

The Route 156 Bike Way and Sound View Improvements Committee
Unapproved Minutes of February 29, 2016 4:30 PM Memorial Town Hall, Old Lyme, CT

Committee Members Present-Rob Haramut, Jim Lampos, Mary Jo Nosal, Bonnie Reemsnyder (joined at 5:15PM), Skip Sibley, John McDonald. **Absent**-Angelo Faenza (excused) and Frank Pappalardo (excused).
Project Design Engineer Present: Kurt Prochorena of BSC Group. **DOT Liaison Present:** Chris Faulkner of VHB.

Welcome: The meeting was called to order at 4:35 PM.

Semi-Final Design Update

ConnDot

- ConnDot has sent their comments on the semi-final design plans to VHB. Chris forwarded all comments to BSC Group. Other than the lighting situation, neither Kurt nor Chris had any concerns on the comments. Kurt's goal is to revise the plan set accordingly, get the bid package, including the project manual, completed and to Chris at VHB for review soon.

Lighting

- Eversource informed Kurt that they have concerns about the bracket mounting for the fixtures on the wood poles. Until this issue is resolved, the planned Utility meeting with ConnDot has been postponed.
- Kurt indicated that Eversource did not provide their specific concerns nor what they have or would approve. He is reaching out to his lighting source manufacturer to investigate alternative bracket options tomorrow.
- Kurt's contact at ConnDot suggested he reach out to Eversource for other projects they approved, which he will also do. The Eversource contacts Kurt will follow up with are Irene DeBernardo, an Old Lyme resident, and Carl Peterson from their standards division.
- Chris stated that ConnDot requires information from the project team on Eversource's decision before they provide further feedback.
- Mary Jo reported that she spoke to Frank earlier and he supports pushing to resolve the lighting concerns, even at the risk of postponing the public informational meeting, because the lighting is so key to the streetscape.
- Kurt hoped that the bracket issue will be resolved sooner than later. Skip reiterated that the poles are owned by Eversource and the fixtures by Old Lyme, so Eversource must set some standards regarding this or approved fixtures for review.
- Chris asked for clarification regarding the Town's ownership of the light fixtures, bulbs and related maintenance as he did not know of any other town with such a program. Because the town owns the lights, pays for bulb maintenance or contracts with Eversource for fixture repairs, he thought this could make lighting eligible for reimbursement. He stated that worst case, the lighting fixtures could be part of the Construction Agreement as a "non-participating item." Meaning the selected contractor will put in the lighting but the Federal government will not participate in the cost of this. We could add new poles and lighting to the project, which would be grant eligible.
- Mary Jo indicated that the committee could agree to pursue this lighting resolution for another couple of weeks and then decide on our options, which could include reverting back to the conduit holds in the street for future poles and lights. Jim agreed and added that this solution we have been discussing for some time was contingent on the previous liaison, David Head's, concurrence that the grant allowance for the conduits could be transferred to new fixtures on the existing poles. Chris responded that typically the State would consider new poles and lighting as participatory and as the town owns the lights it could make a difference.
- Mary Jo suggested another meeting in two weeks for an update on this. Skip suggested a drop dead date, maybe 4/15 depending on Kurt's suggestion to break ground as planned. Kurt thought we could give the concern a month but this would have to include the utility meeting.
- Kurt indicated that Bonnie has repeatedly reached out to Eversource for information. He added that Eversource has concerns with the ability of the brackets to mount to wood poles, but did not specify the reasons for this concern. Kurt took pictures of the Mystic/Eversource lights on wood poles. The larger bracket held the fixture well and the smaller bracket less so. Eversource has written that if the lighting manufacturer could provide a mounting solution, they will review the application.

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- Kurt noted that in the event the lighting manufacturer does not have a bracket solution or one that Eversource approves, it may be possible to consider a custom made, fabricated bracket. BSC has customized items when a project needs it and would require the specific parameters from Eversource.
- Chris will confirm with ConnDot as to whether replacing our lights is allowable under the grant. Skip hoped we could get a quick response.
- If resolution can be reached on lighting in March, we may not have to delay the informational meeting.

Town Officials Response to the Semi-Final Design Plans

- Mary Jo reported that our zoning official has no additional feedback on the design plans, the Public Works Director via Bonnie has no additional feedback and Fire Chief Tom Risom requested to review the final design plans. She said it is possible that the Fire Marshal, whose feedback on the preliminary design was addressed in the plans, may be deferring to the Fire Chief. She asked the committee whether they supported moving forward without a formal response from the Building Official and Fire Marshal on the semi-design plans.
- Skip asked if we are good with Town approvals, and particularly if the Planning Commission needs to see the final plans. Mary Jo responded that the project was reviewed with Planning and we received a project referral. Inland Wetlands voted that they have no jurisdiction and all officials were invited to the required Town Informational Meeting in June. She can notify them of the upcoming informational session.
- Kurt related that Keith, our zoning official, confirmed that there are no local land use approvals required and that there are no zoning regulations on the road. But a courtesy request for an update on the road project was possible.
- Jim voiced concerned that the Building Official has not yet responded and asked the Board of Selectmen to follow-up. Mary Jo said has done so on various occasions and shared this at the Board of Selectmen's meeting. Jim suggested that the Building Official be contacted, a written response by a certain date be requested and without such a response we would assume we have tacit approval. Mary Jo agreed to write such a note. Chris also supported this approach.
- Skip suggested that the Commission Chairs prefer projects to come to them and suggested we request that the project be added to the agenda. Mary Jo felt the Commissions would want to know what we wanted. Chris advised that Commissions need to understand that it is a presentation, not commentary at this point. Skip said he said it is really a courtesy FYI. The Commissions discussed were Zoning, Planning, Inland Wetlands, and Sound View although Frank has kept the Commission updated.
- Kurt inquired about the Tree Commission. Bonnie had indicated that Public Works will put the cleaning of the tree grates on a regular maintenance schedule which should eliminate the concern of the six tree grates looking unkempt. The Committee consensus is that the grates are safer for this location. The Tree Commission should receive a letter regarding this and that the design will include their tree suggestions. The engineer agreed that it is unsafe, messy as people walk through the mulch, and ConnDot required a maximized tree pit which due to the limited real estate makes grates the best choice.
- Bonnie joined the meeting and reported that the Fire Marshal had looked at the design plans. She felt that the Building Official will not have any issues as there are no buildings involved. However, she will follow-up with him personally and reach out to the Commissions.

Off-Site Work-Curb Cut

- Bonnie provided feedback that the owners of three of the properties have approved the off-site work. Phone calls will be made to the remaining owners to request their signature on the letters they received by certified mail regarding the pending improvements.
- Kurt has included the curb cut at #44 Hartford Avenue near Bocce which currently has a bituminous ramp near the fence.

Scope-Budget Review

- The Committee reviewed the draft amendments to the scope and budget provided by BSC. These had also been reviewed by VHB. The significant changes included removal of the green space and architecture, and adding a meeting for the engineer. Minor revisions suggested including: adding historically appropriate lighting; adding benches, and clarifying that the Town owns the street lights. Bonnie can write a letter to VHB requesting

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or acknowledging approval if this if necessary. Kurt will add a one page letter amendment for his Town-Vendor Agreement as directed by VHB.

- Regarding Construction bid document printing, BSC will coordinate with the Town's usual printing vendor and provide the vendor with the bid documents by thumb drive, paper, or CD as required by the Town. Kurt said some towns are requiring no paper copies be produced or are charging bidders a non-refundable fee for printing. He said the overall cost for coping estimate could run \$500 depending on the size of the manual and drawings, and to provide only one set per bidder. Kurt clarified that BSC will give the Town a digital and hard copy record for the town files.

Motion: To approve the amended scope and budget was made by Skip, seconded by Jim. There was no discussion and the motion passed with approval by Jim, Skip, Bonnie, John, Rob and Mary Jo.

Request for Qualifications (RFQ) for Inspector and Testing Services

- Chris provided a draft legal notice/RFQ for Inspection services. The legal notice to advertise the RFQ and a more detailed RFQ are being developed accordingly to include town requirements. VHB will have to approve all the documents prior to advertising for Inspector and Testing services.
- The schedule is to advertise by Monday, March 7th, request all RFQ questions by March 15th, and post all answers on the Town website by March, 22nd. The RFQs be required by 4/4/16 at 2:00 p.m.
- The list of Firms to be interviewed will need to be approved by ConnDot. Selected Firms may be notified by email to interview and the targeted interview date is Thursday, 4/14/16. Mary Jo will clarify the number of newspapers to advertise in, and who can attend the interviews with Chris.
- The selection committee made up of Bonnie, Frank and Rob will interview at least 5 firms. The timed interviews may begin in the morning. The approximate 30 minute interviews will conclude with a brief presentation by the firm. The individual committee members will rate each firm and conclude by discussing the ratings and reaching a rating consensus.
- It was clarified that hourly rates are not be part of the RFQ or interviews. Costs for inspection services are currently carried in the design budget under incidentals. The selection committee will negotiate with the selected firm who will provide a daily rate based on time and their materials. Kurt advised that we make sure that all the rate is all-inclusive rate (including mileage, copying, phone charges, etc).
- The interview questions as reviewed by VHB and Bonnie were reviewed.
- Skip suggested that we request references specific to DOT projects be included in the RFQ package. He asked whether the firms would be given the questions to prepare. Mary Jo said this was not permitted for the design firm selection but she would confirm with Chris.
- Additionally, the proposed Inspector's CV should be included in the package and would be expected to be present at the interview.

Motion: To approve the interview questions for an Inspector as presented was made by Skip and seconded by Jim. There was no discussion and the motion passed with approval by Jim, Skip, Bonnie, John, Rob and Mary Jo.

Template Construction Agreement

- Mary Jo thanked Kurt for providing the Town with a template Construction Agreement, conditions and supplemental conditions. Bonnie has sent this to the Town Attorney for review. Skip suggested an outside firm the town has utilized for other building projects review the document, too. Bonnie will manage this.
- Following legal input of the template Construction Agreement, Chris at VHB has offered to review it also.

Schedule

- Target date for Project Informational Meeting is 4/25/16 at 7:30PM.
- Contract with the Inspection firm by June 1.

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- Kurt reviewed the schedule. He noted that the timeline is tight but doable. The plan is to advertise for the Construction firm by early June for bid opening in early July, Town Meeting in July and Contractual Agreement to complete by August and construction after Labor Day. Construction to start right after Labor Day

Grant Opportunities for the Green Space

- Mary Jo and Frank agreed to work on grants for Sound View Green.
- Rob Haramut will look into grant options under LoTCIP. The grant is competitive for 2017 funding and if we qualify to submit an application for transportation or alternative transportation funds of around \$500K.
- Kurt will look into an option through DEEP.

Approval of Minutes

Motion to approve the minutes of the 01/26/16 meeting was made by Bonnie and seconded by Jim. There was no discussion. Abstentions by Skip and John, all others voted in favor and the motion passed.

Public Comment: none

Next Regular Meeting: The next two meetings will be special meetings.

- Monday, 3/14/16 at 4:30 PM- review plans for the public informational meeting, discuss lighting updates and next steps, discuss Inspection and testing services interviews and advertising.
- The scheduled regular meeting of 3/29/16 will be changed as requested by Skip to 3/28/16 at 4:30 PM. As it is less than a month away, it will be a special meeting.

Motion to Adjourn: Motion to adjourn at 6:17 PM, was made by Bonnie and seconded by Jim. There was no discussion. All were in favor and the motion passed.

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Respectfully submitted by Mary Jo Nosal, Acting Clerk 3-2-16