

Road Advisory Committee Minutes (Draft)

9-30-2019 6:30PM

Members Present: Doug Hall, Brian Eldredge, Russ Blaney, Jim Plunkett, Jason Weir

Jason Weir opened the meeting and suggested the RAC members appoint a chairman. Brian Eldredge motioned to appoint Doug Hall Chairman, seconded by Russ Blaney, no further discussion, all in favor. Jason Weir was tasked to take minutes.

Doug Hall opened discussion regarding the review of the Bear Hill Road bid proposal document. Jim Plunkett brought Doug up to speed as to where the RAC was regarding the bid proposal and that the RAC has reviewed the document and has suggested changes. The following items were discussed and or changed as noted.

1. Road width was inconsistent within the document, some places mentioned 21 feet, where others 22 feet. Jim indicated different sections of the road are different widths and the locations of those changes would be made to the document.
2. A section adding a pre-bid walk through date of the project with the Road Agent and Town Engineer, being mandatory to be able to bid.
3. Change all references of Project Manager to Road Agent.
4. Removed sections limiting markup to 10%, as we have no easy way to ensure compliance and thought it might limit those willing to bid.
5. Discussed investigating insurance minimum requirements, suggested we talk to contractors and Town insurance company as to recommended minimums.
6. Add a section to include engineering oversight of the entire project.
7. Add an exception section, to include areas where requirements are not feasible or desired by the town.
8. Change wording regarding load bearing material (Geogrid) to clarify exactly where it would be placed.
9. Add final walk through requirements.
10. Fixed a number of minor typographical errors.

Brian Eldredge asked about the asphalt thickness requirements, currently 2" of base material and 1-½ inches of wear material. It was discussed that for this project those amounts were appropriate but these requirements are fluid and should be looked at in the future to ensure they meet road traffic demands and not be a static standard.

Russ Blaney asked about an After Action Review of the Webster Mills project, Jim Plunkett indicated he would meet with the contractor and generate a final report of the project outlining what was done, any outstanding issues or items that differ from the accepted bid.

RSMS was discussed, regarding the need to ensure continuity and potentially move to a multi-user web based product. Something to ensure that data is not lost due to equipment failure, disaster (fire) or personnel change.

Doug Hall asked what the RAC's responsibility was regarding the bids after they have been opened. It was discussed that in the past the opened bids were sent to the RAC for review and recommendation. As this responsibility is not in the updated charter the RAC requested of the BOS that it not be involved in choosing a bidder.

Doug Hall asked about the availability of the current traffic counts, Jim Plunkett indicated they have been completed and will provide them.

Doug Hall talked about the RAC Road Report and dividing up the workload. Jason Weir was tasked to generate a short summary as to when and why Chichester would upgrade a gravel road to a tar road.

It was discussed that not all members could attend the next meeting on 10/14 and was decided to move the next meeting to 10/21 and 6:30

Jason Weir motioned to adjourn, seconded by Brian Eldredge, all in favor, Doug Hall closed the meeting at 8:00PM

Respectfully Submitted

Jason Weir
Ex Officio