds to monitor it if kept open with cameras would come from. He went on to indicate that the skaters seem to believe that if the helmet rule is removed the other issues will stop, which he disagreed with. Mr. Hohenberger then stated he believed the skate park needs to go and, if that is the Board's determination, then it needs to go immediately.

Mr. Letizio concurred with Mr. Hohenberger regarding the efforts of Mr. Hutchins and others like him; adding that the Board is required to make a decision which is in the best interest of all. He went on to note concerns he had with Mr. Hutchins proposal, noting he did not agree with keeping but not enforcing the helmet rule, nor the added expense of cameras, nor with installation of the green screens. Mr. Letizio suggested that, rather than voting to close the park immediately, the group consult with Recreation regarding possible modification of the rules to ones that are enforceable; with one more meeting with the Board to follow. Lengthy discussion ensued regarding the helmet regulations, the intent of the Board in September, and whether moving the park was a viable solution.

Mr. Hohenberger moved and Mr. McLeod seconded to close the skate park at Griffin Park immediately. Discussion ensued as to the need to move the equipment and concerns regarding same.

Mr. Hohenberger amended his motion and Mr. McLeod his second to add that the equipment be removed and stored as soon as possible. Passed unanimously.

Mr. McLeod then moved and Mrs. DiFruscia seconded to encourage the Recreation Coordinator, Recreation Committee, Chief Lewis, and the Hutchins to meet over the summer to develop a plan/workable alternative for the skate park for presentation at the end of the summer; with the equipment to not be sold until such time. Passed unanimously.

**NON-PUBLIC SESSION:** Mr. Letizio moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a. Roll call vote all "yes". The topic of discussion was personnel and the Board, Mr. Sullivan, Ms. Haas, and Ms. Devlin were in attendance in all sessions.

Ms. Haas discussed the returning park ranger positions with the Board. Mr. Hohenberger moved and Mr. McLeod seconded to approve the return of those park rangers as recommended by Ms. Haas. Passed unanimously.

*Mr. McLeod* recused himself from the remaining session.

Ms. Haas discussed the returning lifeguard positions with the Board. Mr. Letizio moved and Mrs. DiFruscia seconded to approve the return of those lifeguards as recommended by Ms. Haas. Passed 4-0.

**NHDOT I-93 UPDATE:** Mr. Pete Stamnas and Mr. Jay Levine provided the Board with an update on the status of the I-93 project, highlights of which included:

- Seventeen of the 19 red list bridges are now out of service, which is a project milestone.
- \$315M (54%) of funding is actively under construction or complete.
- One area of the Exit 3 portion of the project remains to bid, which is for the northbound lanes and Route 111A; which is expected to be completed by 2016.
- \$250M in unfunded projects remain north of Exit 3, which the State has the authority to bond.
- The entire corridor is expected to be completed by 2020.
- Clearing of trees, and addressing of stormwater issues, pumps/basins is ongoing on the future Route 111.
- Blasting in the area behind Mr. Letizio's building up to Wall Street will escalate over the next few weeks; with the majority of it taking place between the hours of 8AM to 5PM, Monday through Friday. The exception being in the area of Early Years, which will take place between 6 and 7 PM on weeknights.
- Tree clearing is taking place west of Wall Street, and pouring of the concrete decks for the Route 111 and 111A bridges will soon begin.
- Most of the project is now occurring off-line and will result in minimal traffic issues.

Discussion ensued regarding blasting operations and the lack of complaints regarding same, and the cooperativeness of the State throughout the project.

Mrs. DiFruscia then requested that Mr. Stamnas address the future of the traffic signal at the current Route 111A. Mr. Stamnas reviewed a map with the Board, explaining that Route 111A is being moved to the west of the existing businesses; leaving the residual portion to become a Town road. He noted that the plan is to relocate the signal in question to the new 111/111A intersection, leaving left turns only onto Range Road and into the Convenient MD facility and no ability to take a left out of either.

Mr. LoChiatto noted that several individuals were present with a proposal to maintain the signal in its present location, and requested that Mr. Stamnas hear their concerns and perhaps agree to work with them; acknowledging that the relocation of 111A and the signal had been included in the State's plan for approximately 10 years. Mr. Stamnas indicated that the direction to minimize the signals along Route 111 had come from the Town, and the process had been followed at that time. He added that the issue of warrants also existed, however, he would hear the proposal and take it back to the State for review.

Mr. Hohenberger inquired when a determination needed to be made, and Mr. Stamnas indicated that the signal will not be moved until 2015, however, the design is already completed and the bid ready to be advertised at the end of this year. Discussion ensued.

Mr. Karl Dubay approached noting that a warrant analysis had been completed of the current 111/111A intersection, and that Mr. Rob Woodland was present to review the findings; adding that much has changed in regards to this area, the Gateway District, in the last eight years.

Mr. Max Puyanik, CEO of Convenient MD, approached noting that since opening the facility he had worked very hard in regards to community service and partnering with local organizations. He went on to note that the facility location had been chosen based upon the location/access via the signal in question; adding that he did not believe the business could be sustained without said access. Mr. Puyanik noted that he had learned most in the area were not aware that the light was moving, and without the latter access was nearly impossible to his facility due to sight distance. He noted that, with decreased access, property values in the area will decrease as well, resulting in a reduced tax base. Mr. Puyanik indicated that he understood the Town did not wish to own the signal, but added he did not believe they would have to based on the warrant analysis.

Mr. LoChiatto indicated the Board would hear from the engineer and others, but reiterated that the issue would need to go to the DOT for vetting. Discussion ensued regarding the high level of responsiveness from the DOT in the past. Several business owners then approached expressing concerns with relocation of the light; reiterating reduced convenience to clients and reduced property values, as well as concerns regarding the new Common Man project. Speakers included Mr. Andy Staley of Canobie Lake Vet, Mr. Tae Kang of 63 Range Road, and Mrs. Belinda Sinclair of Woof Woof Professional Dog Services. In addition, letters regarding same were read on behalf of Mr. Vessarios Liakas of the Windham Restaurant and Mr. Peter Mullet of 57 Range Road.

Mr. Rob Woodland of Woodland Design then reviewed his warrant analysis with Board, as attached; explaining that in his opinion the signal could be warranted at that intersection. Lengthy discussion ensued regarding the warrant requirements, initial traffic studies, which were limited to only the east side of Range Road, and that the warrants are designed as a guideline for engineers.

Mr. Woodland further explained that his analysis provides a micro versus macro assessment of the area, and that the hybrid proposal for the intersection does not take into consideration the height of the stone wall as it pertains to sight distance. Discussion ensued regarding the hybrid proposal, with input from Mr. Stamnas, in that it was not intended to be a blinking yellow light, but rather a red light to stop traffic. Mr. Stamnas indicated that he would take the analysis back to the State, and suggested that the next forum for discussion regarding the traffic signal be a workshop session.

Further discussion ensued regarding the timing of the contract, future change orders, and the need for Town support of/input towards the final design. Mr. Stamnas reiterated that any such change should be done before the project goes to bid. Discussion ensued regarding who would pay related costs, the possibility of not moving Route 111A and the need to consider those businesses who have already anticipated same, the possibility of a round about feature at the intersection, and possible scheduling of workshops to garner public input regarding same.

Mr. Puyanac approached reiterating that the proposal is not to re-engineer the State's plan, but rather to just leave the light where it is; adding that he believed the DOT will find that it is warranted. Further discussion ensued, and it was the consensus that a future workshop be arranged.

**TAX ASSESSOR:** Mr. Rex Norman approached noting that he had received a request for waiver of the residency requirements for a veteran exemption. He explained that the statute requires one to be a resident for a period of one year as of April 1 in order to receive the exemption, and that the individual in question had established residency in Florida for homestead purposes before re-establishing residency here. Mr. Norman noted that he sent the request to Town Counsel for review, who opined the Town had no legal ability to waive the residency requirement.

Brief discussion ensued regarding the amount of credit being requested, and that the owner in question will be qualified to receive same next year. Mr. McLeod moved and Mrs. DiFruscia seconded to deny the request given that the Board has no legal authority to waive the residency requirement. After further brief discussion, the motion passed 4-1, with Mr. Hohenberger opposed.

*Mr. Sullivan* advised the Board that several residents on Cobbetts Pond Road had been notified that their addresses were going to be changed as a result of an area lot restoration, and that four had petitioned to keep their existing numbers. He explained that RSA 231 requires that this now be sent to a public hearing, with all owners notified, and that staff will be arranging same.

**BID WAIVER REQUESTS:** Chief Lewis approached noting voter approval of the purchase of mobile radio enhancements, and requested that the Board consider waiving the bid requirements for the purchase of mobile radios. Chief Lewis explained that the department currently utilizes Motorola equipment, and that he has obtained a national quote through their existing vendor to purchase twelve (12) APX 6500 high powered radios. He noted that he would like to stay with Motorola equipment as it merges with what the department already has.

Mr. Letizio moved and Mr. McLeod seconded to grant the waiver of the bid requirements for the radio purchase. Passed 4-1, with Mr. Hohenberger opposed. Brief discussion ensued regarding whether Motorola was the primary equipment utilized in NH, which the Chief confirmed it was.

*Highway Agent Jack McCartney* approached noting that he would like to continue the contract for basin cleaning, which is entering its third year option. He also noted that the street sweeping and roadside mowing vendors, although their options had expired, were both willing to extend at their current bid price.

Discussion ensued regarding the sweeping contract and the offer to extend at the current price of \$69/hour, and Mr. Sullivan clarified that in 2010 three bids had been received and the other two vendors had offered \$73 and \$100/hour respectively for their third year price. He reminded the Board that they also must consider the hours each vendor estimates to complete the project.

Mr. McLeod moved and Mrs. DiFruscia seconded to place the sweeping out to bid. Passed unanimously.

Discussion ensued regarding the roadside mowing, and that to extend would cost \$8370. Mr. Sullivan noted that the only other bid received for this project had been \$13,000.

Mr. McLeod moved and Mr. Letizio seconded to place the roadside mowing out to bid. After a brief discussion, the motion failed with Mr. Letizio, Mrs. DiFruscia, and Mr. LoChiatto opposed.

Mrs. DiFruscia then moved and Mr. Letizio seconded to extend the contract for roadside mowing for two years at the price of \$8370/year. Passed 3-2, with Mr. Hohenberger and Mr. McLeod opposed.

Mr. McCartney noted that the third year option for basin cleaning represented a \$0.50 increase over last year's price, or \$15/basin. After a brief discussion, Mr. McLeod moved and Mrs. DiFruscia seconded to extend the contract for 2013 at \$15/basin. Passed unanimously.

**DAN GUTTMAN:** Mr. Guttman approached and reviewed the attached presentation regarding responsible dog ownership with the Board. Discussion ensued regarding his proposal for signage and how he intended to distribute educational letters to the Town. Mr. Guttman indicated he would expect the Board to notify all property owners via mail.

Further discussion ensued regarding postage costs to disseminate letters to all properties, as well as posting of all town lands. Mr. Guttman suggested that, alternatively, letters could be distributed by the Town Clerk upon vehicle registration renewals. After further discussion, Mr. McLeod moved and Mr. Letizio seconded that Mr. Guttman craft a letter for submission to the Board and that staff work to coordinate signage as discussed. Passed unanimously.

Mrs. Sinclair approached noting that she would be willing to manufacture and donate the signage at no cost to the Town, provided they could reflect they were courtesy of "Woof Woof Professional Dog Services". Discussion ensued, and while the Board expressed gratitude, it was clarified that advertising as such is not something generally done by the Town.

**COMMUNITY DEVELOPMENT DEPARTMENT FEES:** Ms. Scott reviewed with the Board proposed amendments to the Community Development Department fees. Mrs. DiFruscia moved and Mr. Letizio seconded that these proposed amendments be moved to public hearing. Passed unanimously.

**OLD/NEW BUSINESS:** Ms. Scott provided several updates to the Board regarding her activities as liaison to the Southern NH Planning Commission.

*Rules of Procedure:* Mr. McLeod noted minor typographical errors to the Board's Rules of Procedure as posted for amendment to change the words "Secretary" to "Administrative Assistant" and "workshop" to "meeting". Mr. Hohenberger moved and Mr. McLeod seconded to approve the Rules of Procedure as amended. Passed unanimously.

*Mr. Sullivan* asked that the members check their calendars for availability, perhaps on off-Mondays, to conduct their Strategic Planning retreat meeting with the Department Heads. Mr. Letizio queried whether the Board should have a goal setting meeting of their own prior to meeting with the Department Heads, and a lengthy discussion ensued regarding the goals of strategic planning, collaborative efforts, and the Board's need to interpret constituent desires.

Mr. Sullivan noted there was a management leadership training session upcoming the following Friday, and that he would prefer to see that followed by a meeting between Department Heads and the Board to discuss those issue raised, public input thereafter, and finally goal setting by the Board. After further discussion, it was the consensus that no date be set for the retreat and that this will be discussed again at the next meeting.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a, c and e. Roll call vote all "yes". The topics of discussion were personnel, reputations, and legal.

The Board, Mr. Sullivan, Ms. Scott, and Ms. Devlin were in attendance in the first session.

Mr. Hohenberger moved and Mr. McLeod seconded to remove Nancy Prendergast from probationary status. Passed unanimously.

Mr. McLeod moved and Mr. Hoheberger seconded to remove Colleen King from probationary status. Passed unanimously.

Mrs. DiFruscia moved and Mr. Hohenberger seconded to remove Cathy Pinnette from probationary status. Passed 4-1, with Mr. McLeod opposed.

*The Board, Mr. Sullivan, and Ms. Devlin were in attendance in the remaining session.*

Mr. Sullivan advised the Board of a personnel matter relative to disciplinary action. No decisions were made.

Mr. Sullivan advised that the health officer position had been vacated. Mrs. DiFruscia moved and Mr. McLeod seconded to accept the resignation with regrets. Passed unanimously.

Mr. Letizio moved and Mr. Hohenberger seconded to appoint Laura Scott as Health Officer. Passed unanimously.

Mr. Sullivan discussed continuation of a forbearance agreement with the Board. Mr. McLeod moved and Mrs. DiFruscia seconded to extend the agreement conditional upon the terms as discussed by Mr. Sullivan. Passed unanimously.

Mr. Sullivan discussed a request for forbearance agreement with the Board. Mr. McLeod moved and Mrs. DiFruscia seconded to approve the agreement as discussed. Passed unanimously.

Mr. Sullivan advised the Board of a police grievance received relative to compensation. Mrs. DiFruscia moved and Mr. McLeod seconded to deny the grievance. Passed unanimously.

Mr. Hohenberger moved and Mr. Letizio seconded to adjourn. Passed unanimously.

Meeting adjourned at 12:00 AM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

*NOTE: These minutes are prepared in draft form and have not been submitted to the Board for approval.*

## Proposal for Windham Skate Park, 2013

1. Amend the helmet law from “helmets required” to “helmets strongly recommended.” Or keep the helmets required law and do not enforce, as is the case in all towns I have researched (Londonderry, Nashua, Pelham). “Skate at your own risk” is stated at all skate parks we have seen. Chief Lewis estimates this change would cut down on 80% of calls to police regarding the skate park.
2. Install cameras, a strong deterrent to misbehavior, that monitor activity at the park.
3. Hang green screens (like on the tennis courts) on the fence and install shrubbery between the main walkway and the skate park. This would be visually appealing and would diminish visual and verbal interaction along the entrance to the park.
4. Hold an event, organized and run by NOTB (North of the Border), who offered to do everything free of charge including providing supervision, activities, demonstrations, and prizes. The event would be an opportunity to review rules and encourage cooperation. The event would also raise money for a fund that could pay for any vandalism of the park. The money raised would mean that all of the above solutions would cost the town nothing.
5. Make the 2013 goal for the Recreation Department to make the skate park a successful effort.



# Woodland Design Group

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Inc.

Civil Engineering - Land Planning - Transportation Engineering

April 8, 2013

Mr. Phillip Lochiatto  
Chairman  
Board of Selectmen  
PO Box 120  
Windham, New Hampshire 03087- 0120

**RE: Traffic Signal Warrant Analysis  
Intersection of NH Route 111 (Indian Rock Rd)  
And Range Road  
Windham, New Hampshire  
WDG Project No. 13-0315-1**

Chairman Lochiatto:

Woodland Design Group, Inc. (WDG) has been retained by MacThompson Realty, Inc. to review of future traffic conditions at the existing signalized intersection of NH Route 111 (Indian Rock Road) and Range Road in Windham, New Hampshire. The purpose of this study is to determine if the existing traffic signal at the intersection will still be warranted upon completion of the NH Route 111A realignment project. WDG also reviewed potential traffic safety issues associated the potential removal of the existing traffic signal.

Our assessment is based on field observation at the existing intersection, and a review of the traffic projections for the intersection provided in the previous traffic reports:

- I-93 Environmental Impact Statement Salem to Manchester Corridor, VHB
- Traffic Impact and Access Study for the MacThompson Realty, Inc. Site (Dated July 2008), GPI
- Design Hourly Volumes, Steven G. Pernaw & Company (Dated October, 15, 2012)
- Traffic Signal Design for the current four-way Intersection, Golde Planning and Design, Inc.
- Sight Distance Plan - MacThompson Realty, Inc. Site, Golde Planning Development, Inc

WDG also reviewed the proposed I-93 Exit 3 interim and final construction plans, as well as preliminary plans to provide additional site access to the future realigned NH Route 111A for some of existing developments on located on the west side of Range Road.

WDG then prepared future peak hour traffic volume projections for the intersection assuming that the Range Road approach would continue to provide full access to the NH Route 111 (Indian Rock Road) upon completion of the NH Route 111A realignment project. Our analysis indicates that that the projected traffic levels on Range Road would exceed the Peak Hour Traffic Signal Warrants, during the

weekday morning, weekday evening and Saturday midday peak hours, even with the anticipated diversion of traffic associated with the Route 111A realignment project. In addition, the removal of the existing traffic signal would result in a traffic safety issue MacThompson Realty Site, which is currently addressed by the existing traffic signal. This report documents our findings.

### ***Project Background***

The existing traffic volumes at the intersection of NH Route 111 (Indian Rock Road) and NH Route 111A (Range Road) are well in excess of the traffic signal volume warrants. However, with the planned diversion of the NH Route 111A traffic from Range Road, future traffic volumes on the Range Road intersection approach are expected to decrease. It is our understanding that NHDOT had contemplated removing the traffic signal at the intersection (presuming that it would be no longer warranted after the planned realignment of NH Route 111A). In addition NHDOT had proposed to restricting the exiting movements from Range Road onto NH Route 111 (Indian Rock Road), to right-turn out only, upon completion of the NH Route 111A diversion.

As part of the I-93 construction effort, the intersection of NH Route 111 (Indian Rock Road) and NH Route 111A (Range Road) has been reconstructed, and reconfigure the intersection to make NH Route 111 (Indian Rock Road) as the primary through movement through the intersection, with NH Route 111a (Range Road) forming the minor side street approach. However the NH Route 111A, has not yet been constructed, so a new traffic signal was constructed to accommodate the interim traffic conditions. (until the NH Route 111A traffic could be diverted off Range Road and onto the proposed location approximately 700 feet west of Range Road).

The traffic signal was since modified to accommodate a fourth leg to the intersection to serve as the primary access to MacThompson Realty, Inc development located in the northwest corner of the intersection. It is also our understanding that NHDOT has been working with exiting commercial business located in the west side of Range Road to provide direct access to the future realigned NH Route 111A.

The planned I-93 Exit 3 improvements (including the planned realignment of NH Route 111A), and preliminary access connections to the existing commercial properties located on the west side of Range Road, and surrounding property boundary's were superimposed on a aerial photo to place these planned improvements in the context of the existing intersection and surrounding properties. The Area Plan is provided attached.

### ***Peak Hour Traffic Projections***

Based on a review of the traffic projections presented in I-93 Environmental Impact Statement (EIS) for the Salem to Manchester Corridor ( Figure 4.2-4 2020 Selected Alternative Traffic Volumes AM Peak Hour, and Figure 4.2-5 2020 Selected Alternative Traffic Volumes PM Peak Hour, prepared by Vanasse Hangen Brustlin, Inc.(VHB), it appears that the projected 2020 peak hour traffic volumes had assumed that the left-turn exiting movements from the Range Road approach would be restricted.

Since the initial traffic projections included in the EIS, a fourth leg to the intersection was added to accommodate the MacThompson Realty, Inc. primary site driveway serving a commercial development which is now built and substantially occupied. As part of the traffic signal modifications, the previous traffic projections at the intersection were updated to reflect a fourth leg of the intersection



and full access to NH Route 111 (Indian Rock Road) to and from Range Road. These traffic projections were developed by Steve G. Pernaw & Company (Dated October 15, 2010) and were based on the initial traffic projections presented in the GPI Traffic Impact and Access Study (Dated July 2008), but with minor adjustments for the MacThompson Realty Site traffic, assuming full access to and from the site from each leg of the intersection. However, these design hourly volumes did not attempt to account for the existing commercial business on Range Road, would continue to use Range Road to NH Route 111 (Indian Rock Road) if the traffic signal were to remain.

Building on the previous traffic studies and projections, WDG develop future traffic projections at the intersection assuming that the existing traffic light would remain and that existing Range Road developments would continue to have full access to NH Route 111 (Indian Rock Road) even after the completion of the planned NH Route 111A realignment. As stated previously, it is our understanding that NHDOT is currently working with the existing commercial properties located on the west side of Range Road to provide them with direct access to the future realigned NH Route 111A. To provide a conservative assessment of future traffic volumes on the Range Road intersection approach, WDG assumed that all traffic associated with the existing commercial properties on the west side of Range Road attempting to gain access to NH Route 111 (Indian Rock Road) westbound would use the new direct connection for these parcels to the relocated NH Route 111A (at the rear of their properties). However, the existing commercial properties on the east side of Range Road can not be provided direct access to the future realigned NH Route 111A. Consequently, the existing development on the East Side of Range Road, if allowed, would continue to use Range Road to access NH Route 111 (Indian Rock Road). The existing developments on the east side of Range Road in the vicinity of the intersection will also contribute to the future traffic volumes on the Range Road intersection approach included:

- 3,300 Square Foot Specialty Retail Building
- 5,700 Square Foot Quality Restaurant
- 1,800 Square foot Veterinary Clinic
- 21, 300 Square foot Office Building
- Approximately 30 Single Family Homes Located on Edgewood Road

Vehicle Trip generation estimates for each of the above existing developments were distributed to the intersection assuming logical travel routes to and from each site, assuming Range Road would still have full access to NH Route 111 (Indian Rock Road). The vehicle trip generations estimates for each of the existing developments on the east side of Range Road are provided in the Appendix of this report. The peak hour vehicle trip assignments for each use, assuming full access from Range Road to NH Route 111 (Indian Rock Road) are presented in the Traffic Projection Model in the Appendix of this report. The additional traffic associated with these developments were then added to the previous Pernaw projections for the MacThompson Realty Site, to create the future peak hour traffic volumes assuming maintaining the existing full access for Range Road. These traffic projections form the basis of the signal warrant analysis presented below.

### ***Signal Warrant Analysis***

Based on the traffic projections presented in the Appendix of this report, the peak hour traffic warrants are met during all three time periods reviewed. The projected t upon completion of the NH Route 111A realignment. raffic volumes on the minor street approach (Range Road) each exceed the minimum side street traffic levels needed to satisfy the peak hour traffic signal warrant. In addition, the

projected opposing traffic on the mainline roadway NH Route 111 (Indian Rock Road) is also substantially higher than would be needed to meet the peak hour traffic signal warrants.

It should be noted that MUTCD does provide additional traffic volume warrants, including 4 hour and 8 hour traffic volume warrants. However, the EIS and subsequent studies did not provide additional information needed to develop the hourly volume conditions needed to develop the four hour or eight hour traffic signal warrants. Given the limited data projections it would be impractical to project these additional hourly volume conditions. However, these additional hourly conditions could be measured based on actual 72 hour traffic counts on the roadways after the NH Route 111A, diversion was in place to provide these additional traffic volume warrants.

**Available Sight Distance - MacThomson Realty, Inc. Site Driveways**

The available sight distance at the MacThompson Realty, Inc. site driveways on NH Route 111 (Indian Rock Road) were reviewed as part of the State Highway Access Permit and Traffic Signal design. The available sight distance at each of the proposed driveways was determined based on procedures outlined in *A Policy On Geometric Design of Highways and Streets*, published by the American Association of State Highway and Transportation Officials (AASHTO). WDG then compared the available sight distance at the proposed driveways to the required Intersection Sight Distance for the Posted Speed Limit of 35 Miles Per Hour (MPH), and assumed design speed of 40 MPH for vehicle traveling past the site. A summary of the available sight distance and required Intersection Sight Distance, at the proposed site driveways are presented in Table 1.

**Table 1**  
**Sight Distance Summary**  
**Proposed Hampshire Road Site Driveways**

<u>Available Sight Distance</u>	<u>Intersection Sight Distance Posted Speed Limit 35 MPH<sup>1</sup></u>	<u>Intersection Sight Distance Design Speed 40 MPH<sup>2</sup></u>
<b><u>Westerly Site Driveway</u></b>		
To/From the East = 227 Feet	390 Feet for Left-Turn	445 Feet for Left-Turn
To/From the East = 227 Feet	335 Feet for Right-Turn	385 Feet for Right-Turn
<b><u>Easterly Site Driveway</u></b>		
To/From the East = 305 Feet	390 Feet for Left-Turn	445 Feet for Left-Turn
To/From the East = 305 Feet	335 Feet for Right-Turn	385 Feet for Right-Turn

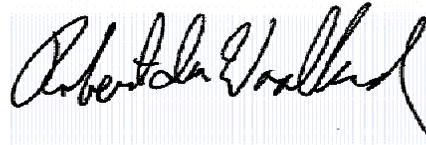
<sup>1</sup> Intersection Sight Distance obtained from A Policy On Geometric Design of Highways and Streets, for Posted Speed Limit of 35 MPH at the site driveway.  
<sup>2</sup> Intersection Sight Distance obtained from A Policy On Geometric Design of Highways and Streets, for assumed Design Speed of 40 MPH at the site driveway.

As shown in Table 1, the available sight distance at the existing site driveways are below the required Intersection Sight Distance for the posted speed limit of 35 Miles per Hour (MPH) and the

assumed travel speed of 40 MPH along NH Route 111 (Indian Rock Road) Hampshire Road. The existing traffic signal at NH Route 111 (Indian Rock Road) and NH Route 111A (Range Road)/MacThompson Realty Driveway currently provides active control and assignment of right-of-way at the intersection to allow these driveway movements to occur safely. The potential removal of the existing traffic signal would result in potential traffic safety issues at the primary and secondary driveways serving the MacThompson Realty, Inc. development.

We trust this information will prove useful to the Town of Windham in their consideration of the maintaining the existing traffic signal at this intersection. If you should have any questions regarding the information presented in this report or require any further information, please feel free to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Ian Woodland", is written over a light blue grid background.

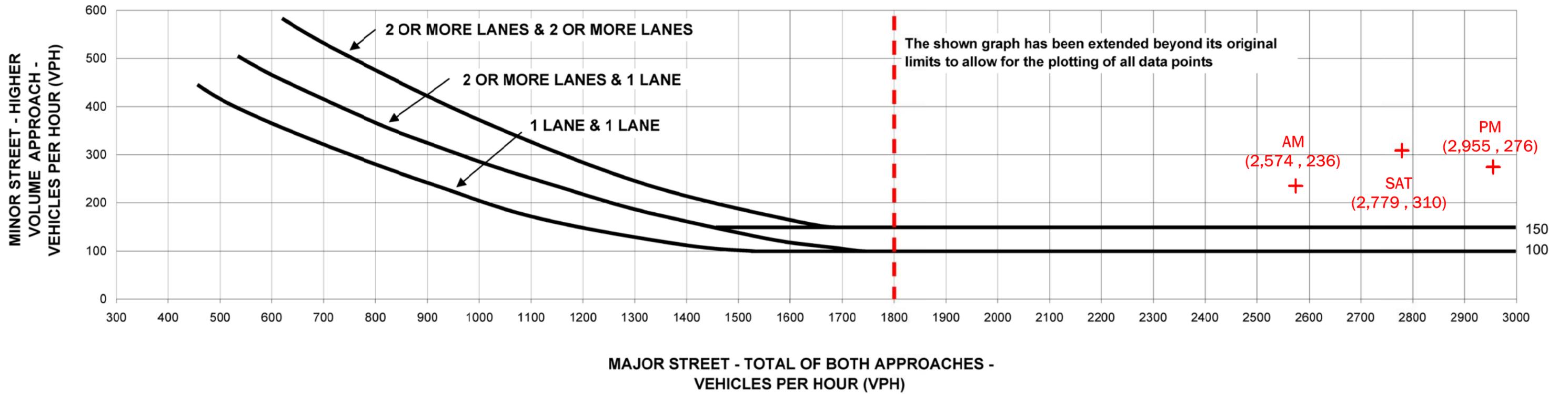
Robert Ian Woodland, P.E.  
President

# Appendix

# **Appendix A**

## **Traffic Signal Warrant With Diversion of NH Route 111A**

**Figure 4C-3. Warrant 3, Peak Hour**



Source: Based on Procedures outlined in the *Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition* Compiled by Woodland Design Group, Inc.

# **Appendix B**

## **Traffic Projection Model**

**Intersection of  
NH Route 111 (Indian Rock Road)  
Range Road  
(With Diversion of NH Route 111A)**

Existing Specialty Retail 3,300 SF				Existing Quality Restaurant 5,700 SF				Existing Veterinary Clinic 1,800 SF				Existing Office Building 21,300 SF				Edgewood Road Neighborhood (30 Single Family)			
	ENTER	EXIT	Total		ENTER	EXIT	Total		ENTER	EXIT	Total		ENTER	EXIT	Total		ENTER	EXIT	Total
AM Trips	11	12	23	AM Trips	3	2	5	AM Trips	5	2	7	AM Trips	29	4	33	AM Trips	6	17	23
PM Trips	13	16	29	PM Trips	29	14	43	PM Trips	3	5	8	PM Trips	5	27	32	PM Trips	19	11	30
SAT Trips	7	7	14	SAT Trips	36	25	61	SAT Trips	0	0	0	SAT Trips	5	4	9	SAT Trips	15	13	28

**TRAFFIC PROJECTION MODEL**  
**NH Route 111A (Indian Rock Road) at Range Road**  
 (With Diversion of NH Route 111A)  
 Windham, New Hampshire

**Weekday Morning Peak Hour**

Intersection	Dir.	Turn	I-93 EIS 2020 Volumes with NH RT 111A Diversion	Adjustments to Four-way Pernaw 15-Oct-10	2020 Volumes Four-way Pernaw 15-Oct-10	Existing Specialty Retail 3,400 SF					Existing Quality Restaurant 5,700 SF					Existing Veterinary Clinic 1,800 SF					Existing Office Building 21,300 SF					Existing Edgewood Rd (30 Single Family Homes)					Existing Range Rd Development Traffic	2020 Volumes Existing Range Rd Development And Full Access
						Project Trips					Project Trips					Project Trips					Project Trips					Project Trips						
						PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total		
NH Route 111 (Indian Rock Rd) @ Range Rd																																
Range Road (Old NH Route 111A)	NB	L	0	36	36	0%	0	40%	5	5	0%	0	40%	1	1	0%	0	40%	1	1	0%	0	40%	2	2	0%	0	40%	7	7	16	52
		R	0	5	5	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
MacThompson Realty Site Drive	SB	L	165	-2	163	0%	0	40%	5	5	0%	0	40%	1	1	0%	0	40%	1	1	0%	0	40%	2	2	0%	0	40%	7	7	16	179
		R	0	28	28	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	EB	L	0	3	3	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	3
		R	0	4	4	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	WB	L	0	35	35	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	35
		R	995	-14	981	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	WB	L	25	0	25	40%	4	0%	0	4	40%	1	0%	0	1	40%	2	0%	0	2	40%	12	0%	0	12	40%	2	0%	0	2	21	46
		R	70	-1	69	40%	4	0%	0	4	40%	1	0%	0	1	40%	2	0%	0	2	40%	12	0%	0	12	40%	2	0%	0	2	21	90
		L	1405	-19	1386	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	1386
		R	0	36	36	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0

Source: Woodland Design Group, Inc.

**Weekday Evening Peak Hour**

Intersection	Dir.	Turn	I-93 EIS 2020 Volumes with NH RT 111A Diversion	Adjustments to Four-way Pernaw 15-Oct-10	2020 Volumes Four-way Pernaw 15-Oct-10	Existing Specialty Retail 3,400 SF					Existing Quality Restaurant 5,700 SF					Existing Veterinary Clinic 1,800 SF					Existing Office Building 21,300 SF					Existing Edgewood Rd (30 Single Family Homes)					Existing Range Rd Development Traffic	2020 Volumes Existing Range Rd Development And Full Access
						Project Trips					Project Trips					Project Trips					Project Trips					Project Trips						
						PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total		
NH Route 111 (Indian Rock Rd) @ Range Rd																																
Range Road (Old NH Route 111A)	NB	L	0	40	40	0%	0	40%	12	12	0%	0	40%	17	17	0%	0	40%	3	3	0%	0	40%	13	13	0%	0	40%	12	12	57	97
		R	0	3	3	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
MacThompson Realty Site Drive	SB	L	120	-1	119	0%	0	40%	12	12	0%	0	40%	17	17	0%	0	40%	3	3	0%	0	40%	13	13	0%	0	40%	12	12	57	176
		R	0	27	27	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	EB	L	0	3	3	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	3
		R	0	3	3	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	WB	L	0	29	29	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	29
		R	1365	-12	1353	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	WB	L	60	0	60	40%	5	0%	0	5	40%	12	0%	0	12	40%	1	0%	0	1	40%	2	0%	0	2	40%	8	0%	0	8	28	88
		R	90	-1	89	40%	5	0%	0	5	40%	12	0%	0	12	40%	1	0%	0	1	40%	2	0%	0	2	40%	8	0%	0	8	28	117
		L	1355	-12	1343	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	1343
		R	0	25	25	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0

Source: Woodland Design Group, Inc.

**Saturday Midday Peak Hour**

Intersection	Dir.	Turn	GPI 2020 Volumes with NH RT 111A Diversion	Adjustments to Four-way Pernaw 15-Oct-10	2020 Volumes Four-way Pernaw 15-Oct-10	Existing Specialty Retail 3,400 SF					Existing Quality Restaurant 5,700 SF					Existing Veterinary Clinic 1,800 SF					Existing Office Building 21,300 SF					Existing Edgewood Rd (30 Single Family Homes)					Existing Range Rd Development Traffic	2020 Volumes Existing Range Rd Development And Full Access
						Project Trips					Project Trips					Project Trips					Project Trips					Project Trips						
						PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total	PERCENT ENTER	Trips ENTER	PERCENT EXIT	Trips EXIT	Total		
NH Route 111 (Indian Rock Rd) @ Range Rd																																
NRange Road (Old NH Route 111A)	NB	L	0	37	37	0%	0	40%	6	6	0%	0	40%	24	24	0%	0	40%	0	0	0%	0	40%	4	4	0%	0	40%	11	11	45	82
		R	0	4	4	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
MacThompson Realty Site Drive	SB	L	181	-2	179	0%	0	40%	6	6	0%	0	40%	24	24	0%	0	40%	0	0	0%	0	40%	4	4	0%	0	40%	11	11	45	224
		R	0	34	34	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	EB	L	0	4	4	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	4
		R	0	4	4	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	WB	L	0	38	38	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	38
		R	1228	-16	1212	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0
NH Route 111 (Indian Rock Rd)	WB	L	41	-1	40	40%	3	0%	0	3	40%	14	0%	0	14	40%	0	0%	0	0	40%	2	0%	0	2	40%	6	0%	0	6	25	65
		R	100	-1	99	40%	3	0%	0	3	40%	14	0%	0	14	40%	0	0%	0	0	40%	2	0%	0	2	40%	6	0%	0	6	25	124
		L	1323	-17	1306	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0	1306
		R	0	34	34	0%	0	0%	0	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0%	0	0%	0	0	0

Source: Woodland Design Group, Inc.

# **Appendix C**

## **Vehicle Trip Generation Estimates Existing Development on East Side of Range Road from NH Route 111 to Edgewood Road**

## Vehicle Trip Generation Estimates

### Existing Development

East Side of Range Road - From Edgewood Road to NH Route 114 (Indian Rock Road)  
Windham, New Hampshire

Existing Development (East Side of Range Road)	Weekday Morning Peak Hour			Weekday Evening Peak Hour			Saturday Midday Peak Hour		
	Enter	Exit	Total	Enter	Exit	Total	Enter	Exit	Total
3,300 SF Specialty Retail	11	12	23	13	16	29	7	7	14
5,700 SF Quality Restaurant	3	2	5	29	14	43	36	25	61
1,800 SF Veterinary Clinic	5	2	7	3	5	8	0	0	0
21,300 SF Office Building	29	4	33	5	27	32	5	4	9
Edgewood Road - 30 Single Family Homes	6	17	23	19	11	30	15	13	28
<b>Total Existing Development</b>	<b>54</b>	<b>37</b>	<b>91</b>	<b>69</b>	<b>73</b>	<b>142</b>	<b>63</b>	<b>49</b>	<b>112</b>

Source: Woodland Design Group, Inc.

Trip Generation Calculations

Independent Variable (X): **3.3** Floor Area (KSF)  
 Dependent Variable (T): Vehicle Trips

Formula:  $\ln(T) = A \times \ln(X) + B$  or  $T = C \times X$   
 or  $T = A \times X + B$

Where:	A=	B=	T=	C =	T =
Wkdy AM Street Peak	0	0	0	NA	NA
Wkdy PM Street Peak	2.4	21.48	<b>29</b>	2.71	9
Wkdy AM Site Peak	4.91	115.59	132	6.84	<b>23</b>
Wkdy PM Site Peak	0	0	1	5.02	<b>17</b>
Wkdy Daily	42.78	37.66	179	44.32	<b>146</b>
Saturday Daily	0	0	1	42.04	<b>139</b>
Saturday Peak Hour <sup>1</sup>	0	0	1	4.20	<b>14</b>

	ENTERING %	TRIPS *	EXITING TRIPS	R-Squared
	NA	NA	NA	NA
	44%	13	16	0.98
	48%	11	12	0.90
	56%	9	8	NA
	50%	73	73	0.69
	50%	69	70	NA
	50%	7	7	NA

Source: Trip Generation, 8th Edition, Institute of Transportation Engineers, 2008.

Land Use Code 814 - Specialty Retail Center

- 1) Saturday Midday Peak Hour Trip Estimates Calculated Assuming 10 percent of Saturday Daily Trip Generation

Trip Generation Calculations

Independent Variable (X): **5.7** Floor Area (KSF)  
 Dependent Variable (T) Vehicle Trips

Formula:  $\ln(T) = A \times \ln(X) + B$  or  $T = C \times X$   
 or  $T = A \times X + B$

Where:	A=	B=	T=	C =	T =
Wkdy AM Street Peak	0	0	1	0.81	<b>5</b>
Wkdy PM Street Peak	0	0	1	7.49	<b>43</b>
Wkdy AM Site Peak	0	0	1	5.57	<b>32</b>
Wkdy PM Site Peak	0	0	1	9.02	<b>51</b>
Wkdy Daily	0	0	1	89.95	<b>513</b>
Saturday Site Peak	10.87	-0.46	<b>61</b>	10.82	62
Saturday Daily	1.04	4.41	<b>503</b>	94.36	538

	ENTERING	EXITING	
	%	TRIPS *	TRIPS R-Squared
	50%	2	2
	67%	29	14
	82%	26	6
	62%	32	20
	50%	256	256
	59%	36	25 0.64
	50%	251	251 0.54

Source: Trip Generation, 8th Edition, Institute of Transportation Engineers, 2000  
 Land Use Code 931 - Quality Restaurant

### Trip Generation Calculations

Independent Variable (X):	<b>21.3</b>	Floor Area (KSF)
Dependent Variable (T):		Vehicle Trips

Formula:	$\ln(T) = A \times \ln(X) + B$	or	$T = C \times X$
	or $T = A \times X + B$		

Where:	A=	B=	T=	C =	T =
Wkdy AM Peak	0.8	1.55	54	1.55	<b>33</b>
Wkdy PM Peak	1.12	78.81	103	1.49	<b>32</b>
Wkdy Daily	0.77	3.65	406	11.01	<b>235</b>
Saturday Site Peak	0.81	-0.12	11	0.41	<b>9</b>
Saturday Daily	2.14	18.47	64	2.37	<b>50</b>

	ENTERING	EXITING	
	%	TRIPS *	TRIPS
	88%	29	4
	17%	5	27
	50%	117	118
	54%	5	4
	50%	25	25

Source: Trip Generation, 8th Edition, Institute of Transportation Engineers, 2008.  
 Land Use Code 710 - General Office Building

### Trip Generation Calculations

Independent Variable (X):	<b>1.8</b>	Floor Area (KSF)
Dependent Variable (T):		Vehicle Trips

Formula:	$\ln(T) = A \times \ln(X) + B$	or	$T = C \times X$
	or $T = A \times X + B$		

Where:	A=	B=	T=	C =	T =
Wkdy AM Street Peak	NA	NA	NA	4.08	<b>7</b>
Wkdy PM Street Peak	NA	NA	NA	4.72	<b>8</b>
Wkdy AM Site Peak	NA	NA	NA	NA	NA
Wkdy PM Site Peak	NA	NA	NA	NA	NA
Wkdy Daily	NA	NA	NA	NA	NA
Saturday Site Peak	NA	NA	NA	NA	NA
Saturday Daily	NA	NA	NA	NA	NA

	ENTERING	EXITING	
	%	TRIPS *	TRIPS
	72%	<b>5</b>	<b>2</b>
	39%	<b>3</b>	<b>5</b>
	63%	NA	NA
	38%	NA	NA
	50%	NA	NA
	50%	NA	NA
	50%	NA	NA

Source: Trip Generation, Eighth Edition, Institute of Transportation Engineers, 2008.  
 Land Use Code 640 - Animal Hospital/Veterinary Clinic

Independent Variable (X): **30** Dwelling Units  
 Dependent Variable (T): Vehicle Trips

Formula:  $\ln(T) = A \times \ln(X) + B$  or  $T = C \times X$   
 or  $T = A \times X + B$

Where:	A=	B=	T=	C =	T =
Wkdy AM Street Peak	0.7	9.74	31	<b>0.75</b>	<b>23</b>
Wkdy PM Street Peak	0.9	0.51	36	<b>1.01</b>	<b>30</b>
Wkdy AM Site Peak	0.7	12.37	33	<b>0.77</b>	<b>23</b>
Wkdy PM Site Peak	0.88	0.62	37	<b>1.02</b>	<b>31</b>
Wkdy Daily	0.92	2.71	343	<b>9.57</b>	<b>287</b>
Saturday Site Peak	0.89	9.56	36	<b>0.93</b>	<b>28</b>
Saturday Daily	0.95	2.59	337	<b>10.08</b>	<b>302</b>

	ENTERING	EXITING	R-Squared
%	TRIPS *	TRIPS	
25%	6	17	0.89
63%	19	11	0.91
26%	6	17	0.89
64%	20	11	0.91
50%	144	143	0.96
53%	15	13	0.91
50%	151	151	0.92

Source: Trip Generation, Eighth Edition, Institute of Transportation Engineers, 2008.  
 Land Use Code 210 - Single-Family Detached Housing

# **Appendix D**

## **Available Sight Distance MacThompson Realty, Inc. Site Driveway**





125

**ConvenientMD**  
URGENT CARE

Coco, Early  
& Associates

SPACE FOR LEASE UP TO 2000 SQ. FT. Call 603-888-5070

**NOW OPEN**  
9am - 9pm, 7 Days a Week!

WINDGE RD  
SPRING  
HIGHWAY

WINDGE RD





SKILLINGS AND SONS Co.  
WELLS PUMPS FITTINGS  
1-800-441-6281  
1-800-508-5008

SKILLINGS & SONS

WELLS PUMPS FITTINGS

1-800-441-6281 1-800-508-5008

STOP

No Right Turn

W. 12th St



**The Dubay Group, Inc.**  
 87 Indian Rock Road  
 Windham, NH 03087  
 603-458-6462  
 Civil Engineers & Planners

Woodland  
 Design Group  
 Inc.



REVISIONS:			
REV#	DATE	COMMENT	BY

DRAWN BY: WEA  
 CHECKED BY: DGM  
 DATE: 4-5-2013  
 SCALE: 1"=15'  
 FILE: TRAFFIC  
 DEED REF: B. 3743 P. 1001

PROJECT:  
**CAFE & URGENT CARE**  
**SITE PLAN**  
 LOT 12-A-532  
 125 INDIAN ROCK ROAD  
 (NH ROUTE 111)  
 WINDHAM, NH  
 FOR  
**MACTHOMPSON**  
**REALTY, INC.**  
 3 MARMON DRIVE  
 NASHUA, NH 03060

SHEET TITLE:  
**SIGHT DISTANCE**  
**PLAN**

12-A-532  
 CAFE &  
 URGENT CARE

EXISTING  
 SEARLES  
 WALL

SIGHT DISTANCE  
 VEHICLE 1 = 227 FEET  
 VEHICLE 2 = 260 FEET

ROUTE 111

INDIAN ROCK ROAD



**AASHTO - INTERSECTION SIGHT**  
**DISTANCE REQUIREMENTS**  
 POSTED SPEED LIMIT, 35MPH - 390 FEET  
 DESIGN SPEED, 40MPH - 445 FEET

(DRIVER'S EYE SETBACK 14.5 FEET FROM TRAVELED WAY)

N:\PROJECTS\011-Thompson-Indian-Rock\Draw\Current\TRAFFIC.dwg

# WINDHAM NH – Pet Ownership Responsibility Awareness Program

Request from Dan Guttman

Home Owner: 20 Heritage Hill road, Windham NH 03087

Presented to: Windham Town Selectmen

April 8<sup>th</sup>, 2013

# Overview

- What type of town do we want?
- Recent Pet Incidents
- Town Ordinances / State Laws
- Potential Liability
- Town Awareness Program

# Town Goal

- An environment where people feel safe without feeling harassed, ability for:
  - People to run or walk
  - Children to walk home from school
  - Pet owners to walk their pets
  - Mothers and fathers with their children and carriages to feel safe

# Recent Incidents

- 6 year old attacked in Londonderry (April 2<sup>nd</sup> 2013)
- 23 year old Raymond man attacked (March 23<sup>rd</sup> 2013)
- 6 year old spaniel shot by neighbor in Hampstead (January 11<sup>th</sup> 2013)
- Recent Windham Incidents
  - Woman chased by 2 aggressive dogs on Bear Hill (March 21<sup>st</sup> 2013)
  - Investigated by Animal control but no owner identified

# Town of Windham Pet Ordinances

- WIN 2:07:12:78 Dog Control Law
  - It shall be unlawful for any dog to run at large, **except** when **accompanied** by the owner or custodian, and when used for hunting, herding, supervised competition and exhibition or training for such.
  - Accompanied defined as must be able to see, hear. reasonable knowledge of where he pet is.
- WIN 2:07:12:76 Animal Complain/Investigation Policy
  - Gives Governance to Board of selectmen
  - Should be amended to publicly identify incidents where an attack has occurred.

# Liability

- The town has a responsibility to ensure the ordinances are enforced
- An awareness campaign reminding all residents of their obligations as pet owners should be provided to ensure the town is not culpable for failure to advise and protect the residents

# Awareness Program & Next Steps

- Communication to all residents
  - Inform all residents of their obligations as responsible pet owners signed by BoS, CoP and Animal control officer
    - Pets to be under owners control when on owners property
    - Pets to be leashed or comparable control when on public lands/town property
  - Remind owners with electric fences to post a sign informing the public
  - When registering for the first time, provide a copy of the communication letter to ensure awareness
  - Add link on re-registration form sent electronically to existing dog owners
- Town Properties notices – to be posted publicly
  - Ensure that all town properties are clearly marked reminding pet owners that their pet must be under their control at all times
  - This should include Rail Trail, Parks, Hiking trails & all other town properties