

ROUTE 18
TRANSPORTATION IMPROVEMENTS

**COMMUNITY
PARTNERING TEAM**

CITY OF NEW BRUNSWICK

STEERING COMMITTEE MEETING REPORT NO. 3

DATE: April 8, 2002
TIME: 10:00 a.m. – 1:30 p.m.
LOCATION: NJDOT Workstation #3377, Trenton, NJ

ATTENDEES:

Steve Lavelle
Bill Birch
Bill Cochran
Pam Garrett
Paul Nowicki
Darryl Johnson
Jeff Grob
Fred Correale
Martine Culbertson

REPRESENTING:

NJDOT, Division of Project Mgmt.
NJDOT, Division of Project Mgmt.
NJDOT, Community Relations
NJDOT, Environmental Services
Gannett Fleming
Gannett Fleming
Vollmer Associates
Vollmer Associates
M. A. Culbertson, LLC

A. PURPOSE OF MEETING

To provide a summary of the project status and schedule, to discuss the Community Partnering Team process, to review CPT Meeting No. 14, and to identify next steps for CPT.

B. MEETING SUMMARY

Steve Lavelle opened the meeting and coordinated the discussion of the following agenda items:

- Project status and schedule update
- Project management issues
- CPT process for communication and issues tracking
- CPT community issues
- Next steps for CPT outreach



C. DISCUSSION AND ACTION ITEMS

1. NJDOT is considering outsourcing the right-of-way process for this project and has requested a letter of intent, draft process, and then scope of work from Gannett Fleming. (PN/BB)
2. NJDOT is considering outsourcing the utilities scope of work and has requested a proposal from Gannett Fleming. (PN/BB)
3. Advancing the full property acquisitions is under consideration – Bill Birch to speak with Nick Monihan. (BB)
4. Regarding Right-of-Way, it was suggested that video-taping and a condition survey be performed prior to construction of all properties as part of the scope.
5. Right-of-way plan under development, Gannett Fleming currently working on base maps. (DJ/PN)
6. Field work on utilities has begun. (DJ/PN)
7. Flood plain studies are under way. (DJ/PN)
8. Project is on schedule, do not need to revise project schedule at present, preliminary structural plans due July 22,2002. (PN/DJ)
9. Value Engineering presentation revealed no results, no items to address.
10. CAM 4 Initial and Final Design is due this week, CAM5 received on Subsurface Investigation, CAM 6 Cultural Resources awaiting subconsultant proposals (PN/DJ to send package to Pam Garrett for review - CAM6 not a critical path item)
11. The goal for the Route 18 Project is to meet the June 2004 construction award date.
12. Martine Culbertson is to keep Steve Lavelle and Bill Birch informed on any community issues, which may delay the project schedule. (MC/BB)
13. Route 18 Project may be presented at April 17,2002 CPC Meeting as an example of “smart growth” in the capital program 2003. (SL/BB)
14. Application for National Award on Partnering will be sent to Gannett Fleming from Bub Kovac through Bill Birch – due date back to NJDOT is April 17, 2002, submittal deadline is May 1, 2002. (PN/MC/BB)
15. Meeting Reports should be sent out in a timely fashion. Five days to write and distribute draft meeting minutes for review. After two-day review period with no comments from the Steering Committee, the report should be distributed. (MC/Steering)
16. Three mailings to be sent to the CPT members: (1) The Minutes from the meeting with the City of 2/5/02 (2) CPT Meeting No. 14 and attachments (3) Steering Committee Meeting Reports No. 2 and 3. (MC)
17. CPT recommendations are to be tracked on a spreadsheet detailing the group responsible, action, implementation status, and dates – to be created and updated by Martine Culbertson, reviewed by Steering Committee and CPT. (MC)

18. Pam Garrett requested a Permitting Agencies meeting or workshop as part of the CPT outreach for environmental agencies to be excited and a part of the process – will be coordinated through Nowicki and Johnson end of summer. (PN/PG)
19. Bill Cochran mentioned the letter sent to NJDOT from Tov Manor objecting to the closure of Phelps Avenue given to Bill Birch – NJDOT to respond. (BB/BC)
20. Bill Cochran recommended waiting until the new NJDOT liaison is appointed prior to holding a legislative briefing for Route 18. New Senator is Senator Tom Smith. (BC/BB)
21. Steve Lavelle suggested changing the terminology from CPT Task Forces to Groups with team leaders, to be called Coordinators for each Group. A Coordinator will be from the project team and from the community to be appointed at the first meeting.
22. List of potential Task Force (Group) members and meeting dates to be reviewed by Steering Committee and suggested revisions sent to Culbertson. (MC/Steering)
23. Meeting minutes to be done by a group member from the community as a volunteer and submitted to the Group Coordinators for review. Final report to be given to Culbertson for distribution of meeting reports to all CPT members. (Coordinators/MC)
24. Draft agendas for CPT meetings to be done by Martine Culbertson and reviewed by Steering Committee. (MC/Steering)
25. New CPT Handbook Volume 2 to be created with revised CPT information, sections for each CPT Group meeting reports, new map of the preferred alternative, and context sensitive design brochure to show the transportation development process. (MC)
26. The Corridor Aesthetics and Boyd Park Group Meetings need to be schedule in the week of April 22-26 in order to hold follow-up meetings in May. Design Development Group should be soon after, and the Traffic Management and Public Awareness will not meet until later in the process. CPT Meeting No. 15 must be held in June to maintain the existing project schedule. A public meeting to be held tentatively in September.
27. Critical issues in the project schedule as identified by Nowicki:
 - Noise Walls – aesthetics and site locations
 - Flood Way – redelineate the floodplain (DEP)
 - Green Acres Approval – timing of their process (City and NJDEP)
 - Agnew House relocation – MOA contingency

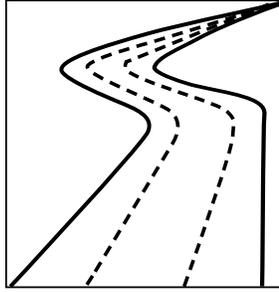
Steve thanked everyone for their continued efforts to meet the project expectations and emphasized that this project is a priority for the Steering Committee members. It is a key project for NJDOT in the current program. We need to meet the project schedule as a team.

4. NEXT STEERING COMMITTEE MEETING

Date: early June, 2002 (tentative)
Time: 10:00 a.m. – 11:30 a.m.
Location: NJDOT , Trenton, NJ

Report prepared by:

Martine Culbertson, CPT Facilitator



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AGENDA

April 8, 2002

NJDOT Workstation #3377 (Steve's old office, 3rd fl.)
Trenton, NJ, 10:00 a.m.

Objective: To discuss the CPT Meeting No. 14, review the Task Forces, and identify next steps for the Community Partnering Team efforts.

10:00 a.m.	I. Welcome and Introductions <ul style="list-style-type: none">• Goals for this Phase• Agenda - CPT Review	Lavelle Birch/Nowicki Culbertson
10:15 a.m.	II. CPT Items <ul style="list-style-type: none">• CPT Meeting Report No. 14• Review of Task Forces• Corridor Aesthetics Issues• Boyd Park Issues• Design Development Issues• Traffic Management Issues• Public Information/Awareness Issues	Culbertson Culbertson Nowicki/Grob Morgan/Grob Johnson Nowicki/Johnson Cochran/Culbertson
11:00 a.m.	III. Other Items <ul style="list-style-type: none">• Environmental Issues• Legislative Briefing / Press Release• City Items	Garrett Cochran Nowicki
11:15 a.m.	IV. Summary and Close <ul style="list-style-type: none">• Task Forces Meeting Schedule/Logistics• Project Schedule/Next Steps• Project Management Items• Closing Comments	Culbertson Nowicki Birch/Lavelle Lavelle

