

Complete Streets Committee Meeting Minutes

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TOWN CLERK

MEETING DATE: February 28, 2020
TIME SCHEDULED: 12:00 P.M. Noon
LOCATION: Planning Dept. Office, Town Offices, Room 112
MEMBERS PRESENT: Peter Bloomfield, Chair (At-Large)
 Ellen Moshier, Vice-Chair (At-Large)
 Kevin Cafferty, Member (Pathway Committee)
 Alison Demong, Member (Board of Selectmen)
 Glenn Ferguson, (Highway Surveyor / Tree Warden)

MEMBERS NOT PRESENT: Christopher Madden, Clerk (Recreation Commission)
 Brendan Sullivan, Member (Planning Board)

TOWN EMPLOYEES PRESENT: Kenneth Kirkland, (Town Planner)

Agenda

Chair Bloomfield moved to start the meeting at 12:11 pm. The motion was approved 5-0.

CSC Meeting Minutes

Chair Bloomfield moved to approve the February 7 & February 24, 2020 CSC Meeting Minutes at the next meeting. The motion was approved 5-0.

Bills

BETA Group Invoice #2 Town Center Plans \$11,284.53

Town Planner Kirkland notes this invoice would be paid under the \$75,000 Funding Earmark, and is having the Committee, Highway Surveyor, and Chief Procurement Officer sign-off for Accounting documentation purposes. The Account itself is under purview of Chief Procurement Officer and Finance Director.

Member Cafferty moved to approve the invoice as submitted. Motion seconded and passed unanimously.

Discussion

1. **Assinippi Corner, Merchant Row 2.0 – Sidewalk Debrief:** Selectmen Demong and Highway Surveyor Ferguson briefly updated Committee members unable to attend the Merchant's Row Site Visit on February 24, with Hanover Officials. Greater details regarding the meeting are included in the February 24, Site Visit Minutes.

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There was significant discussion regarding the best approach to addressing the Hanover sidewalk segment from the Town line to Route 53. Of the various options proposed at the Site Visit, the Committee strongly agreed that a sidewalk was preferable to a wooded gravel pathway through the cemetery, citing multiple parties and associated regulatory hurdles.

Funding options were discussed, including 1), a Town Meeting Article request that was mentioned by Selectmen Demong, who indicated the Board of Selectmen were very reluctant towards the idea of spending money in an adjacent Town; 2), utilizing some of the Hanover Mall Mitigation Fund through the Board of Selectmen; and 3), utilizing the Planning Board's Pedestrian Improvement Fund. Town Planner Kirkland was unaware of geographic limitations at the Fund's inception, and the Committee requested to be placed on the Planning Board's next meeting Agenda to discuss the option further.

2. Town Center Planning – Discussion / BETA Group Engineering & Design Assistance:

Highway Surveyor Ferguson and Vice-Chair Moshier provided updated BETA Plans, and there was a lengthy discussion on details and aspects of the Plans. Vice-Chair Moshier and Highway Surveyor Ferguson estimated there was about \$40,000 remaining of the \$75,000 earmark remaining, and the Committee questioned why Dover and West Streets were not included in the current Scope, Member Cafferty reminded the Committee that the cost wanted to be kept low if roadway repaving were to be included in the Earmark, but if that is no longer the case, phasing the Town Center Plans for Main Street improvements in Phase 1, and Dover and West Streets for Phases 2 or 3, with an overall construction cost estimate for the entire project could be provided to the Board of Selectmen. Vice-Chair Moshier indicated discussing these options with BETA.

The Committee agreed that the charrette for Town Center Plans could be held as an "open house" event open to the public at the Cushing Center, where BETA could showcase the Plans and answer questions from the public. Town Planner Kirkland and Vice-Chair Moshier indicated they'd write a personal invitation and flyer, respectively, to be collectively sent to each of the Town Center business owners, with tenant invites to the charrette. Dates were discussed, and tentatively scheduled for Friday March 27, from 12:30 – 1:30, scheduling availability depending on BETA Group and the Cushing Center.

- a. **Request for Qualifications / Solicitations:** Selectmen Demong received Ted Furst's bid proposal, and recently forwarded it to the Committee. Town Planner Kirkland stated he was unaware of Furst's proposal, and noted it was sent directly to a Committee member, instead of himself as Staff, which is standard public communication form. There was some discussion regarding the timetable and the Committee felt the Proposal was too detailed for the level of work and Deliverables expected. Vice-Chair Moshier felt that it would be better to have BETA complete the neighborhood design elements alongside their current

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Scope, but hoped that Furst would be willing to continue participating in the effort on a volunteer / local expert basis. Selectmen Demong would reach out to Mr. Furst.

3. **MassDOT Complete Streets Grant: Tier 3 – Application:** Town Planner Kirkland indicated that the submission deadline for the Tier 3 Construction Project is May 1. Chair Bloomfield indicated

Chair Bloomfield made a motion and Member Cafferty seconded to approve the CS Tier 3 Application for \$400,000 and to submit it to the State for approval. The motion was approved 5-0.

4. **Main Street Pedestrian Improvement Project:** Highway Surveyor Ferguson noted that he is still planning an early April 2020 start to begin construction on the Main Street Sidewalk from Circuit Street to Paradise Drive.

- a. **Phase 3A & 3B:** No Discussion.
- b. **Town Hall Crosswalk:** Highway Surveyor Ferguson briefly discussed details on the fixture proposed for the Crosswalk area in front of Town Hall.

Miscellaneous

Adjournment

Chair Bloomfield moved to adjourn the meeting at 2:00 pm. The motion was approved 5-0.

NEXT SCHEDULED MEETING: March 6, 2020 at 12:00 pm

These minutes have been approved with reading of the minutes by the Norwell Complete Streets Committee at a public meeting duly noticed and held on March 13, 2020, in accordance with the Massachusetts Open Meeting Law.

Signed:  _____
Committee Clerk or Alternate Clerk

Date: 03/13/2020

Copy filed with: Office of Town Clerk
Complete Streets File

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