

# MEETING MINUTES

Called by	Alex McDonald
Subject	Working Group Meeting
Location	Millburn Town Hall
Time/Date	4/26/17 8-9:30am
Note Taker	James Ribaldo; Arterial LLC
Attendees	<p>Alex McDonald (AM), Township of Millburn            Dianne Eglow (DE), Township Committee            Robert Tillotson (RT), Township Committee            Sgt. Michael Fattal (MF), Police Department            Rob Echavarria (RE), Fire Department            Martha Callahan (MC), Assistant Township Engineer            James Felzenberg (JF), EMS – <i>absent</i>            Rick Davis (RD), Chamber of Commerce, President            Shayne Miller (SM), Township Resident/DMDA            Dave Lustberg (DL), Arterial            James Ribaldo (JR), Arterial            John McCormack (JM), SSE            Brian Gillfedder (BG), Police Department</p>

## 1. INTRODUCTION

### ***a. Review & Approve meeting minutes***

The meeting minutes for the previous meeting (4/13) had not been complete at the time of the meeting and would be circulated shortly. The meeting minutes for the 3/31 have been approved, and all prior meeting minutes have been uploaded to the township website.

### ***b. Phase 1 Tracking Sheet***

*Construction Status at northwest/east corners of Main & Essex*

- AM summarized the current construction status as follows:
  - Overall, the work is on schedule.
  - The contractor should be out of the roadway by Friday.
  - There was a delay on the NW corner because of the traffic signal.
- DE asked if there were any change orders expected, and AM responded that

there was one expected for the temporary electric, and the ongoing issue of concrete underneath the roadway, which was an unforeseen condition at the start of the project. Additionally, there were some cost savings, due to the ability to reuse existing infrastructure for the traffic signals.

#### *Planting Status*

- DL provided an update on the status of the planting. 43 trees have been planted; the only ones that have not been are on the corners currently under construction. The shrubs and perennials have also been planted everywhere possible, and the infiltration planters are in progress and should be complete in a day or two.
- DE asked about warranties on all the plantings and trees, DL responded that the contractor is required to guarantee the plantings for two years.

#### *Deletion Change Order*

- AM provided an update on the deletion change order. There was a meeting with Flanagan's last Wednesday, which was a productive meeting. However, after that meeting Flanagan's stated they want to wait until the end of the project to negotiate change orders. The township is waiting on advice from the attorney.

#### *Flexible parking lane striping*

- MC provided an update on the striping for the flexible parking lanes on Millburn Ave. The township has received a quote from Straight Edge for \$4,000 and is waiting for a second quote from Denville Lines. The quote from Straight Edge includes additional striping, which has been removed, so the actual price should be lower.
- During discussion, the option of doing the striping at night was raised. It was agreed that doing it during the day, starting early in the morning, was acceptable. The work should only take ½ of a day.

#### *Bike/Walk Millburn*

- DL brought up coordination with Bike/Walk Millburn. The group has been requesting information from the township, particularly speed and crash data. The group is also planning on doing outreach to the community, and DL suggested the town coordinates with them.

- AM stated that Jen Duckworth, the chair of the Bike/Walk Millburn group, could discuss the data request with him.
- Additionally, Bike/Walk Millburn has noted that the speed limits on Google Maps are different from the posted speeds on some streets downtown. It was agreed that Arterial & Sam Schwartz Engineering will coordinate with Google to provide them the proper speed limit information.

#### *Communication and Outreach*

- DL provided an update on the project website. A mock-up has been started, and should be ready for review by the next meeting. Once Arterial has the website setup, the township will keep it updated.

#### *Sign Coordination*

- The color and font for the regulatory/parking signs have been coordinated between the township and Arterial, and have been ordered.

## **2. SCHEDULE**

### ***a. Phase 2A Open House***

DL provided an update on the plans for the Phase 2A Open House. Flyers have been produced by Arterial and distributed by the Township. There will be five stations, with the following topics: Bicycle & Pedestrian Circulation, Train Station Access, Vehicular Circulation, Gateway Design and Priority Concerns in Remaining Areas. Attendees will be divided into five groups, and each group will spend 15 minutes at each station. A township representative and someone from either Arterial or Sam Schwartz Engineering will be at each table to facilitate the discussion. All agreed to meet at the Library by 6:30pm on the night of the Open House. A lengthy discussion followed, where the various options for different areas of Phase 2 were considered and the key points are captured below:

- The issue of whether an easement is in place for access to the train station from Essex Street was mentioned again (this was brought up in a prior meeting). AM will follow up on this issue.
- The configuration of Holmes Street was again briefly discussed. It was made clear that the previous direction showed Holmes Street as one-way going north, but the current working group based on feedback from the public meetings will decide the future configuration.



- Much discussion took place over the eastern gateway options regarding the various lane configurations that would be presented at the open house. This was so that all members of the working group had a better understanding of the details for each option.
- DL mentioned that everyone should plan on meeting at the library ½ hour prior to the meeting time in order to review the workshop material.

*The meeting adjourned at 9:30am.*

Action	Person Responsible
Distribute overlay showing eastern gateway overlay.	James Ribaud <b>Due</b> 5/5/17