

Sudbury Center Improvement Advisory Committee
Minutes
November 10, 2005

PRESENT: Deborah Kruskal, Eva MacNeill, Rich Davison, Scott Carpenter, Joe Sziabowski, Jim Hodder, Frank Riepe, Larry O'Brien, Jody Kablack, Bill Place, Carolyn Britt (consultant), Lee Swanson

The meeting was called to order at 7:30 pm.

The minutes of the 9/29/05 were approved.

The committee began review of the draft RFP.

A question was raised as to the limits of the project area. It was decided to include both driveways of the Methodist Church in the project area, which also incorporates the old section of Old Sudbury Road on the opposite side of the street.

Traffic counts were discussed. Many members felt that traffic counts need to originate beyond the immediate project area. Many cars now avoid using the center (primarily the intersection of Hudson Road and Concord Road), but may travel through the center when improvements are made. Traffic counts should reflect this additional volume, and the chosen consultant needs to understand the micro-changes around this circulation pattern. It was determined that this will be discussed with the chosen consultant. They can advise us on how best to estimate this type of traffic, and if counts at additional intersections outside the project area are warranted.

The visioning meeting was discussed. The committee felt that only 1 public meeting is warranted. This meeting will be advertised, and the date checked to make sure there are no major conflicts with other important meetings that evening.

The data format was discussed, and it was decided that the consultant will be asked to separately cost out digitization of all base maps so the committee/Selectmen can decide if they want this done and if it is within the budget for the project.

Lee Swanson from the Sudbury Historical Society was at the meeting to give members some idea of the breadth of information that the Society has on the town center. He brought photographs and maps with him. Much of this information, including information from the state archives, is on the town's website. These efforts were funded by the Sudbury Foundation. It was determined that the committee, with the assistance of the Historical Society, will be able to complete the Historical Assets Inventory portion of the RFP.

The committee should also be able to complete the Recreation Asset Inventory, based on personal knowledge, recollection and a few interviews. It was decided that bicycle riders

should be accommodated in the town center, and this may also tie in with the rail trail, located just at the western end of the project area.

There was discussion on the conceptual design portion of the RFP. The committee wants to see different design concepts along the way. With amenities, such as lighting, etc, these can be stock designs to give the committee an idea of the range of options. With the roadway designs, these will likely be sketches. The final report will contain the final concept as agreed to by the committee.

Cost estimate for the contract should be left open ended and not capped in the RFP. This will stimulate better competition, and it is difficult to estimate how much this project will cost.

A pre-bid conference will be held 2 weeks prior to the submittal deadline. Prospective consultants will be given an opportunity to tour the project area, and then engage in a question and answer period.

A proposal screening committee will be established. The following members have volunteered:

Frank Riepe
Rich Davison
Deborah Kruskal
Bill Place
Eva MacNeill
Joe Sziabowski

All members will receive the proposals for review.

Carolyn will revise the RFP based on tonight's discussion. J. Kablack will add the town's requirements. It is hoped to finish the draft RFP for presentation to the Selectmen on or before December 6th.

The meeting was adjourned at 9:45 pm. The next meeting will be scheduled once the proposals have been received, which is anticipated sometime in January, 2006