

MEETING MINUTES

Called by	Alex McDonald
Subject	Working Group Meeting (#5)
Location	Millburn Town Hall
Time/Date	8:00 AM March 6, 2017
Note Taker	James Ribaldo
Attendees	Alex McDonald (AM), Township of Millburn Dianne Eglow (DE), Township Committee Robert Tillotson (RT), Township Committee - <i>absent</i> Sgt. Michael Fattal (MF), Police Department Travis Jiroux (TJ), Police Department Rob Echavarria (RE), Fire Department Martha Callahan (MC), Assistant Township Engineer Dave Lustberg (DL), Arterial James Ribaldo (JR), Arterial John McCormack (JM), SSE James Felzenberg (JF), EMS – <i>absent</i> <i>Mayor Cheryl Burstein, Township Committee*</i>
CC	File; Attendees

1. Introduction

Discussion Points

** Mayor Cheryl Burstein (CB) acted as a substitute for Committee person Tillotson.*

DL opened the meeting by reviewing the agenda. He asked if everyone had time to review the 3/6/17 meeting minutes, upon which all responded that the minutes had been reviewed and were acceptable with no comment. The meeting minutes were conditionally accepted pending approval by Committee person Tillotson.

There was a brief discussion regarding making the meeting minutes public based on the request from Bike/Walk Millburn. It was agreed that the minutes could be made public once approved by all attendees.

Two Phase 1 Tracking Sheet items were the first topics of discussion as follows:

Main Street & Essex Street Intersection

MC explained that the Township hired Harold Maltz of Hamal Associates, Inc. to conduct a traffic evaluation on the proposed Phase 1 plans for the intersection of Main Street and Essex Street. She offered the following overview of the findings:

The proposed bump out on the northwest corner (Common Lot) should be constructed as shown on the Phase 1 plans and provides the following benefits:

- Shortens the pedestrian crossing distance by 14' feet thereby reducing the pedestrian crossing time by four (4) seconds.
- Due to this, some time is picked up that will allow more vehicles through each traffic signal cycle turning WB onto Essex Street from Main Street SB.
- JM noted that the traffic signals have a pedestrian lead interval, which provides the pedestrian with a 'head-start' before the light turns green.

The review of the proposed bump out on the northeast corner (clock corner) concluded the following:

- This turn is not required to accommodate tractor-trailer trucks (i.e WB50) due to the railroad bridge height limit of 13'4", which restricts these vehicles from traveling in this direction.
- Large passenger vehicles are easily accommodated.
- A single unit truck (SU) can be used as the critical design vehicle for this turn.
- In the existing condition, the SU trucks encroach slightly into the corner of the through only traffic lane stop bar.
- In the proposed plan with staggered stop bars, the SU trucks encroach into the corner of the through only traffic lane stop bar.

MC explained that it is understood that the purpose for this design is to reduce vehicular travel speeds in the downtown in order to make it safer for pedestrians. She further stated that the desired outcome is for traffic to make turns slowly and carefully and the geometry of the bump out forces them to do that. She further explained that the bump out reduced the crossing distance, making it safer for pedestrians. For example, she shared her experience making the right turn onto Essex Street from Millburn Ave where she was with a 'pack' of cars and noticed that the turn was made at 30MPH [*this was a personal observation*]. CB asked if the report made any recommendations. DL noted that it appears that the recommendation given was to have the current traffic engineer run computer generated turning templates for the appropriate vehicles which would more accurately show the turning movements.

MC explained that Mr. Maltz utilizes acetate turning template overlays rather than computer software. She explained that Mr. Maltz indicated to her that the overlays tend to be more conservative as they do not account for driver corrections etc.

At this time, JM presented the turning templates for this turn prepared by SSE as suggested by Mr. Maltz

that included a passenger vehicle, fire truck and SU-30 (see attached graphics as presented). The following represents the discussion that took place:

- DE asked what the hatched symbol represented on the templates. JM explained that it represents the vehicles “sweep” which includes the bumper or any other overhangs.
- JM stated that the majority of vehicles making this turn are passenger cars.
- DE cited concern that the turns for larger vehicles appeared constrained. DL responded by stating that if the group was more comfortable making the turn easier for vehicles, then the bump out could be reduced from 6’ to 4’ and a larger radius could be provided (20’ instead of 15’). This would allow for easier turning movements for vehicles.
- MF expressed concern with changing the current design and asked whether this impacted the overall intersection alignment. He reiterated the concern over pedestrian safety at this intersection. JM responded that the 2’ reduction would not impact the alignment.
- MC mentioned that in the Hamal Associates evaluation, it was suggested that the southbound lanes be reduced in width to better accommodate vehicles turning from Essex Street northbound onto Main Street. She explained that this would better align with the work that had already been completed on Main Street. She suggested that this should be looked at if the section of Main Street north of Essex Street is improved at some point in the future.
- DL summarized that there appears to be 3 options for moving forward with this corner:
 - 1) Keep the design as shown on the plans
 - 2) Reduce the bump out from 6’ to 4’ and increase the corner radius from 15’ to 20’
 - 3) Eliminate the bump out and keep the curb alignment the way that it exists currently.
- All agreed to move forward with Option 2 above. Direction was given to Arterial to revise the drawings accordingly and circulate to the Working Group for approval. Once approved, Arterial would submit the revision to Essex County Engineering and then to Flanagan’s Contracting.
- Discussion took place led by AM, CB and DE on how and when this work should move forward. There was concern stated for the nearby students and how they will be safely routed around construction. For this reason, it was suggested that the week of April 10th should be the target since the school will be closed for Spring Break. DL stated that the construction of the two corners will take longer than one week and some detail was provided as to the construction process and timing based on the previous corners. It was recommended and agreed that the corners should be constructed one-at-a-time in order to minimize impacts to schoolchildren. CB noted that while the NW corner is under construction, students could be routed over the pedestrian bridge to avoid the construction area. It was recommended and agreed upon by all that the northwest corner (Common Lot) should be constructed first during the Spring Break period since this corner gets the most activity by children coming from the middle school. CB stated that there needed to

be full time construction oversight while this work takes place. It is likely that this would be provided by either Bowman or Arterial. This was to be determined by the town. AM stated that Bowman Consulting Group would dictate the schedule requirements to the contractor.

Douglas Street & Millburn Ave Intersection

Arterial prepared a revised design for the intersection based on feedback at the prior meeting and direction given by the township in between the meetings. DL gave a quick recap of the process and presented the range of options for this intersection. This included the design as shown in the original plans and two additional options (See attached graphics as presented). The following summarizes the discussion that took place:

- DL explained the pros/cos to the three alternatives.
- DL explained that after consulting with MC, JM and MF all felt that having a left turn into the single lane was preferred and a safer alternative to offering a dedicated left turn lane with a taper/merge.
- All appeared to appreciate the newest alternative design however no specific direction was given.
- DE stated that she would still prefer to follow through with the deletion change order for this portion of the Phase 1 work. She further stated that the third option as presented could be removed from the current contract and built as a separate project. Her opinion was that the construction at this time would be too disruptive to the downtown and that the merchants would be better served if this work was done at a future time. She also mentioned that grant money, specifically safe routes to schools, should be investigated for this portion of work.
- AM mentioned that this could be considered a design revision from a legal perspective and the work could be completed with the current contractor. AM stated that while this construction would likely have a lesser impact on traffic flow, it still conveys the message that the downtown is under construction from a visual perspective.
- CB mentioned that the Township was still waiting for the costs of the deletion change order from Bowman Consulting Group. She followed that since the new school opening was not in play during the planning of this portion of the project that some further traffic impacts could be studied and this could be considered a separate project done at a future time.
- DL noted two points for consideration. First, that the size of the project will often impact the cost. A smaller project will be more expensive since the cost savings over a larger area cannot be realized. He suggested that if the Township was considering this to be a separate project, they may want to consider pairing it with another phase, such as Phase 2A, in order to make the bid more substantial. DL asked if anyone was aware of current grants and added that the time period for securing grants varies and can be extensive – so this should be considered when discussing

schedule. AM added that if SRTS grant money was available, it could be used towards any portion of the project since it is entirely within a safe routes to schools zone.

- DE stated that the newly constructed right turn from Spring Street onto Millburn Avenue is challenging. JM explained that it is most likely due to a number of factors relating to the incompleteness of the work at that intersection. CB responded by suggesting something be done temporarily to help resolve this issue and get people used to the upcoming change in traffic pattern. DL and JM stated that flexible delineators could be installed temporarily at the unfinished corner to help alleviate the issue.
- All agreed that resolution on this intersection was pending receipt of the Deletion Change Order costs from Bowman Consulting.

Action	Person Responsible
	Alex McDonald
Follow up with Committee person Tillotson regarding 3/6/17 meeting minutes	Due 3/24/17
Action	Person Responsible
	James Ribaudó
Arterial to revise the Essex Street/Main Street intersection and issue the sketch to the working group for approval.	Due 3/28/17
Action	Person Responsible
	James Ribaudó
	Due

2. Schedule

Discussion Points

DL presented the following as a preliminary schedule for community outreach:

- Storeowner Presentation with DMDA on April 4th
- Public Meeting #1: Phase 2A Workshop the week of April 17th
- Public Meeting #2: Phase 2A Follow-Up sometime in early May
- Township Committee Meeting in late May or early June
- 'Information Booth' at the Downtown "Re-Opening" Event to occur in late May or mid June

DL mentioned that this meeting schedule was established based on the assumption that construction is beginning in the early fall. He then asked if this construction target date should be assumed or not. CB responded that the construction should occur because the downtown should not be left half complete and that the town should target a Fall 2017 construction date. She further stated that it should be done with the least disruption to schools as possible. DL stated that Arterial will move forward with the assumption that Fall 2017 is the target construction date.

DE asked why construction would need to be done in the fall and felt comfortable if it occurred in the Spring. AM responded that the gap between the outreach and construction should be minimized in order for it to be effective. CB noted that this area also seemed to be the least disruptive due to its location outside on the edge of the downtown and the limited number of storefronts.

DL stated that two review meetings with Essex County would need to occur roughly in June and August. DL briefly mentioned that the workshop format for the Phase 2A Open House could be done in a round robin style break out group session where the elements are discussed in smaller groups to allow for greater feedback and discussion.

It was mentioned that the Wyoming Avenue intersection has been added to the scope but that there is no survey of this intersection. DL stated that a survey would be needed in order to develop the Phase 2A bid documents.

Action	Person Responsible
	Alex McDonald
AM would work on getting the Wyoming Avenue intersection survey authorized	Due 4/1/17
Action	Person Responsible
	John McCormack
Arterial/SSE to notify County that this intersection is part of the next phase of work and initiate County Coordination for Phase 2A.	Due 4/1/17
Action	Person Responsible
	Alex McDonald
AM to reserve library for Phase 2A Workshop	Due 4/1/17
Action	Person Responsible
	Alex McDonald
Arterial to proceed with preparing for the Phase 2A workshop and the Store Owner Presentation	Due

4/1/17

3. Design Development

Discussion Points

None.

Action

Person Responsible

Due

4. Follow up Items

Discussion Points

There were no follow up items on the agenda.

Action

Person Responsible

Due

5. Wrap Up

Discussion Points

CB mentioned at the conclusion of the meeting that additional representatives were going to be added to the working group including a member from DMDA and the Chamber of Commerce.

Action

Person Responsible

James Ribaldo

Circulate meeting minutes from working group meeting #5

Due

3/28/17