

ROUTE 18
TRANSPORTATION IMPROVEMENTS

**COMMUNITY
PARTNERING TEAM**

CITY OF NEW BRUNSWICK

PROJECT TEAM KICK-OFF MEETING REPORT

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

DATE: Wednesday, March 16, 2005

TIME: 10:00 a.m. - 12:00 p.m.

PLACE: NJDOT, Conference Room 2B, E&O Building, Trenton, NJ

ATTENDEES:

Tony Bene	NJDOT	732-614-7670
Debbie Chomow	GPI	732-878-2139
Martine Culbertson	M.A. Culbertson, LLC	856-795-8485
Robert F. Dale	NJTA	732-247-0900
Brian Dittenhofer	GPI	732-878-2139
Brian Dorf	GPI	908-236-9001
Brian Dorr	Gannett Fleming	908-755-0040
John Gahwyler	NJDOT, Traffic Operations	201-797-8397
Pamela Garrett	NJDOT, E-Team	609-530-2721
Jeff Lanigan	MBI-GS	609-392-1080
Steve Lavelle	NJDOT, Program Manager	609-530-2546
John McCleerey	NJDOT, Project Management	609-530-2466
Tom Napolitano	GPI	908-236-9001
Paul Nowicki	Gannett Fleming	908-755-0040
Vandna Patel	NJDOT, Project Management	609-530-4583
Amy Polochak	NJDOT, E-Team	609-530-5353
Sharad Rana	NJDOT, Project Coordinator	609-530-2196
Bill Runco	NJDOT	732-878-2139
Joanne Schutz	NJDOT	732-828-1095
Atul Shah	NJDOT, Project Management	609-530-2774
Camille Sinclair	NJDOT	609-530-2126
Greg Small	Rutgers	732-445-3112X635
Larry Vogel	NJDOT	609-530-5529

MEETING PURPOSE

To review the project status, Communications Plan, Traffic Mitigation Plan, the project web site and web cams; to discuss the CPT pre-construction partnering meeting and the J&J meeting; to determine next steps for coordination. (See attached Agenda)



MEETING SUMMARY

1. Steve Lavelle noted the importance of the scale of this project and need for enhanced communication and traffic management coordination. The project impacts many stakeholders over an estimated four-year period. The Communications Plan and Traffic Mitigation Plan are to be reviewed by attendees and submit any comments to Martine Culbertson within a week. Both documents will then be approved and put on the project web site. ACTION ITEM

2. John McCleerey provided an overview of the project improvements along the corridor. Communication and coordination are key given the size and complexity of the project.

3. Paul Nowicki provided information on the traffic staging. Important considerations are that the project is in the floodplain; there are permits required to treat water to the river; the Agnew House is a historic property under review with SHPO; Boyd Park will have archeological digs and surveys. There are a number of noise walls to be constructed with movement of soil and plantings. There are a number of incentives and disincentives to encourage traffic moves to be put into service as soon as possible and to minimize any closures or limitation of traffic flow.

A question was raised regarding noise restrictions. Noise walls will be constructed early in the project, however the type of noise restrictions will need to be discussed with the City of New Brunswick. (Agenda item for the next Steering Committee Meeting). ACTION ITEM

4. Steve Lavelle noted that the contract will be awarded within the week and groundbreaking is anticipated by mid-May. The construction support services contracts are executed. Brian Dorf is the Communications Team Leader, from GPI. To further define the role and responsibilities of the CTL, Brian will meet with Camille Sinclair, Tony Bene, and John McCleerey to discuss the Communication Plan tools and Traffic Mitigation Plan. ACTION ITEM

5. Advanced utility work is currently underway. Need to let the public know utility work is being done. Demolition work is also under an advanced contract and requires coordination with New Brunswick. (Agenda item for the next Steering Committee Meeting). ACTION ITEM

6. Coordination with Verizon is needed. The proposed budget is significantly above the estimate given. The telephone work must be done in advance and may impact the project schedule significantly without strong proactive coordination. ACTION ITEM

7. A police agreement with funding for traffic management must be in place to adequately address the traffic mitigation and support incident management. It should also include towing contracts as appropriate to minimize traffic flow delays. These are part of the contract. ACTION ITEM

8. In review of the project web site online, the real time reporting of traffic requires some time to select the appropriate Route 18 line. The web site information drop down chart needs to add a place for the Traffic Mitigation Plan and Communication Plan. Review of the web site modifications to be discussed at the Steering Committee Meeting. ACTION ITEM

9. Martine asked attendees to draw upon their previous experiences to identify issues or comment on specific items to consider for this project in making it a successful endeavor. These thoughts will also assist in preparation of the upcoming CPT meeting:

- Unanticipated archeological digs or findings
- Web Format → maintain standard format but add categories for Communications Plan and Traffic Mitigation Plan
- Rights of Entry → temporary easements should be in place prior to work effort

- Construction over runs → weekend work → exchange of information
- Traffic Ops North - closed on weekends - extending operation hours is under consideration
- Determine notifications and communication during nights/weekends
- Environmental Control Team → compliance with permits, need to establish
- Approval changes → must streamline process
 identify point people
 proactive moves, provide timeframe for decision-making
- Turnpike contact must be maintained → advance time to aid in disseminating information
- Traffic Ops → hours to be revised in Traffic Mitigation Plan - give to GF for correction
- 511 - Traffic information telephone line to be available for this project
- Technology meeting → to be scheduled to address data, security, and efficiency (Item 4)

10. In summary, Steve Lavelle discussed the next set of meetings:

- (a) Commissioner's meeting - which may include an agency briefing to inform key stakeholders and regional organizations of the project and its impact over the next four years, emphasizing the long term benefits of the transportation improvements to be constructed
- (b) CPT Steering Committee Meeting - April 7, 2005 in New Brunswick
- (c) Pre-construction partnering CPT Meeting - April 29, 2005, Hyatt, New Brunswick
- (d) Johnson & Johnson information center meeting

11. Camille Sinclair explained that the Office of Communications would handle information for the general public and maintain the project web site. Specific project information exchange within team members are to be done by the CTL and project team.

12. Steve requested that Brian Dorf, Camille Sinclair, Paul Nowicki, Tony Bene and Robert Dale should attend the next CPT Steering Committee meeting to meet the key stakeholder members and prepare for the upcoming CPT meeting. Updated materials for distribution at the upcoming meetings to be discussed at the Steering Committee Meeting. ACTION ITEM

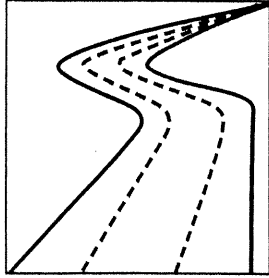
Steve Lavelle thanked everyone for their input. Meeting was adjourned at noon.

KEY ACTION ITEMS

- a) Steering Committee - 3, 5, 7, 8, 9, 10b, 10c, 12
- b) Attendees - 1, 12
- c) Gannett Fleming / Traffic Ops - 9
- d) Steve Lavelle / John McCleerey - 6, 7
- e) Camille Sinclair / Steve Mikulak - 4, 5, 10a, 10b, 11
- f) Brian Dorf - 4, 5, 10a-d, 11
- g) Martine Culbertson - 1, 10b, 10c, 12

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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AGENDA

Wednesday, March 16, 2005

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10:00 a.m. – 12:00 p.m.

Objective: To review the project status, Communications Plan, Traffic Mitigation Plan, the project web site and web cams; to discuss the CPT pre-construction partnering meeting and the J&J meeting; to determine next steps for coordination.

I. Welcome and Introductions

- Project Overview

II. Project Items

1. Project Status
2. Communications Plan
3. Traffic Mitigation Plan
4. Web site and Links
5. Web Cams
6. CPT Pre-Construction Partnering Meeting
7. J&J Information Center Meeting

III. Next Steps

- Project Schedule
- Action Items

