

Town of Princeton, Mass. -- Town Hall Annex

ROAD ADVISORY COMMITTEE Meeting Minutes, January 16, 2020 6:00PM

Present: Chair William Holder, Members Joseph Bellucci, Terry Thompson, Ann Neuburg, Highway Superintendent Ben Metcalf and Advisory Committee member Bill Lawton

6:03PM Opened meeting in the small conference room in the Town Hall Annex

Vote: minutes of 11/20/19 and 12/11/19 meetings unanimously approved.

Review request for bid template

Ann Neuburg reviewed the request for the bid template for engineering design services that she had developed for use by the Town Administrator Sherry Patch. This template was based on the *Practical Guide to Drafting Effective Invitations for Bids and Requests for proposals for supplies and services* issued in 2005 by the Office of the Inspector General of the Commonwealth of Massachusetts. The template will be used for the solicitation of bids of engineering design services on Town bridge, culvert and road projects. A new document following this template form may possibly be developed for the solicitation of construction bids.

As an adjunct to the process of using this template, Ann Neuburg presented the preliminary list of engineering firms that had been developed with input from the Town Administrator and Highway Superintendent.

Closing of Roads

A list of roads that could possibly be abandoned by the Town was reviewed. This list, prepared by the Highway Superintendent, included portions of Lanes Road, School House Road, Lyons Road, Houghton Road, Lovers Lane and Old County Road. It was noted that the Select Board has jurisdiction over this process and that the RAC would assist them in any way if asked.

Grant Plans

Ann Neuburg noted that she has nearly completed a Small Bridge Grant for the partial reconstruction of a small bridge on Calamint Hill Road North. It was determined that the next grant application would be for a DER construction grant for the replacement of a sixty inch diameter culvert on Ball Hill Road. The design costs of this project were paid by DER.

Action Item: The Highway Superintendent will work to get copies of the completed design plans to help expedite this grant if necessary.

Other projects which could possibly be eligible for grants were identified as culverts on Coal Kiln, Hobbs and Sam Cobb roads.

It was determined that the strategic intent relative to planning for grants was to always have a grant application in the works if possible.

Long-term financing of bridge projects

The Committee supported further study of possibly recommending that funds be borrowed for the reconstruction of the Highway Barn bridge and the Route 31/Mirick Road Culvert given the one hundred year expected life of these projects and the current low borrowing rate of about 2%. It was noted that the smallest amount that could be borrowed was \$1.0 million.

Project and Construction Bid Update

Sherry Patch provided an excellent update covering the status of bids and grant involvement. The update is included as a source document.

The Committee approved the list of engineering design firms, having confidence in the due diligence and judgment of the Town Administrator.

As part of the update, Terry Thompson volunteered to serve on the Town's MVP Technical Assistance working group.

Project Planning and Construction

It was noted that in this fiscal year, 2020, the Town's Chapter 90 apportionment is \$375,167, up \$34,106 from the Chapter 90 monies previously approved.

Communication of RAC Agenda and Plans

It was suggested that members of the RAC meet with our Senator and Representative to keep them apprised of the status of our bridge, culvert and road plans as well as our intent to pursue grant funding.

Consideration of applicant for alternate member

The Committee enthusiastically and unanimously endorsed the application of Matthew Grainger to serve as an alternate citing his professional experience in the road reconstruction business.

Action Item: Forward this application to the Town Administrator and Select Board for approval.

Route 140 Matters

Greg Oswitt of JH Lynch, the contractor for the Route 140 project, presented a proposal relative to how the concrete used in the roundabout at the intersection of routes 62 and 140 could be colored. Greg suggested that it would be advantageous to blend in the color at the concrete mix plant rather than painting it on the surface. That way the color would be uniform throughout the whole slab as opposed to just being on the surface where it would degrade quickly because of wear and tear. The Committee approved of his suggestion.

The historical lighting in the vicinity of 80/84 Main Street, East Princeton, was discussed because of complaint by a road resident that the lighting was too bright. Suggestions relative how this could be ameliorated were brought up.

Action Item: The Highway Superintendent will work to find a solution to this problem.

Change of Road Advisory Committee Charge

The Committee reviewed the current revised charge recently adopted by the Select Board. Members of the Committee were mindful that they are to follow the direction set down by the Select Board. Members of the Committee, however, initially expressed the view that much of the current work could be done by Town employees. Terry Thompson asked if the charge reflects what the Select Board really wants the Road Advisory Committee to do.

After, however, further analysis and encouragement from the Highway Superintendent to keep providing support in the areas of project guidance, grant writing and financial planning, the Committee was comfortable continuing its current working relationships. The only suggestion made was to perhaps, at some point, include language that would more specifically identify, in a pragmatic manner, the practical tasks which the Committee would be asked to do.

Adjourn 7:37PM

Respectfully submitted: Bill Holder, Chair

Town Administrator Update to Highway Superintendent and Road Advisory Committee

1/16/2020

Route 31 Over East Wachusett Brook Bridge Replacement

Bid Opening: 2/10 at 10AM Town Hall

Mass Prequalified Plan Holders: J.H. Lynch & Sons, David G. Roach & Sons, SumCo Eco-Contracting, Construction Dynamics, New England Infrastructure

Route 31 Culvert Replacement

Specs Available: 1/22

Bid Opening: 2/26 at 10AM Town Hall

Mass Prequalified Plan Holders:

Small Bridge Grant Application

Calamint Hill Road North-Complete

RFP Engineering Template

Complete-Pending RAC Review

Will reissue Coal Kiln and Leominster pending approval

List of Engineers

Complete- Pending RAC Review

MVP Technical Assistance Grant

Received \$20,000

Kick-Off Meeting Scheduled 1/29/20 @ 6PM

Core Team RAC Member -Pending

Highway- Ben Metcalf

Complete Streets

Pending Recommendation from RAC to pursue designation

Ben Metcalf attended a recent Complete Streets Workshop, which is one of the criteria