

2 February 2010

Ann Brown, ZEA, WEA
Memorial Town Hall
52 Lyme Street
Old Lyme, Conn. 06371

Re: Memorial Town Hall, 52 Lyme Street 00-892.47

Dear Ms. Brown,

You asked that I formalize my comments to you regarding our recent inspection of the Memorial Town Hall property. Our inspection of the property was a follow up to my 20 October 2008 letter to Thomas Risom, Chairman Old Lyme Zoning Commission and comment noted in *Old Lyme Memorial Town Expansion Project Review of "As-built Site Memorial Town Hall* (4 sheets total) dated November 5, 2008. My comments are as follows. Please note that the below item numbers correspond with those of my 20 October 2008 letter.

1. No comment. Information review is same as previously noted.

2. No comment. Recent site inspection with Ann Brown.

3.a. Comment remains. *(The driveway entrance and exit aprons are not constructed in accordance with approved plans. In particular, the travelway radii of the driveway exit apron was not constructed. The travelway radii "flare" of the driveway aprons varies from approved plans or not constructed.)* It is my understanding that the Town Hall Expansion Committee (Town here after) is satisfied with the functioning of the driveway entrance and exit.

3.b. This item has been addressed. *(The southerly section of the south retaining wall extending from the Town Hall building does not have a handrail/fence along the wall top.)* A fence has been installed along the retaining wall.

3.c. Comment remains. *(Signage [stop, one-way, handicapped parking & do not enter] was not installed).* One Way and Do Not Enter signage has not been installed.

3.d. Comment remains. *(The "earthen berms" between the parking area and the Town Hall building was not constructed.)* It is unclear if the berms were proposed as vehicle barriers for the adjacent parking area or as landscape features. If they were included as vehicle barriers, they, or other suitable vehicle barriers should be installed. If they were landscape features, the Town should decide if the as-constructed conditions are acceptable.

3.e. Comment remains. *(The manhole cover at the embankment slope along the west side of the parking area was constructed 1.5 feet lower than as proposed. [8.5 ft. constructed vs. 10.0 ft design.]* It does not appear the manhole cover has been extended to elevation 10.0 ft. The adjacent embankment slope is steep and irregular and appears prone to destabilization.

3.f. Comment remains. *(The location of the drainage "outlet structure" and outlet pipe is at variance with the design plans.)* It is my understanding that corrective work was performed subsequent to my 20 October 2008 letter. An updated as-built location survey is necessary to verify compliance.

3.g. Comment remains. *(The rip-rap lined drainage outlet swale/ditch encroaches on the adjacent Malcolm A. Speirs property)* It is my understanding that corrective work was performed subsequent to my 20 October 2008 letter. An updated as-built location survey is necessary to verify compliance.

3.h. Comment remains. *(The concrete curbing of the two (2) northwest parking spaces is "stepped" or "jogged." It appears the curb alignment was modified to avoid disturbance of an adjacent tree. This results in a shorter parking space length for the two spaces.)* It is my understanding that the Town has found the parking spaces to be adequate.

3i. The item has been addressed. *(Presently, silt fencing along the northwest portion of construction activities is acting as a retaining structure for finish site grading. Upon removal of the silt fencing, site grading will be unstable in this area.)* I would note that surrounding area and adjacent embankment slope appears to have sparse vegetative cover and/or adequate mulch for stabilization. The Town should determine if this existing condition is acceptable.

3k. Comment remains. *(A concrete sidewalk was constructed from the parking area to a stairway on the north side of the Town Hall building. No sidewalk is depicted on approved plans.)* It is my understanding that the Fire Marshal required a sidewalk and that the Town finds the sidewalk acceptable.

3.l. Comment remains. *(The approved plan shows a 7 ft. wide sidewalk from the exit driveway to the Town Hall building. A 5 ft. sidewalk was constructed.)* It is my understanding that the Town finds the sidewalk acceptable.

3.m. Comment remains. *(There are several 4" diameter drainage (apparent) outlet pipes directly adjacent to the northerly retaining wall. No outlet piping is shown on the approved plan.)* It is my understanding that the outlet pipes were existing prior to the project and that "new" drainage system(s) are not connected. They are to remain as-is.

3.n. Comment remains. *(A portion of the north side of the exit driveway does not have curbing. [from utility pole CL&P #6156 to the sidewalk]. Approved plans depicts concrete curbing.)* It is my understanding that the Town finds this acceptable.

3.o. Comment remains. *(It was not determined if dry well drainage systems, A & B, adjacent to the north east and south east corners of the Town Hall building were installed. No manhole covers were visible or noted on the improvement Location Survey.)* It is my understanding that the dry well drainage systems were installed by the Old Lyme Public Works Department and verified by the Town.

4.a. Comment remains. *(A crushed stone side walk was constructed from the pea stone terrace at the south end of the Town Hall building to the side walk along Lyme Street.)* It is my understanding that the Fire Marshal required the access and that the Town finds this acceptable.

4.b. Comment remains. *(Five (5) light posts/fixtures were installed in the general location shown on the Landscape Plan.)* It is my understanding that the Town finds the lights acceptable.

4.c. Comment remains. *(The guiderail along the west side of the parking area adjacent to the embankment slope as shown on the Landscape Plan was not installed. Although the location of the guiderail was not shown on the Proposed Civil Site Plan, detail sheets included in the civil site plans set of plans (Sheet 5 of 9 [C-4]) depict a construction detail for a steel backed timber guiderail.)* In lieu of the guiderail, large stone boulders were placed at the end of each parking space along the top of the embankment. It is my understanding that the Town, project engineer and project architect finds this acceptable.

5. Comment remains. *(In general, it appears that landscape plantings were placed in substantial compliance with the Landscape Plan. I cannot verify the species of plantings. If verification of the type, number and size of plantings is warranted, I suggest you contact a landscape architect and confer with him/her.)* It is my understanding that Stephen Wing, ASLA, project landscape architect has inspected the site and that his findings noted in his 22 October 2008 letter are acceptable with the Town.

6. Comment remains. *(As you know, I did not perform construction inspections for the project. Therefore, I cannot verify if underground improvements [i.e., stormceptor, drainage outlet structure, propane tank, drainage drywells, etc.] were properly placed/installed.)* It is my understanding that the Weston & Sampson, project engineer performed construction inspections and approved the drainage system installation and that the Town accepts their approval.

7.a. This item has been addressed. *(The north east portion of the parking area contains nine (9) parking spaces, not eight [8].)* The additional space has been marked/stripped for pedestrian access to the adjacent sidewalk.

7.b. Comment remains. *(Being an "Improvement Location Survey", the Minimum Standards for Surveys and Maps in the State of Connecticut requires a boundary determination declaration pursuant to Sect. 29-300b-2.(3) The plan/map should reflect this.)*

8. Comment remains. *(Subsequent to recording the approval Proposed Civil Site Plan, the plan was revised (Revised 6/07, Revision No. 4). It appears the only change to the plan was to revise the location of the drainage outlet structure and include a rip rap outlet pad and grass lined swale. Based on information on the improvement Location Survey and viewing site conditions, it appears a drainage structure was installed at the design location. The drainage swale was changed to all rip rap rather than being grass lined. As noted above, portions of the rip rap lined swale encroaches onto the adjacent Malcolm Speirs property.)* It is my understanding that the Town finds swale lining acceptable. Based on our visual viewing of the swale, it appears adequately stabilized. An updated as-built location survey is necessary to verify if the relocated swale does not encroach onto the Malcolm Speirs property.

9. Items Addressed. *(I feel obligated to note that in my opinion several of items noted above which are at variance with approved plans are safety related. Most notably, the guiderail along the west side of the parking area and traffic signage were not installed.)*

A handrail was installed along the top of the retaining wall and large stone boulders were placed at each parking space along the top of the embankment.

As we discussed during our recent site inspection, it appears many of the changes noted above were implemented during construction to minimize disturbance of existing site features (trees, landscaping, sidewalks, etc.) and/or approved by the Town Hall Expansion Committee.

I would further note that the above comments are not meant to be a "punch-list" for items to be completed by the contractor to comply with contractual documents. The above comments were viewed in the context of compliance with contractual documents. The above comments were viewed in the context of compliance with plans approved by the Old Lyme Zoning Commission.

Upon your review of this matter please feel free to contact me should you have any questions or would like me to further address a specific item.

Sincerely,

Thomas E. Metcalf, P.E., L.S.

cc. OL Zoning Commission

T. Griswold

Town Hall Expansion Committee c/o J. Forbis

Draft Letter

3.l. The Town Hall Expansion Committee accepts the sidewalk as-built.

3.m. The Town Hall Expansion Committee accepts the condition as-is.

3.n. The Town Hall Expansion Committee accepts the condition as-is.

3.o. Mr. Metcalf is correct. The Town Public Works Department installed the drainage system of the East side of the Building and verified the work. The work is acceptable to the Town Hall Expansion Committee.

4.a. The Town Hall Expansion Committee accepts the condition as-built.

4.b. The lights are acceptable to the Town Hall Expansion Committee.

4.c. The Town Hall Expansion Committee accepts the condition as-built.

5. The Town Hall Expansion Committee accepts the planting layout as adequate except for specific identified plants (requiring careful pruning and or replacement) and the eradication of the knotweed on the west side of the property. The Town Hall Expansion Committee and the Town is monitoring the planting for warranty issues.

6. The Town Hall Expansion Committee accepts the approval of Weston and Sampson for the drainage system.

7.b. The Town Hall Expansion Committee will direct the surveyor to include a boundary determination declaration pursuant to Sect. 20-300b-2.(3), as noted by Mr. Metcalf.

8. The note refers to items 3.f. and 3.g. which were previously discussed. The Town Hall Expansion Committee finds the swale line acceptable and the final as-built survey will confirm that the location does not encroach onto the adjacent Malcolm Speirs property.

9. The Town Hall Expansion Committee agrees that this item has been addressed and is acceptable to the Town Hall Expansion Committee.

As soon as the weather permits, the revised "as-built" survey will be completed and submitted to your office.

Thank you for your assistance and cooperation in this matter.

John L. Forbis
Chair
Town Hall Expansion Committee

Timothy C. Griswold
First Selectman, Town of Old Lyme
Ex Officio Member
Town Hall Expansion Committee

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Draft Letter

February 24, 2010

Ms. Ann Brown
Zoning and Wetlands Enforcement Officer
Town of Old Lyme
52 Lyme Street
Old Lyme, CT 06371
RE: Memorial Town Hall Expansion and Renovation

Dear Ms. Brown,

This letter is written in response to Thomas E. Metcalf's, P.E., L.S., letter to you dated February 2, 2010, copy attached. It is based on a re-inspection with you of the site improvements made during the expansion of Town Hall.

This letter lists each item by item number according to Mr. Metcalf's letter. A copy of that letter is attached for reference.

- 3.a. The Town Hall Expansion Committee is satisfied with the design and functioning of the driveway entrance and exit aprons.
- 3.c. The Town Hall Expansion Committee believes that the arrow markings at entrance drives are sufficient. A "Do Not Enter Sign" will be installed at the lower end of the entry ramp.
- 3.d. The berms were designed to slow the water flow onto the parking areas. The current condition is acceptable to the Town Hall Expansion Committee.
- 3.e. The manhole extension has been raised high enough to accept the grade in the area. The embankment has been stable since it was installed. The Town Hall Expansion Committee is satisfied with the current condition.
- 3.f. A change order was issued early in the project to show the location and design change at the recommendation of the Connecticut Department of Environmental Protection. The revised "as-built," to be submitted, will show the "as-built" condition. This is acceptable to the Town Hall Expansion Committee.
- 3.g. Work has been performed to eliminate the encroachment. The revised plan will show that fact. This is acceptable to the Town Hall Expansion Committee.
- 3.h. The Town Hall Expansion Committee accepts the curbing as built.
- 3.i. The existing condition has held up quite well. The Town Hall Expansion Committee will continue to monitor it.
- 3.k. The Fire Marshal ordered the walk. The Town Hall Expansion Committee accepts the sidewalk.