

Meeting Minutes

<i>Date and Time:</i>	October 17, 2017 1:30 P.M.	<i>TT Project No.</i>	143-151419-18001
<i>Location:</i>	Holliston Town Hall, Selectmen's Meeting Room, 703 Washington Street	<i>File:</i>	
<i>Originated By:</i>	Steven M. Bouley, P.E.	<i>Recorded By:</i>	Mark Negrotti, P.E.
<i>Date Prepared:</i>	October 24, 2017		
<i>Participants:</i>			
<i>Name</i>	<i>Organization</i>		
Jeff Ritter	Town of Holliston (TOH)		
Joshua Alicandro	Lorusso Corporation (LC)		
Alex Bulhoes	McMahon Associates (MA)		
Mark Negrotti	Tetra Tech (TT)		
Steve Bouley	Tetra Tech (TT)		
Gene Crowley	760-770 Washington Street Property Owner		

Agenda Items

Construction Schedule

- During the next three weeks LC will be in process of installing conduit and appurtenances for signals. TT requested project schedule from LC.
- November 15 expected to be final day of construction for this season.

Items Discussed During Meeting

- Mast arm submittals have not been submitted to MA as of today's meeting. Mast arms expected to have approximate 12 week lead time. Mast arm bases will be excavated using an auger and due diligence conducted on mast arm locations did not yield any utilities which may be struck during auger process. MA also requested cage submittals for mast arm bases.

- The project team collectively spoke about proposed patching of existing sidewalk in areas of conduit installation. LC expressed concern regarding finish of sidewalks post construction as did not feel a patched sidewalk would be aesthetically pleasing in a highly visible area. The question was whether to patch sidewalks per the contract or remove affected panels and replace. Direction from TOH to maintain what is proposed in the contract and patch the sidewalks.
- LC raised concern regarding existing bricks and low spots/tripping hazards along the edge in multiple locations throughout the project area and how they should be dealt with during construction. Direction from TOH to maintain what is proposed in the contract and not repair any brick unless disturbed by contracted construction.
- The project team decided that all payment requisitions will be reviewed and approved by MA. TT will be main site inspector for the project as MA only expected to be on-site for signal installation.
- MA to forward bid pricing sheets from contract to TT for reference throughout the project.

Citizen/Business Owner Comments

- Mr. Gene Crowley concerned about proposed variable parking spaces located along the frontage of his restaurant space at 770 Washington Street. Four parking spaces are to be closed during peak hours to allow that area to be used as an additional travel lane during peak traffic hours. Variable warning signage is to be used to warn traffic if spaces are open or closed. Project team and Mr. Crowley had open discussion regarding the expected effectiveness of the variable spaces and appurtenant signage and whether it will cause confusion and ultimately accidents at that location. Mr. Crowley also concerned about hours in which the spaces will be closed. The restaurant leasing his property is expected to open during the hours the spaces will not be able to be utilized, potentially limiting patrons to the restaurant due to parking. MA will be conducting a post construction survey of the variable spaces to determine their effectiveness. Project will be constructed in full per the contract. If changes are required resulting from the post construction survey, a change to the contract may be required to accommodate necessary changes.

Action Items

1. LC to forward project schedule to project team.
2. LC to submit mast arm submittals to MA for review ASAP to ensure lead time does not delay construction in spring of 2018.
3. MA to forward bid pricing sheets from contract to TT.

Next Meeting October 31, 2017 – 1:30 P.M.