

## Complete Streets Committee Meeting Minutes

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TOWN OF BURLINGTON  
TOWN CLERK

**MEETING DATE:** Friday May 15, 2020  
**TIME SCHEDULED:** 12:00 P.M. Noon  
**LOCATION:** Remote Meeting via Zoom  
**MEMBERS PRESENT:** Peter Bloomfield, Chair (At-Large)  
Ellen Moshier, Vice-Chair (At-Large)  
Kevin Cafferty, Member (Pathway Committee)  
Brendan Sullivan, Member (Planning Board)  
Alison Demong, Member (Board of Selectmen)  
Glenn Ferguson, (Highway Surveyor / Tree Warden)

**MEMBERS NOT PRESENT:** Christopher Madden, Clerk (Recreation Commission)

**TOWN EMPLOYEES PRESENT:** Kenneth Kirkland, (Town Planner)

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### Call to Order / Agenda

*Chair Bloomfield moved and Selectmen Demong seconded to start the meeting at 12:05 pm. The motion was approved 6-0-1 by a voice roll call.*

Peter Bloomfield	Aye
Ellen Moshier	Aye
Christopher Madden	Absent
Brendan Sullivan	Aye
Kevin Cafferty	Aye
Alison Demong	Aye
Glenn Ferguson	Aye

### CSC Meeting Minutes

#### Bills

Vendor	Invoice	Description	Voucher
BETA Group	3	Town Center Plans	\$11,413.56
	4		\$2,698.77
	5		\$1,407.81

*Town Planner Kirkland indicated these Bills have already been forwarded to Accounting for processing, and that any Bills signed must be memorialized on the Minutes of the next Meeting.*

*Member Cafferty moved and Selectmen Demong seconded to confirm the Bills as submitted. The motion was approved 6-0-1 by a voice roll call.*

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TOWN OF DOVER

Peter Bloomfield	Aye
Ellen Moshier	Aye
Christopher Madden	Absent
Brendan Sullivan	Aye
Kevin Cafferty	Aye
Alison Demong	Aye
Glenn Ferguson	Aye

### Citizen Commentary

### Discussion

1. **Town Center Planning – Discussion / BETA Group Engineering & Design Assistance:**  
Earlier, Vice-Chair Moshier provided an updated BETA Fee Summary for several improvement ideas / projects relating to Town Center.

Project A: Stormwater Study: \$9,000

Project B: Phase 3B (Lincoln St. to Town Center) – Design Plans: \$15,000

Project C: Intersection Improvements – Main & Central: \$32,000

Project D: Intersection Improvements – Main & Dover: \$45,000

There was a brief discussion regarding the costs associated with each Project and which could be addressed, given the ongoing public health emergency and the associated financial impacts in the future.

Vice-Chair Moshier developed a working budgetary breakdown for the \$75,000 Earmark that incorporates some of the itemized items in the Projects:

<i>BETA Completed Efforts</i>	<i>\$30,000</i>
<i>Speed Feedback Signage</i>	<i>\$20,000</i>
<i>Guard Rail @ Dover Street</i>	<i>\$5,000</i>
<i>Drainage Camera Study</i>	<i>\$5,000</i>
<i>Police Details</i>	<i>\$2,000</i>
<i>Drainage Study (BETA)</i>	<i>\$10,000</i>
<i><u>Planters / Signage / Other</u></i>	<i><u>\$3,000</u></i>
	<i>\$75,000</i>

TOWN OF HOVELL  
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Highway Surveyor Ferguson noted a guard rail at Dover Street at the location of a culvert was critical, and indicated a stormwater and drainage study was necessary for Town Center, as there are no As-Built Plans and knowing the status, integrity, and condition of infrastructure is critical for budgeting, repair, and replacement. Member Cafferty expressed concern over the age and integrity of the water line in Town Center, and did not want to complete all the improvements, only to have Town Center torn up for water line replacement. Highway Surveyor Ferguson was not sure, but is not aware of any upcoming water line replacements in Town Center from Water Superintendent Jack McInnis.

There were talks of adding large planters for flowers and other colorful greenery for enhanced appearance, and Member Sullivan indicated some were there already maintained by the Owners; Selectmen Demong indicated Sarah Miller of the Beautification Committee and Town Center activist might be interested in coordination, but warned that there was no maintenance budget for annual replanting, but would touch base and keep the Committee informed. Member Sullivan further stated that perhaps the landscaped island proposed for Dover & Main with some welcome signage would be a good start, Vice-Chair Moshier indicated truck-turning radii would need to be established, but that stamped concrete could be an alternative until distances are measured and established. Highway Surveyor Ferguson indicated resources were severely limited due to the ongoing pandemic, and that these items would be in addition to the standard Spring activities performed and currently far behind schedule on, and voiced concern over the timing constraints and the realistic possibility of performing some of these otherwise great ideas.

Member Cafferty expressed interest in reaching out to a signage vendor in Scituate Harbor to see if they could provide some samples of appropriate signage for Town Center.

*Member Sullivan moved and Member Cafferty seconded to adopt Ellen Moshier working budgetary breakdown for BETA and Town Center as follows:*

- Speed Feedback Signs – \$20,000*
- Drainage Camera Investigation – \$5,000*
- Police Detail – \$2,000*
- Drainage Study – \$10,000*

*The motion was approved 6-0-1 by a voice roll call.*

Peter Bloomfield	Aye
Ellen Moshier	Aye

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TOWN OF BLOOMFIELD

Christopher Madden	Absent
Brendan Sullivan	Aye
Kevin Cafferty	Aye
Alison Demong	Aye
Glenn Ferguson	Aye

- a. **Request for Qualifications / Solicitations:** No Discussion.
2. **MassDOT Complete Streets Grant: Tier 3 – Application:** Town Planner Kirkland indicated that the submission deadline for the Tier 3 Construction Project has been extended to July 1 to account for the ongoing Coronavirus pandemic and restated the Committee's earlier on February 28, 2020 vote to submit an Application when the window opens.
3. **Main Street Pedestrian Improvement Project:**
  - a. **Phase 3A:** Highway Surveyor Ferguson noted that he is planning to start construction on the Main Street Sidewalk Phase 3A from Circuit Street to Paradise Drive next week, starting with tree cutting.
  - b. **Phase 3B:** Chair Bloomfield stated the Committee's intent to request \$20,000 of the Planning Board's Pedestrian Improvement Fund to fund the design of the Main Street Sidewalk Phase 3B from Lincoln Street to Town Center, (BETA Project B). Member Sullivan, as Chair of the Planning Board, indicated he place the matter on the Board's next meeting, (May 27) for discussion.
  - c. **Town Hall Crosswalk:** No Discussion.

#### Miscellaneous

#### Adjournment

*Chair Bloomfield moved and Member Cafferty seconded to adjourn the meeting at 1:01 pm. The motion was approved 6-0-1 by a voice roll call.*

Peter Bloomfield	Aye
Ellen Moshier	Aye
Christopher Madden	Absent
Brendan Sullivan	Aye
Kevin Cafferty	Aye
Alison Demong	Aye

TOWN OF NORWELL  
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1249

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Glenn Ferguson      Aye

**NEXT SCHEDULED MEETING:** May 22, 2020 at 12:00 pm **Remote via Zoom**

*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 May 22, 2020 in accordance with the Massachusetts Open Meeting Law.*

Signed: \_\_\_\_\_

Committee Clerk or Alternate Clerk

Date: 6/1/2020

*Copy filed with:      Office of Town Clerk  
                                 Complete Streets File*

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