

Meeting Notes

Meeting Chair: Edie Twining, Chairperson, Halls Road Improvement Committee

Meeting Notes Author: Ray Gradwell, Project Manager, AI Engineers, Inc (AIE)

Date: April 5, 2023

Time: 2:00 PM

Meeting: 001

<u>Attendee</u>	<u>Department</u>	<u>Present (y/n)</u>
Edie Twining, Chairperson	Halls Road Improvement Committee (HRIC)	y
Jon Lathrop	HRIC	y
Howard Margoles	HRIC	y
Cate Hewitt	Ct Examiner	y
Georg Finley	HRIC	y
Ray Gradwell	AIE	y
Ajit Gokhale	AIE	y
Tom Tavella	Tavella Design Group	y
Pete Iffland	AIE	y

Meeting Agenda:

- Introductions
- Contract
- Scope
- Schedule
- General Discussion

Discussion items:

- 1.1 Introductions:
- 1.2 Scope of Work Summary:
 - Task 1- Site Analysis
 - Task 2- Survey
 - Task 3- Geotechnical
 - Task 4- Preliminary Design
 - Task 5- Final Design
 - Task 6- Permitting
 - Task 7- Bid Management
- 1.3 Summary of Schedule:
 - Task 1- Site Analysis +/- 20 days from kick off
 - Task 2- Survey +/- 30 days from kick off
 - Task 3- Geotechnical +/- 35 days from kick off
 - Task 4- Preliminary Design +/- 160 days from kick off
 - Task 5- Final Design +/- 390 days from kick off
 - Task 6- Permitting +/- 320 days from kick off

- Task 7- Bid Management TBD
- Construction Bid Conference: TBD
- Construction Timeframe: TBD

1.4 General Discussion:

- Old Lyme to provide available record plans, ROW mapping and available background mapping in Cadd obtained from BSC
- Economic analysis: AIE to provide an outline for HRIC review
- Aesthetics: HRIC provided guidance document based on town survey for consideration during design
- Funding available for both phases.
- Public information thru open house
- Local community organizations will be invited to comment on concepts
- HRIC communications and regular check ins at least once a month
- AIE to perform site visit on the week of 04/17/23.
- AIE to identify long lead items, if required.
- Invoicing: AIE will invoice monthly on percent completion basis
- HRIC to contact land owner on east to notify of upcoming surveys and site visits by our team
- AIE to review CTDOT files for culvert plans and old record bridge plans
- AIE to coordinate with fire department during design to review if fire department connection are required (river water hydrant)
- AIE to coordinate with overhead wire utility providers during design
- HRIC to review town files for parcel ownership on the west side of the river
- AIE can assist the HRIC with LOTCIP or other grant technical back up
- AIE to review bridge width based on CTDOT and AASHTO requirement and provide alternatives to minimize
- AIE to study incorporation of themes (planting, art or history) along the trail section
- AIE to coordinate with harbor commission during design for a potential new pier on the west side of the river
- Geotechnical investigation will include a report from the geotechnical engineer
- Bridge options / at least 3 alternatives will be summarized with recommendations during preliminary design
- Should include advantages, disadvantages of each option and a decision matrix
- Include preliminary estimate for each bridge type option
- Bridge plan package should be submitted separately for review.
- Minimum bridge width should be at least 8 feet
- Vertical clearance under the bridge should meet tidal requirement and should be sufficient for small boats
- AIE to identify coastal jurisdiction line and inland wetlands if applicable in project limits
- AIE will review old abutment for potential re-use
- AIE signed the proposal

1.5 Schedule Look-Ahead:

- Survey & Wetlands field work the week of 04/17/2023.
- Drawing set up the week of 04/28/2023.

These notes are a record of meeting and if you have any comments, additions or corrections please contact the author at rgradwell@aiengineers.com or 860-635-7740 extension 219