

ROUTE 18
TRANSPORTATION IMPROVEMENTS

**COMMUNITY
PARTNERING TEAM**

CITY OF NEW BRUNSWICK

STEERING COMMITTEE MEETING REPORT NO. 12

PROJECT: ROUTE 18 - Section 2F, 7E, and 11H
City of New Brunswick
Middlesex County, New Jersey

PLACE: Council Chambers, City Hall
City of New Brunswick, NJ

DATE: October 23, 2003

SUBJECT: Steering Committee Meeting No. 12

ATTENDEES:

Mr. Steve Lavelle (SL)	NJDOT, Div. of Proj. Mgmt.	609-530-2546
Mr. Kiran Patel (KP)	NJDOT, Div. of Proj. Mgmt.	609-530-2498
Ms. Amy Polachak (AP)	NJDOT, Div. of Proj. Mgmt.	609-530-5353
Mr. Stephen Mikulak (SM)	NJDOT, Office of Community Relations	609-530-6558
Mr. Thomas Loughlin (TL)	City of New Brunswick	732-745-5007
Mr. Paul Nowicki (PN)	Gannett Fleming, Inc.	908-755-0040
Mr. Darryl Johnson (DJ)	Gannett Fleming, Inc.	908-755-0040
Mr. Jeff Grob (JG)	Vollmer Associates	212-366-5600
Ms. Martine Culbertson (MC)	M.A. Culbertson, LLC	856-795-8485

SUMMARY:

To present the results of the SME workshop; to review the project status and schedule; to discuss outstanding design or construction staging issues; and to determine next steps for the CPT including the Traffic Management and Communications Task Forces. (agenda attached).

POINTS OF DISCUSSION:

1. (DJ) provided the status of the final design submissions:
 - (a) drainage report - first week of November
 - (b) soil plan - mid November
 - (c) discussing sole source of boulderscape



- (d) discussing prefab specs for truss - (KP) recommended that GF examine the Yonkers Stadium pedestrian overpass which has a rounded enclosure. ACTION: GF
 - (e) New Street Bridge is a typical structure submitted for review by Capers and Lewis
 - (f) Specs to be completed by mid December. ACTION: DJ to provide to QA Unit for review
 - (g) Water/sewer work progressing - permit date 10/16.
2. For each submission, indicate the time frame for review. They should be given one week time frame.
 3. GF to revise the SME Coordination Schedule to set time frame with expected return date, indicate structure by structure detail, and SME responsible within the time frame. Send revised SME Coordination Schedule List to P.M.s, Dick Dunn, and SMEs. ACTION: GF - by Mon. 10/27
 4. Working with DCA, have established contact with Ralph Ferguson. Need to elevate if he is not available. City policy is to use Uniform Code and have DCA conduct inspections and approvals.
 5. Non Standard Structures such as the Boyd Park amphitheater, boat ramp and promenade are listed under architectural details since they are not NJDOT inventory items.
 6. Parcel of land adjacent to Riverside Towers currently owned by the City, not NJDOT, is a possible site for 4 parking spaces. NJDOT would like City to proceed with coordination to transfer property to Riverside Towers. (TL) requested land survey map to determine property and have Right-of Way provide land value. ACTION: GF to send map and information to Tom Loughlin
 7. Prior to jurisdictional meetings between City and NJDOT, Tom Loughlin requested information on lightning needed for discussions with PSE&G. ACTION: GF to generate cost estimates for lighting and utilities and send to Tom Loughlin
 8. The architectural design booklet is available to Steering Committee members but will not be released until after final design approval. ACTION: Jeff Grob to research and provide information on anti-graffiti coatings
 9. Detour and construction staging plans require City resolution of support. (TL) to present plans to City Council on November 3rd and November 5th. ACTION: GF to provide plans to Tom Loughlin for review prior to those meeting dates.
 10. The Richmond Street pedestrian bridge structure has been submitted to Harry Capers's group for review, and comments were to be given by 9/24. ACTION: (KP) to check with Structures on status.
 11. Archeological recovery is two and half weeks ahead of schedule. Site restoration and clean up to be conducted soon, perhaps opportunity for a "cultural day". Milner's specialist, Becky can speak about the area. Video and photos have been taken. Materials have been recovered and are currently at Milner's office. ACTION: GF to contact Fran Daly, NJDOT Press Office to develop program.
 12. The City has obtained a letter of understanding with the Tov Manor property owners to acquire the property needed for the Newell/Phelps connection. (TL) provided a copy of the letter during the meeting. (KP) directed GF to incorporate the design work for that area into the final design plans. ACTION: Tom Loughlin to progress with the transfer of property to the City.
 13. Coordination meeting regarding the architectural treatments for Boyd Park is needed with Jim Campbell from the City and Jeff Grob. ACTION: GF and JG to schedule meeting by end of November.
 14. Regarding traffic management and the construction staging for the Newell Phelps connection, (TL) noted that the City needs to check with the locals (neighborhood discussion and input is needed) to determine if they would prefer to have that road completed early in the project to allow more access or later in the project to prevent "cut through" traffic. ACTION: GF to determine options for construction staging and provide information to City for coordination with neighborhood. Issue can be raised with Traffic Management Task Force.
 15. (SM) noted that NJDOT OCR (Office of Community Relations) should be notified of any City Council meetings requesting resolution of support project items.
 16. The planting of trees and landscaping efforts are being done by NJDOT Landscaping Unit under the direction of Cindy Bloom Cronin. Any deed restrictions or areas for plantings to be coordinated with that unit. She did attend the SME workshop and should be part of the project scheduling review process.
 17. J&J parcel is under appraisal. The cost to cure reports are completed.

18. Richmond Street right out only is in the final design plans and (TL) will notify the City Council.
19. (TL) to work on authorization and execution of agreement for betterments. This requires funding support from City by April 15, 2004. (TL) to push process since normally capital improvements are done June/July and needs to present to the Board for the 2004 budget. ACTION: (DJ) to provide costs to (KP), NJDOT and then (KP) will forward to (TL).
20. Utilities work is progressing. PSE&G electrical substation screening and fencing requires a coordination meeting with (KP) and GF. ACTION: GF to provide information and schedule meeting.
21. Dettmer relocation request by owner for adequate time to locate new home. Meg Palmer, NJDOT Right-of-Way is working with the Dettmers. Tom Loughlin to inform owners that home for sale on Carpenter Road will remain on septic system. The City is not installing a sewer line at present, however GF noted that the designs for that area do not exclude one from being installed at a later date.
22. (TL) provided information to Sharon Walters, reporter for Home News Tribune, on the staging plans. ACTION: Contact Fran Daly to inform her of Sharon Walters for press information on the project. Future questions from the press should be directed to Fran Daly, NJDOT Press Office (she replaced John Dougarian) or to Steve Mikulak, NJDOT, Office of Community Relations.
23. (TL) noted that the plaque has been removed from the old Police site. All three buildings are scheduled for demolition.
24. The improvements including the traffic signal at Neilsen and Commercial is under City review. It is not determined as of yet whether Neilsen will be two way or one way which will effect the signal timing. ACTION: GF to schedule meeting with the City. (TL) noted that there is currently no one in the position of City Engineer. The Public Works Director may assist in the interim and Tom confirmed that review of plans should be done by DCA for City approvals. They accept their design standards and their review process.
25. Albany Street bridge underpass is on the critical path. J&J coordination is needed to finalize design plans. ACTION: GF and (JG) to schedule meeting with J&J at the appropriate time.
26. Bulkhead status - GF has developed options and is coordinating with NJDOT
27. GF working with Harry Capers in performance specs. ACTION: (JG) to create a number of mock-ups.
28. Contract Enhancement Team meeting should be scheduled as soon as possible. Keep membership small and focused. (SL) and (KP) indicated: Jaffe, Yaede, Lewis, Szafranski, Timpone, Steiner, Barretts, Lovett and two individuals from GF. ACTION: (MC) to schedule and facilitate meeting in early November.
29. (SL) to meeting with (KP) and (MC) to review all project issues generated from meetings: CPT, SME Workshop, Risk Management, Sr. Management Constructibility Review and Steering Committee. ACTION: (MC) contact Cheryl Goldman to schedule issues matrix meeting as soon as possible.
30. Membership for the Traffic Management Task Force and the Communications/Public Awareness Task Force were reviewed. Traffic Management should include new CPT stakeholders such as Robert Wood Johnson Hospital, School Bus company, City and County Emergency Management offices, and City Public Works department. (TL) suggested coordinating with major business employers in the area to deal with the traffic concerns during construction. Representation from employers to address traffic congestion and ways to relieve traffic volume during construction will be a part of the Communications/Public Awareness Task Force, in addition to getting the word out when construction staging will effect traffic flow. The Traffic Management Task Force will address construction staging traffic management plans such as the determination of detour routes, temporary signal timing changes, access modifications, pedestrian safety and emergency access plans. ACTION: (MC) to update membership lists for both Task Forces and schedule meetings for late November/early December.

31. CPT members have not been notified since CPT Meeting No. 16 and are calling to inquire about the status of the project. ACTION: (MC) will conduct courtesy calls to all CPT members to inform them of the project status and next round of task force meetings. (MC) will produce distribute packet of materials to all CPT members: CPT Meeting Report No. 16, Steering Committee Meeting Report No. 11 and No. 12, revised contact lists, an updated Route 18 improvements map, rendering of the Albany Street underpass and other updated renderings of the pedestrian overpass, bridges and sidewalk features.
32. Appreciation was extended to Tom Loughlin for his efforts in resolving the Newell/Phelps issues in addition to many other project corridor improvements and coordination requirements. Meeting was adjourned at 11:30 a.m.

KEY ACTION ITEMS

Steve Lavelle

- (1) Review issues summary and recommendations matrix with (MC) and (KP).

Steve Mikulak

- (1) Attend City Council meetings as appropriate and provide contacts for Communications/Public Awareness Task Force and Traffic Management Task Force.

Tom Loughlin

- (1) Continue coordination on Tov Manor property acquisition.
- (2) Request resolution of support for Traffic Staging Plans from City Council.
- (3) Request funding for betterment project
- (4) Participate in jurisdictional agreement meetings with NJDOT and with PSE&G

Kiran Patel (Luciana Costa-Toller/Rana Sharad)

- (1) Coordinate with (PG) and (SL) on contamination site and DEP permitting.
- (2) Review right-of-way and acquisition status to maintain project schedule (including accelerated contracts for early demolition of requested parcels)
- (3) Follow-up with Structure Unit to be certain final design review comments have been sent.
- (4) Review issues summary and recommendations matrix with (MC) and (SL).

Gannett Fleming

- (1) Create final design review schedule indicating review time frames and critical path items and reviewers. Distribute to all SMEs and senior management with updates regularly.
- (2) Send map and information on land to be acquired by City from Riverside Towers to Tom Loughlin.
- (3) Send cost estimates for lighting and utilities to (TL).
- (4) Send maps indicating areas for jurisdictional agreement (TL).
- (5) Conduct on-going coordination with Rutgers on City Docks area enhancements, access issues and jurisdictional agreements.
- (6) Initiate jurisdictional agreement meetings with the City, Rutgers and County once maps have been sent with ample review time.
- (7) Provide updated map for distribution to CPT members.

Jeff Grob

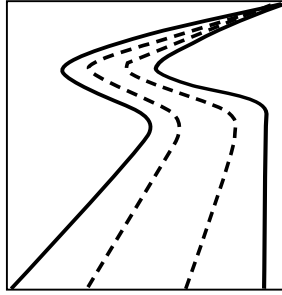
- (1) Create performance spec mockups.
- (2) Attend coordination meetings for: Boyd Park architectural treatments with City, Albany Street underpass with J&J, and City Docks area enhancements and walkway with Rutgers University.

Martine Culbertson

- (1) Conduct courtesy calls and distribute packet of project information to all CPT members.
- (2) Revise CPT members list and Task Force lists.
- (2) Set up meeting with (SL) and (KP) to discuss issues summary and recommendations matrix.
- (4) Notify members, schedule and facilitate Contract Enhancement Team meeting at NJDOT in November.
- (5) Notify members, schedule and facilitate Traffic Management Task Force meeting at the Elks Building in November.
- (6) Notify, schedule and facilitate Communications/Public Awareness Task Force meeting at the Elks Building in early December.
- (7) Conduct reminder calls for the Green Acres public meeting and to schedule next CPT Meeting.

We believe the foregoing to be an accurate summary of discussions and related decisions. We would appreciate notification of exceptions or corrections to the minutes within three (3) working days of receipt. Without notification, we will consider these minutes to be record of fact.

Martine Culbertson
CPT Facilitator



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TRANSPORTATION IMPROVEMENTS

**COMMUNITY
PARTNERING TEAM**

CITY OF NEW BRUNSWICK

STEERING COMMITTEE MEETING NO. 12

AGENDA

October 23, 2003

City of New Brunswick, City Hall Council Chambers, 9:30 a.m.

Objective: To present results of SME workshop; to review the project status and schedule; to discuss outstanding design or construction staging issues; and to determine next steps for the CPT including the Traffic Management and Communications Task Forces.

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| 9:30 a.m. | I. Welcome and Introductions | |
| | • Agenda and Goals | Lavelle |
| | • SME Workshop Review | Patel |
| 9:45 a.m. | II. Project Items | |
| | • Project Status and Schedule | Patel |
| | • Final Design Delivery Issues | Nowicki |
| | • Risk Management Issues | Johnson |
| | • Design Refinement/ Staging Issues | Johnson/Grob |
| | • Environmental/Agency Coordination | Garrett |
| | • Issues and Recommendations Matrix | Lavelle/Culbertson |
| | • CPT – Next Steps - Task Forces | Mikulak/Culbertson |
| | • Project Management Items | Nowicki |
| 10:45 a.m. | III. Summary and Close | |
| | • Action Items / Next Steps | Nowicki/Culbertson |
| | • Closing Comments | Lavelle |

