

**COMPLETE STREETS COMMITTEE
THURSDAY, AUGUST 17, 2017, 8:30 AM
MINUTES**

Vice Chairman Peter Cunningham called the meeting to order at 8:30 AM in the Town Hall.

Members present: Collette, Cunningham, Delaney, Llodra, and Von Campe, Barringer (participating remotely)

Member absent: Legge

TIER 3 CONSTRUCTION AWARD FROM MASSDOT

The Committee received an award letter dated July 19, 2017 MassDOT for Tier 3 Construction as detailed in the application submitted on May 1, 2017. All work must be completed by September 30, 2018.

ENGINEERING DESIGN

The Committee reviewed the proposal dated August 15, 2017 from Nitsch Engineering in the amount of \$54,500 for survey and engineering design work for the approved projects. In order to save design costs, the Committee decided to eliminate the crosswalk at the public library because the sidewalk on the eastern side of the road only goes a short distance. The Committee also decided to submit a Request for Determination rather than a Notice of Intent to the Conservation Commission for the sidewalk only Long Hill Road because work will be in the buffer zone, not the resource area. The Committee will ask Nitsch to submit a reduced cost estimate.

Members discussed whether to request quotes from other traffic engineering firms that have been pre-qualified by MassDOT as required in the grant. Member Collette suggested Greenman Pederson and Stantec (formerly FST) because both had done traffic engineering work for the Town. The Committee will consult with the Town Manager on the procurement process.

Chairman Barringer asked if the article for engineering funds should be placed on the 2017 Fall Town Meeting or 2018 Spring Town Meeting warrant. Members agreed that the article should be considered in the fall in order to allow sufficient time to complete the work prior to September 30, 2018.

The motion was made by Delaney, seconded by Von Campe, to submit the article for engineering funds for the 2017 Fall Town Meeting. The motion passed unanimously by roll call vote with Barringer, Collette, Cunningham, Delaney, Llodra, and Von Campe in favor.

MINUTES

The motion was made by Von Campe, seconded by Delaney, to approve the April 26, 2017 minutes. The motion passed unanimously by roll call vote with Barringer, Collette, Cunningham, Delaney, Llodra, and Von Campe in favor.

Meeting adjourned at 9:00 AM.

Respectfully submitted,

Michelle Collette, Member