

TOWN OF SOUTHBRIDGE

A JOINT MEETING OF THE D.P.W. SUBCOMMITTEE and TOWN COUNCIL Wednesday, January 19, 2022, 6:00 PM - REMOTE MEETING

Meeting Minutes (Draft)

1. Call to Order at 6:00 PM

2. Roll Call:

DPW Members: Chair Michael Marketti - Councilors Joseph Daou, Gus Steeves
Citizen Members: Kevin Splaine, Steve Lazo (Absent).

Also in attendance: Councilors Jacquelyn Ryan, John Jovan, Joe Cotrona, Council Vice Chair Dave Adams, Council Chair John Daniel, Town Manager, Michael McCall, DPW Director Heather Blakeley, CDBG Coordinator Peg Dean, Bill Paille, BSC Group, Alexander Fagnand, Tighe & Bond.

3. Consider and approve Joint DPW/Town Council Meeting Minutes of December 15, 2021. Approved without amendments.

4. Citizens Forum:

Kevin Splaine wanted to know the status update at the Junior High School on Marcy Street? Half of the sidewalks were damaged during construction. Heather commented that she had a meeting with the site superintendent, some of the sidewalk panels were replaced but not to her satisfaction. The project will not be completed until spring. Kevin was also wondering about the Main Street project, if anyone had walked and inspected Main Street since completion, and where did the money come from for the project? Chair Marketti said there were multiple sources of funding for the project. Town Manager McCall said AARP funds were also used. Kevin wanted to know if we had paid for the project in full yet, and are we accepting the work that they did? Heather answered that the project has not been paid for in full yet, we will have a punch list and a retainage, as is customary when we get the punch list. Kevin also wanted to know, since it is state money that is being used, does a state inspector sign-off on the plans for the project? Heather explained that the only time a state inspector signs-off on a project is when it is a state project. Kevin wanted to know if we can get a copy of the punch list? Heather said she will talk to the engineer first, and the paving will be reevaluated in the spring before getting a punch list. Kevin also raised the issue of the curbing, and he recommends that everyone walk Main Street and look at the curbing, which he describes as horrendous. Heather said that some of the curbing was the original and was not replaced, so we are dealing with existing conditions.

Councilor Jovan raised a point of order. He respects that Mr. Splaine is providing some information here, however, he is a member of the subcommittee not just a citizen, and Mr. Splaine could have had a conversation with the Chair and made sure his questions were on the agenda, rather than bring them up at Citizens Forum. Councilor Jovan said we have to be careful that it is not a violation of the Open Meeting Law.

5. Discuss final quantities change order for Massachusetts Broken Stone for \$80,086.67 to reflect the final contract amount of \$804,703.27. Recommend to Town Council to approve change order #2 with Massachusetts Broken Stone for \$80,086.67 and extending the contract

completion date by 2 days to reflect the last day of work, funding from Project 64843, Road Paving Construct and Reconstruct. Motion made by Splaine, second by Daou. Vote 4-0 in favor.

Discussion: Heather explained that this was the final quantities change order, that this was the total amount for the quantities used on the project that need to be paid out as final, based on bid prices with adjustments for what was actually done. A summary was provided of the actual bid quantities and actual installed quantities. A majority of the quantities increase was from the Paige Hill reclamation project. Chair Marketti said he will support this, because we have no choice, but he did not recall voting to do a full reclamation on Paige Hill. Councilor Adams wanted a clarification, he asked if we did a change order for Paige Hill? Heather said that is correct, we did a change order for the reclaimed portion only.

6. Discuss negative change order for Indus (Sealcoating, Inc.) for a reduction of \$30,000 for an approved contract value of \$637,160.00 with the remaining amount to be spent of \$68,765.51. Recommend to Town Council to approve the negative change order #2 reducing the contract by \$30,000 with Indus for a new contract value of up to \$637,160, funding from Project 64843, Road Paving Construct and Reconstruct. Motion made by Splaine, second by Steeves. Vote 4-0 in favor.

Discussion: Heather explained we did a change order earlier to increase the contract value to allow more work to be done because there was additional funding at the time. With the increase of the previous agenda, in order to balance what we have in our \$1.5 million (Road Improvement Plan), we needed to reduce the quantities somewhere else. The additional sealcoating was not done, so we will reduce their scope of work until the spring so that it doesn't exceed this value. This way, we are still within our \$1.5 million of accrued funds. Heather detailed the costs to date of all the road projects under the plan.

7. Discuss change in scope with VHB for Main Street Improvements to include proposal for re-evaluation of the traffic signal at Main and Elms/Central St. This cost would be covered under the existing design and oversight contract. Recommend to Town Council approval of the Change in Scope with VHB for review of the intersection of Main St and Elm/Central St. There is no additional cost associated with this change in scope. Motion made by Steeves, second by Splaine. Vote 4-0 in favor.

Discussion: Heather explained that at the last meeting we discussed having the lights at the intersection of Main, Central and Elm studied, and she looked at the costs associated with the study. VHB said they could do the study within their existing contract. They provided her with a scope of work, they will evaluate the timing of the signals, and provide her with a report. Councilor Steeves asked for a clarification about the cost and the previous amendments to the contract. Heather explained that some of the amendments were for the water project. Steeves asked if we had already budgeted for this work. Heather explained that they budgeted a certain amount for oversight and design, so this is a different use of the funds already budgeted. Steeves asked about a time frame for the work to be done. Heather said it would take about 4 months. Steeves pointed out that the "Scope of Services" says it will take 4 hours at each intersection. Heather explained that it will take them 4 months to render a decision from the date of execution.

8. Discuss Complete Streets Policy. Recommend to Town Council accepting Complete Streets Policy and submitting the policy for review. Motion made by Daou, second by Steeves. Vote 4-0 in favor.

Discussion: Heather asked Peg Dean to be on this call as the Complete Streets Policy is being “co-pushed” with her Department. Heather explained that the Complete Streets Program is, for those who are not familiar with it, making streets accessible for all modes of transportation; cars, trucks, pedestrians and bikes. Peg Dean introduced Bill Paille of BCS Group, and said they have offered us technical assistance on Complete Street. Once the Policy is approved, we can put out RFPs for BCS Group to assist us. Ms. Dean explained the Complete Streets program and policies, and how it “dovetails” with the rail-trail. Mr. Paille explained the time-table for applying for the funds from Complete Streets. Ms. Dean also said she believed the West Street project would qualify for the funds. Councilor Steeves asked about public transit, and believes that some of the Complete Streets funds can be used for Public Transit. He would love to see a return of the old trolley line that used to run through town. Steves also would like to see the funds used to replace the sidewalk on Main Street in front of the art center and cemetery. Councilor Adams spoke about the conversation he had with town officials in the past about applying for the Complete Streets program. He said he liked the policy, he fully supports this, and is glad it is on the agenda. He also spoke about the CMRPC (Central Mass Regional Planning Commission) that he sits on, and how other towns are taking advantage of the Complete Streets program. Councilor Ryan said she loves the idea and is glad it is moving forward, and also wanted to mention that she sits on the WRTA Advisory Board (Worcester Regional Transit Authority) and thinks there is a way to use some of the funds for expanding bus stops in town, including stops along the rail-trail.

9. Discuss 75% design plans for West St. Review roadway layout and design. Discuss possible dedicated multiple use path (bike and pedestrian) on east side of West St in support of the possible multiple use path (bike and pedestrians – rail trail) from Sturbridge to Dudley and grant application being submitted by Economic Development. Review of the current design and possible bid alternate to include the multiple use path consistent with Complete Streets Policy (if approved) and in support of grant application being submitted by Economic Development.

Discussion: Chair Marketti asked that we talk about the West Street design plan that is funded through Chapter 90 funds, and that the rail-trail discussion be reserved for Planning & Development. Heather explained that the West Street project is being funded by Chapter 90, CDBG and Water & Sewer enterprise funds as well. Heather then shared a presentation of the West Street design from Tighe & Bond. Councilor Steeves asked where there would be a crossing at Main Street, which is a dangerous intersection? Heather answered that some work would still be needed at the Main St. intersection to improve the crossing signals. Peg Dean commented on the Complete Streets and the increase in pedestrian accidents over the years. Ms. Dean is passionate about providing safe pedestrian access. Councilor Adams commented that this is a good concept of two departments working together on our parks, trails and West Street. Councilor Jovan asked about the West St. design plans, if it is going to take care of the water drainage that ices up at Collier and School Street. Heather spoke to the problem and said the plans will create an under drain system and catch basin. Jovan also asked about the fencing at West Street field and suggested the fence be replaced. Alexander Fagnand, of Tighe & Bond, said the plan was to retain the fencing, but they would look at it. Councilor Steeves also asked about the fencing, and Heather said it might be a good idea to replace it. Heather also said if we decide to create a bike path on the West Street design, there will likely be a change order on the next meeting agenda. Chair Marketti asked when the project would start? Heather said this

spring, which is why the rush.

10. Discuss Paige Hill and Dudley River Road Projects follow-up from last meeting.

Discussion: Kevin Splain asked about the Paige Hill project, and why we got two separate invoices from one contractor for one job, for same time frame. Heather explained the quotes and bids on the project.

11. Update on replacing Town Hall Carpets.

Discussion: Chair Marketti asked for an update on the carpet replacement at the Town Hall, which were to be done this winter. Heather said the Town Manager asked her to postpone this until February. She would like to get the carpets removed so she can see the condition of the subfloor. Until we have a better resolution of what's going on underneath, she can't put together a scope of work. Heather talked about the different options for the carpets. Also, the cost of the replacing the carpets and where the funds will come from. Town Manager spoke about the February delay, the timing, Covid, snow removal, and it would be better if the work could be done during February school vacation. Councilor Daou asked if the carpets had been changed 5 years ago? Heather said some of the carpets were done 5 years ago, and spoke about which carpets needed replacing, and the type of carpeting that is needed.

12. Adjourn: Motion made by Daou, second by Splaine. Vote 4-0 in favor.

Meeting adjourned at 7:09 PM

Respectfully submitted by Subcommittee Chair Councilor Marketti

Recorded meeting can be viewed on the Southbridge Cable Access YouTube channel.