**Local Project Management Team**

Main Street & Merchants Row Bridge Replacement Project

Middlebury Town Offices – Friday, April 22, 2016

Highlights

**Attending the Meeting**: Selectboard Members Nick Artim and Donna Donahue. Community Representatives Dean George and Ken Perine. Community Liaison Jim Gish. Town Manager Kathleen Ramsay. VTrans Deputy Secretary Rich Tetreault. VTrans Project Manager Joel Perrigo (by phone). VHB Managing Director Mark Colgan (by phone). Public: Nancy Malcolm (Planning Commission), Susan McGarry (St. Stephen’s), Sue Bourdon (Bourdon Insurance), Bruce Hiland (Battell Block), Matt LaFiandra.

**Call to Order**. Dean George called the meeting to order at 8:05 a.m.

**Approval of the Agenda**. Dean George requested that the Team add discussion of the temporary parking deck to the agenda. Nick Artim moved that the Team approve the agenda as amended. Ken Perine seconded the motion, which was approved by the Team.

**Approval of the Minutes of April 15, 2016**. Nick Artim moved that the Team approve the meeting minutes of April 15 as presented. Donna Donahue seconded the motion, which was approved by the Team.

**Response to Peter Langrock Letter of April 11, 2016**. Dean George asked Jim Gish to lead the Team through the responses prepared by VTrans to the 18 questions posed in Attachment 1 to the Langrock letter. (Attorney Peter Langrock had written to the Selectboard expressing concerns about public safety and environmental issues related to the Downtown Bridges Replacement Project on behalf of his clients.) Much discussion followed between the LPMT, the VTrans/VHB team, and the public attending the meeting in order to clarify responses and to highlight issues of concern requiring further investigation.

Some key points:

* A distinction was made between Contract 1 for the Early Release Package (Fall 2016 tasks) and Contract 2 for the main construction project.
* Rich Tetreault noted that between six and a dozen contractors will be involved in the project.
* Joel Perrigo described the role of the Independent Cost Estimator (Patrick Engineering) in providing third-party review of project costs.
* Rich Tetreault noted that the Town is “in the driver’s seat” when it comes to specifying road and pedestrian closure dates in the construction contract and in defining the construction workweek (this was in response to a question from Nancy Malcolm regarding the proposed 5 p.m. Friday end-of-workweek timing).
* Mark Colgan noted, in reference to the blasting plan, that the amount of rock removed will not necessarily equal the amount of rock blasted, and agreed to provide an estimate of rock removal volume. Rich Tetreault stressed that the Town will sign off on blasting protocols, including the timing of the blasting.
* Matt LaFiandra stressed the importance of independent review of project design documents.
* In reference to questions regarding stormwater runoff during and after construction, including in the event of a spill in the rail corridor, Rich Tetreault noted that VTrans would provide a list of relevant permits and documents related to treatments proposed for stormwater runoff during and post-construction once plans and permits are finalized. He also said that VTrans would host a public meeting in Middlebury soon to address the central question of water quality.
* Rich Tetreault noted that funding commitments are in place legislatively to cover any cost overruns.
* Rich Tetreault offered to put in writing VTrans’ commitment to ensuring the Town’s ongoing involvement in project management once construction contracts are signed. He also suggested initiating weekly project status meetings that he would attend.

The LPMT asked Jim Gish to revise the document to reflect results of the discussion and to forward that revised document to VTrans.

**Temporary Parking Deck**. Following up on the agreement at its April 15 meeting that parking options other than a temporary parking deck should be explored, the Team discussed in-town parking solutions. Ken Perine noted that a shuttle could deliver those parking at the Town-owned Memorial Sports Center parking lot to the center of town in 5 minutes. Other options discussed were the Courthouse parking lot, the Academy Street parking lot, and Franklin Street. Joel Perrigo noted concern about timing of the decision if it would affect ROW plan development or if it would require a NEPA process. The Team, however, felt that that would not be the case. The Team expressed its expectation to VTrans that some of the $350,000 earmarked for the temporary parking structure could be reallocated to these alternative parking solutions. More discussion to follow.

**Multi-Modal Station**. Rich Tetreault noted that, by virtue of its lease with VTrans, which extends through January 5, 2054, Vermont Railway would need to approve the transfer to the Town of land behind Greg’s/Beverage Discount for development of a multi-modal station. Rich said that he would schedule a meeting with Dave Wulfson at VSR when the Town is ready to present its plans for development.

**Next LPMT Meeting**. Thursday, April 28, 2016 at 4:00 p.m. at the Town Offices.

The meeting adjourned at 10:00 a.m.

Respectfully Submitted,

Jim Gish, Community Liaison