**Local Project Management Team**

Main Street & Merchants Row Bridges Replacement Project

Middlebury Town Offices – Monday, June 13, 2016

Highlights

**Attending the Meeting**: Selectboard Members Nick Artim and Donna Donahue. Community Representatives Dean George, Ken Perine, and Dick Terk. Community Liaison Jim Gish. Town Manager Kathleen Ramsay. Public: Matt LaFiandra (Edgewater Holdings), George Dorsey (Edgewater Holdings), Nancy Malcolm (Planning Commission), Bruce Hiland (Battell Block), Josh Donabedian (Addison County Regional Planning Commission), Caroline Carpenter (National Bank of Middlebury), Susan McGarry (St. Stephen’s), Ed McGuire (St. Stephen’s).

**Call to Order**. Dean George called the meeting to order at 4:05 p.m.

**Approval of the Minutes of May 31, 2016**. Nick Artim moved that the Team approve the meeting minutes of May 31 as drafted. Ken Perine seconded the motion, which was approved by the Team with one abstention (Dick Terk).

**Approval of the Agenda**. Ken Perine moved that the Team approve the agenda as drafted. Donna Donahue seconded the motion, which was approved by the Team with one abstention (Dick Terk).

**New Agreement between Town & VTrans**. After discussion of the potential liability implied by approval of design documentation, the Team approved Legal Counsel’s suggested changes to the document developed by the LPMT for the purpose of defining its expectations of the Town’s contractual roles and responsibilities for the project. Dick Terk moved that the Team approve the document as revised. Ken seconded the motion, which was approved by the Team. George Dorsey noted the importance of VTrans defending and indemnifying the Town in the event of a lawsuit.

**85% Plan Delivery & Public Meeting**. Jim Gish confirmed to the Team that the 85% Final Plans expected in June are in fact for Contract 1 only, not for the entire project as the LPMT had expected based on the March 2016 Draft Project Schedule. While stressing the volume and variety of project work in which VHB is currently engaged, Jim did note that ongoing communication of project schedules, important to the Town for planning purposes, is a concern, and the LPMT voiced its frustration at the challenge of holding the project team accountable to a schedule. Jim to ask VHB for a firm date by which Contract 1 Final Plans will be delivered. Following delivery, VHB and VTrans will schedule a walk-through of those plans with the LPMT. At that point, the LPMT will decide on the timing and content of a community forum to update the Town on the project. Jim is pressing VHB for an updated summary of key dates for the entire project and in particular Contract 2 Final Plans date. Ken Perine suggested that VHB’s contract with the Town be evaluated to determine what leverage the Town has in compelling VHB to meets its commitments. Finally, Jim noted that VHB had delivered a draft Spill Containment Plan for the new drainage system on June 9. Jim has asked for the LPMT to review and comment on the plan and he has shared the plan with Middlebury Fire Chief David Shaw and with Legislator Amy Sheldon.

**Section 106 Blasting & Monitoring Plan**. VHB delivered a preliminary draft Historic Structures Management Plan on June 7 to VTrans and to Jim Gish. Jim has reviewed the document, suggesting changes that would ready it for public review. VHB, VTrans, and Jim will determine a date by which the draft can be submitted to downtown property owners and facilities managers at its June 23 team meeting. The blasting plan is of particular concern to the Team and the community.

**ROW Planning**. VHB submitted final Contract 1 ROW documentation to VTrans on June 8. No date yet set for meetings with Middlebury property owners.

**Temporary Parking Structure**. Jim Gish summarized the three options currently being explored: 1) reconfiguring existing roadways and parking lots (Franklin Street and Mill Street lot), 2) temporary parking deck in Mill Street lot (or possibly lower Ilsley lot), 3) satellite parking locations with shuttle service. The LPMT asked Jim Gish to press VHB for configuration details on temporary parking deck from Canadian vendor Hambro so that decisions can move forward.

**Relocation of ACTR Bus Stop**. Jim Gish reported that a public meeting of South Pleasant Street property owners, residents, and those who work in the neighborhood is scheduled for June 16. The purpose of the meeting is to gather feedback on the revised plan to relocate ACTR to the north end of South Pleasant Street.

**Response to Peter Langrock Letter of May 3, 2016**. Jim Gish reported that all documentation requested in the Langrock letter is now complete, including Question #10, which concerns Emergency Responder resources in the event of a hazmat derailment. Jim has posted links to all online documentation and/or the documentation itself in the Project Documents section of [www.middleburybrides.org](http://www.middleburybrides.org). Jim will prepare a draft letter responding to the Langrock requests for the Selectboard to review at its June 28 meeting.

**Next LPMT Meeting**. Tuesday, June 28, 2016 at 4:00 p.m. at the Town Offices.

The meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Jim Gish, Community Liaison