

DRAFT

Sudbury Center Improvement Advisory Committee Minutes January 24, 2008

PRESENT: Frank Riepe, Joe Sziabowski, Scott Carpenter, Eva MacNeill, Rich Davison, Jody Kablack

A quorum was present.

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

J. Kablack briefly updated the committee on what has transpired on this project since the last meeting on March 21, 2007. Town Meeting approved \$100,000 in funding for the survey and design phase of the project. Correspondence has been received from the Rail Trail Advisory Committee (email dated 9/30/07) requesting that the Hudson Road crossing be considered in any plans of the SCIAC, and an email dated 1/13/08 from Margaret Fredrickson suggesting another alternative design which brings Concord Road to the back side of the Hosmer House. The SCIAC also updated the Selectmen at a Town Forum held on 11/13/07.

Review of Draft Final Report: The committee then discussed the Draft Final Report. It was agreed that a cover letter from the committee will be drafted by J. Kablack to be included in the report specifying the challenges and missing elements in the process which led to the inability of the SCIAC to come to a final determination on a design concept, including the need for an accurate survey, the lack of buy-in from First Parish and the lack of focus on other aspects of the design other than the pavement width (mast arms of the traffic signals in particular). This will be added and other minor edits will be made, and the report will be finalized and put on the Town's website.

Review of RFP: The committee then discussed the draft RFP prepared by the Cecil Group for the phase 2 survey and design. The RFP as written contemplates choosing an engineering firm who will survey the area, work with us to come up with an agreeable concept (in conjunction with a Landscape Architecture consultant), and then prepare design drawings. Since there is not a design concept favored at this time, it did not seem necessary to the committee to engage an engineering firm at this time. A surveyor can do the survey, and then turn it over to the committee and a Landscape Architect for the concept design. After a design is agreed upon, an engineering firm can be hired to design the intersection. After much discussion, it was agreed to separate out the survey of the area from the design, and only go out to bid on the survey at this time. It was already contemplated that there would be a hiatus in the process after the survey was completed in order to formulate a design, so this doesn't alter the process greatly. It will require going out to bid 2 times.

Hiring a Landscape Architect: Committee members agreed to continue utilizing the skills of a Landscape Architect as the project proceeds. The Cecil Group contract is completed,

DRAFT

and an RFP will need to be developed and sent out to bid. Several members of the Committee did not feel that the Cecil Group emphasized the historic nature of the area enough, and would like to interview other candidates. J. Kablack will prepare an RFP.

Follow Through Items:

- Talk to Bill Place to make sure that if a survey is done by one firm, another firm will utilize it for the design phase.
- Revise RFP to separate out the survey phase.
- Call resident John McMahon to discuss this project and get fresh input on signal design, overall roadway configuration and ideas for creative traffic engineers.

The meeting was adjourned at 9:15 pm.