

**The Route 156 Bike Way and Sound View Improvements Committee  
Unapproved Minutes of March 14, 2016 4:30 PM Memorial Town Hall Old Lyme, CT**

**Committee Members Present:** Rob Haramut of the RiverCOG, Jim Lampos, Mary Jo Nosal, Angelo Faenza (until 6:30PM), Frank Pappalardo (arrived at 4:45PM), Bonnie Reemsnyder, John McDonald, Skip Sibley. **Project Engineer Present:** Kurt Prochorena of BSC Group.

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

**Motion To Approve Meeting Minutes of 03/14/16:** Motion was made by Angelo and seconded by John. There was no discussion. Voting in favor: Rob, Angelo, Mary Jo, Jim, John, Bonnie. Abstention: Skip. None opposed. Motion passed.

### **Project Updates**

**Final Design Plans**-will be reviewed at this meeting and have at VHB for review.

**RFQ for Inspector Update**-The RFQs are due 4/4/16. Members of the Selection Committee will review the packages on Monday 4/4 and Tuesday 4/5. The short list will be sent to Chris for approval. Invitations to interview should go out 4/7/16. Interviews are scheduled for the morning of 4/14/16.

**Town Officials Feedback on Semi-Final Design Plans**-The Fire Marshal, Dave Roberge, emailed his approval of the rendering of the hatched parking spot just north of the hydrant by the parking entrance for emergency vehicle parking.

**Construction Bid Add-On's**-Per our last meeting, Mary Jo provided Chris Faulkner of VHB the committee's add-on considerations and the minutes. He responded to the suggestion of a bicycle tool kiosk and said that ConnDot would not approve this, so it could not be a participatory item. John indicated that these are vandal proof fixtures as they utilize thick cable for the tools. Kurt has not included these in any of his projects but thought it would be great and could be added later.

**Off-Site Work Approvals**-of the forms sent via certified mail, three approval forms are outstanding. Kurt will provide some details for the owner at 71 Hartford Ave. The committee wanted assurance from ConnDot whether signed approval forms are required before we go out to bid. Mary Jo will send the request to Chris at VHB. The recollection from the discussion with Andrew was that we had to make a good effort to get the response. Frank and Angelo can also reach out to the homeowners.

**Scope-Budget Review**-Kurt provided the package (includes the construction estimate, construction plans, construction manual) to Chris for an initial review on 3/25/16. The construction estimate remains under budget. Kurt and his team provided the estimate using the format per the original scope of work and which is typical of a town project. In this version, the Contractor would provide the specifications needed to complete the project and base their bid on these specs as a fixed budget. The revision requested by VHB for ConnDot was a unit based budget format. Each item is given a number with its own specification section. The Contractor will estimate will be based on the quantity of each required. The Inspector will monitor the actual quantity of each item used. There is not a not to exceed cost at this point. The committee has not seen the contracts as yet, however and Chris will provide them.

### **Outstanding Concerns**

- Frank asked if non-participating items could be added to the bid as a separate, Town responsible item bid. Kurt affirmed that we can put this things on as alternates in the bid, even if the Town is going to pay 100% for them as Chris suggested we do for the non-participatory lighting option.
  
- Bonnie reviewed the planned bid process for committee discussion. Namely, to go out to bid to identify the construction costs prior to approving the construction costs at Town Meeting. In this way, the town would be presented with the actual construction costs which are reimbursable under the grant, and the costs, not estimates, of the add-ons which require full town funding e.g., the lighting, for approval. There was a discussion as to whether this approach still made sense to the committee vs. what has also been done on other projects in which the probable cost of construction and potential cost of add-ons would be presented as a not to exceed for town approval. In the case of the later, if the bids came in lower than the town approval it would not be good to use the funds additional items without going back to the town. In the case of the bids coming in higher than the probable cost of construction, VHB has discussed ConnDot willingness to adjust the construction budget allowance and fund the difference which Rob concurred with. It would make sense to know what the bids are in case we need to have this discussion with ConnDot in order to have the final budget from ConnDot before the town meeting. There was a sense that having a solid bid for the electorate would be preferential, especially if we have time to get the bids first.
  
- Kurt has provided the final designs to VHB for review. This will be confirmed with Chris.

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- **Schedule**-The schedule indicating bidding in February had a 10 week buffer built in and as such was not updated to reflect the delay during design. We essentially have 4 weeks to advertise for construction bids. VHB had estimated the typical bid period as: a 21 days bid advertisement, 14 days bid review, 14 days pre-award (vetting) period, 42 days award meetings and contract forms, 21 days ConnDot review and finally 21 days for town contracting. Rob felt this was worst case. But, this critical path should be confirmed with Chris/VHB and assure that there are not any other reviews not accounted for. Additionally, the committee needs to feedback from VHB regarding the bid package review.
  - ✓ Bid advertising needs to go out no later than week ending 4/22.
    - BSC has written the legal ad which is pending VHB approval for the Town to notice as soon as possible (newspaper, DAS).
  - ✓ The town info session will be 4/25, 7:30PM possibly at the Shoreline Community Center.
  - ✓ The bids will be returned and reviewed prior to Town Meeting.
  - ✓ The Town Meeting will be in July and contracting in August for a September start.
  
- **Lighting**-Despite his best efforts in March, Kurt has had limited communication and no approval from Eversource on the lighting arms for their 11 wood poles. This approval is required before it can be add-on bid item and is delaying the required utility coordination meeting with ConnDot. He asked for the committee's recommendations at this point. Bonnie felt the project should not be delayed for this as the Town is undertaking a LED lighting improvement project and it will allow Eversource more time to approve the new arms for Hartford Ave. Frank felt it would be good to have as an add alternate if possible. The committee suggested other contacts including contacting a lobbyist or our State Senator if needed. One additional effort will be made tomorrow by Kurt, Mary Jo and Bonnie. The approval of the lights is delaying the scheduling of the utility coordination meeting. ConnDot is required to attend this meeting even the lights are dropped from the project because they have utilities in the project area.
  - Frank asked about the sensibility of putting in new, long-lived poles during the construction. Bonnie and Skip said that would be unlikely to go well and discussed the number of new poles sitting for years on Lyme St. during the Lyme St. improvements. Kurt reminded the committee that this analysis was part of the review originally requested of Eversource.
  
- **Kiosks**-Kurt recommended that the town remove and reinstall the kiosks themselves which would be cheaper and assure best placement. There was consensus and the Project Manager, Ed Adanti can follow take care of this.
  
- **Street Trees**-Bonnie plans to update the Tree Commission and provide details from BSC Group including the acceptance of their suggestions for the Armstrong Freeman Maple and Helga Honey Locust. She will inquire as to the tree grouping requirements if any.
  
- **Benches**-the Contractor will review the long lead items like benches to assure the delivery is on time.
  
- **Pavement Markings**-there will be more pavement modifications with Black-Out per DOT specifications. Frank felt the number of lines there now are a safety concern. Skip asked about a seal coat or skim and Bonnie suggested that as a non-participating add-on. That had been discussed earlier and Chris will be asked again on this. Bonnie will get quotes for the work from Public Works. The need is to make it safer and not too costly due to the pending sewer project.
  
- **Storm Water design**-is complete and the flood management certification form will be submitted.
  
- **Survey**- the elevations are classified as T2 elevation, essentially the highest level of elevations. There are 8 control points along Hartford Ave.
  
- **Curb-Cuts**-there is a Hartford Ave. business requesting a curb cut which is approved by the local traffic authority. Additionally there are new condos planned with garages opening to Hartford Ave and require curb-cuts and therefore reduced parking and backing-out onto Hartford. Alternatively the alley's can be used. The SVVD can recommend an attractive frontage.

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- **Final Design Plans**-Kurt reviewed the layout and material plans and the pavement parking plans. The Contractor will provide an as-built drawings of the final plans with deviations noted.

The old sidewalks to the north side of Bocce are not compliant and therefore there VHB and BSC removed the intended cross walks for liability reasons and it provides a clear start/finish to the project. Kurt suggested asking Chris if there could be change orders for curb ramps budget allowing. The bump-out option for this area as an add-on was also discussed.

Highlights included: Ramps are not totally symmetrical. Lighting may need to be modified. Minimize road disruption and patch. Two bump-outs at Martino. Off-site work. Off-site catch basin due to the water line. Parking lengths vary slightly. All new signage and posts. Sharro markings. New street signs. All the handicap parking spots are in the town lot. An estimated 27 parking spots excluding the emergency parking spot.

**Review for Informational Session**-planned for next meeting.

**Next Meetings**-Monday, 4/4/16 at 4:30 PM. To review the Town Informational Session and outstanding feedback will be discussed.

Monday, 4/25/26 at 4:30 PM and 7:30 PM/

**Motion to adjourn** at 6:44 PM, was made by Skip and seconded by Frank. There was no discussion. Voting in favor: Frank, Jim, John, Rob, Skip, Bonnie and Mary Jo. Angelo had left the meeting. There was not discussion. No one abstained or opposed. Motion passed.

Respectfully submitted by Mary Jo Nosal, Acting Clerk 3/30/16