**Local Project Management Team**

Main Street & Merchants Row Bridges Replacement Project

Middlebury Town Offices – Monday, May 9, 2016

Highlights

**Attending the Meeting**: Selectboard Members Nick Artim (by phone) and Donna Donahue. Community Representatives Dean George, Ken Perine, and Dick Terk. Community Liaison Jim Gish. Town Manager Kathleen Ramsay. Public: Bruce Hiland (Battell Block), Matt LaFiandra, Jim Moulton (ACTR), Bill Cunningham (ACTR), Lindsey Wing (Better Middlebury Partnership), Wendy Hirdler (Better Middlebury Partnership), Sue Hoxie (Addison County Chamber of Commerce), Susan McGarry (St. Stephen’s).

**Call to Order**. Dean George called the meeting to order at 4:01 p.m.

**Approval of the Minutes of April 28, 2016**. Ken Perine moved that the Team approve the meeting minutes of April 28 as drafted. Donna Donahue seconded the motion, which was approved by the Team.

**Approval of the Agenda**. Donna Donahue moved that the Team approve the agenda as drafted. Ken Perine seconded the motion, which was approved by the Team.

**May 4, 2016 Project Status Meeting with VHB and VTrans**. Jim Gish summarized the results of a project status meeting with key decision-makers at VHB and VTrans. Highlights include:

* ROW Planning. VHB has submitted an ROW Plan and revised easement deeds for Contract 1 to VTrans. Property visits are expected to take place around the end of May with the six property owners impacted by the building of the Water Street access road and construction of the drainage system.
* Grant Agreement. VTrans is revising the current Grant Agreement with the Town to clarify responsibilities and accountabilities. Also adding a Finance and Maintenance Agreement to cover the Town’s $500K contribution to the tunnel and ongoing maintenance commitments. Draft due to LPMT for review May 20.
* Bourdon Property. Mark Colgan, Joel Perrigo, and Bruce Melvin (VTrans ROW Acquisition Chief) will meet with Sue Bourdon May 27 to discuss process and timeline for arriving at a decision on the status of her property.
* Water Quality. VHB and VTrans to meet with DEC May 23 to review the site balancing plan approved by DEC in 2014 and to discuss best practices for treatment of stormwater runoff. Water Quality Forum to be held in Middlebury to address concerns regarding stormwater runoff and a hazmat spill in the rail corridor, tentative date = June 8 or 9, in the evening.
* Section 106 Work Plan. VTrans and VHB reviewing a draft schedule to guide development and review of the historic preservation work plan and Section 106 amendment. A draft work plan is likely to be available for review in early June.

**ACTR Bus Stop Relocation**. Ken Perine summarized the results of a site evaluation of the north end of South Pleasant Street with VHB’s Director of Transportation Engineering, Dave Saladino. Also attending: Bill Cunningham (ACTR), Dan Werner (Public Works), and Jim Gish. The Merchants Row ACTR bus stop would be relocated to the north end of South Pleasant Street in early March 2017 and moved back to Merchants Row when Main Street and Merchants Row bridges are back open, expected around December 1, 2017. The bump-out in front of Town Hall Theater may need to be trimmed or eliminated to provide sufficient width in the southbound travel lane. If that were the case, Town Hall Theater could be provided with a drop-off spot during construction in front of the building (beside the Monument). Next Steps: Dave Saladino to create a CAD drawing of the full stretch of South Pleasant Street to present precise measurements for further study (including ADA compliance) and in advance of a second public meeting (to be scheduled).

**Temporary Parking Deck**. The Team asked Jim Gish to arrange for a site visit by VHB and Canadian vendor Hambro to evaluate the suitability of the Frog Hollow and lower Ilsley parking lots for a temporary parking deck. Parking on Franklin Street still an option.

**Response to Peter Langrock Letter of May 3, 2016**. The Team felt that the in-process revision of the Grant Agreement between the Town and VTrans would address several of the key issues in the body of the Langrock letter regarding accountability and liability. The Team asked Jim Gish to assemble what documentation is readily available from online sources and to provide dates for the availability of documentation that is not yet complete. Jim was asked to report the LPMT’s action plan to the Selectboard at its May 10 meeting.

**Next LPMT Meeting**. Monday, May 16, 2016 at 4:00 p.m. at the Town Offices.

The meeting adjourned at 5:14 p.m.

 Respectfully Submitted,

Jim Gish, Community Liaison