



Date: November 5th, 2018

Place/Time: Town of Bristol – Municipal Office / 9:00 A.M.

Next Meeting: TBD

Attendees: Valerie Capels – Town of Bristol
 Eric Cota -Town of Bristol
 Brandon Kipp, P.E. – VTrans Project Manager
 Nicholas Pappas – VTrans
 Chris Lathrop, P.E. – DuBois & King, Inc.
 John Merrifield, P.E. – DuBois & King, Inc.

Absentees:

Distribution: Attendees, Absentees, File

Item:	Discussion/Action required:
<p>Project Limits</p> <p>1. The project limits begin at Airport Drive (MM 6.008) and extend east along VT Route 116 through Bristol village approximately 6500 feet to the state highway begins sign just past the Lord's Prayer Rock (MM 7.233). The limits will complete the gap left by the Middlebury-Starksboro STP 2953(1) project constructed during the 2017 & 2018 construction seasons.</p> <p>This project is currently scheduled to be bid as part of a composite project with the Vergennes STP PC20(1) Class 1 project.</p>	<p>The project limits were explained and discussed.</p>
<p>2. Anticipated project rehabilitation will consist of cold planing the existing pavement 2" and repaving using a leveling course and wearing course that total 2". VTrans' responsibility is for the surface only (curb to curb). Anything below the 2" (subbase problems etc.) included in the project would be the financial responsibility of the respective municipality.</p>	<p>The anticipated pavement treatment of 2" mill/fill was explained and discussed. It was explained leveling will be performed where necessary as well.</p>
<p>3. Drainage work typically consists of adjusting or rehabilitating existing storm drainage drop inlets and does not involve trenching or installation of cross culverts or lateral pipes. Any work beyond adjusting or minor rehabilitating existing structures could be considered for inclusion in the project but at the expense of the respective municipality.</p>	<p>Explained that drainage work would be limited to the adjustments or rehab of existing drainage structures. The town indicated they will be replacing a couple</p>



	culverts in advance of the project.
4. The standard VTrans DI construction detail will be used to rehabilitate structures on this project unless the municipality requests that their own detail is used.	The town was fine with the use of the standard VTrans DI detail.
5. Municipality owned sewer manhole and water valve adjustments are participating items on Class I Town Highways. Any adjustments to structures or valves owned by other private utilities may be included in the project, although they would be non-government participating items.	All sewer and water within the project limits is municipally owned.
6. All sidewalk ramps will be modified to conform to ADA standards throughout the project area. The Municipality must let VTrans know in writing of their preference re: material and color of the truncated domes, which must be on the VTrans pre-approved product list.	Truncated domes will be installed in locations where required along the project limits. The town wants cast iron to match the existing truncated domes in town.
7. All signs in the project limits will be inventoried and evaluated for potential replacement and/or retrofit. Replaced signs must be placed in compliance with the current Manual on Uniform Traffic Control Devices (MUTCD). Street name signs placed in accordance with the current MUTCD may necessitate a larger size due to upper and lower case letters. All municipal-owned and private signs not meeting MUTCD requirements will be removed and returned to the municipality.	Many of the signs along the project are old and dated. The project will evaluate for MUTCD compliance and replace/move the signs required to be upgraded. Confirmed town would like to maintain library sign.
8. Discuss the type of pavement markings to be used. Epoxy or Polyurea are recommended.	Discussed optioning Epoxy and Polyurea for the long lines and using inlaid tape for crosswalks, letters and symbols. The town specifically requested that thermoplastic not be used.
9. 11-foot travel lanes are typically proposed throughout the project.	The town was ok with 11 foot lanes.



<p>10. Are edge lines desired at the edge of the traveled way throughout the entire project where there are no parking stalls proposed?</p>	<p>The town desires edge lines</p>
<p>11. All proposed pavement markings must be in compliance with the current MUTCD. This includes all parking stalls (if applicable) with respect to width, length and separation from existing features such as fire hydrants, crosswalks, intersections, drives, etc. The number of ADA parking stalls will be designed in accordance with federal requirements. Municipal ordinances will be reviewed and if they are in compliance with the MUTCD, they will be used as well. During Preliminary Plan development, DuBois & King will provide an inventory of both existing and proposed parking spaces and review it with the Town and VTrans.</p>	<p>The parking spots along the project will be evaluated for MUTCD compliance and any required adjustments will be brought to the cities attention. D&K will also look at striping parallel parking spots in front of the post office.</p>
<p>12. Discuss the Town’s preferred crosswalk pattern. The standard is currently the “Piano Key” style.</p>	<p>The town is fine with the standard “piano key” style which is what is currently used in town.</p>
<p>13. Preliminary Plans typically include suggested areas where the project may include ditch cleaning. If the municipality has some areas in mind to be included, they should be provided to Dubois & King for inclusion in the plans.</p>	<p>Ditching and drainage was discussed. D&K will look at swales and underdrain along portions of East Street where water ponds today.</p>
<p>14. Is painted curb desired in areas where parking is prohibited?</p>	<p>No</p>
<p>15. Discuss if the Town desires bicycle accommodations within the project limits (e. g. bike lanes, bike boxes, sharrows).</p>	<p>Bicycle accommodations will be discussed with the VTrans bike and pedestrian coordinator and any proposed improvements discussed with the town.</p>
<p>16. VTrans’ policy is to pave existing bituminous drives to the front of the sidewalk when applicable. Otherwise, a four-foot apron will be constructed as detailed in the plans.</p>	<p>Driveways aprons will be paved 4’ unless within 10’ from a sidewalk. If within 10’ the apron will be paved to the front edge of the sidewalk.</p>
<p>17. There will be a limited number of cold plane grindings (approximately x amount) available to the municipality. If they want to obtain the grindings, the municipality must specify in writing the amount of cold plane grindings (up to the maximum amount) that they would like to receive, the location to deliver these and a contact</p>	<p>The town is interested in cold plane grindings, traffic signs, traffic sign posts and grate/frames salvaged by the project. VTrans will provide documentation for</p>



<p>person for accepting these grindings. Additionally, old traffic signs, DI grates and guardrail maybe available if desired.</p>	<p>the town to provide a delivery location, contact and contact number.</p>
<p>18. Identify and discuss other projects planned within the project limits and the coordination efforts required.</p>	<p>Possible ongoing residential and commercial projects along Firehouse Drive, but should not require project coordination.</p>
<p>19. Discuss the possibility of the VTrans Construction Division providing a public relations person to assist with this project.</p>	<p>The town is interested in a public relations person being provided for the project.</p>
<p>20. Discuss the possibility of the Town providing plans showing existing water, sewer, drainage, etc.</p>	<p>Town of Bristol will provide pdf's of known water/sewer plans</p>
<p>21. Discuss locations of official school crossings, which must have school crossing guards during both the morning and afternoon timeframes.</p>	<p>No official school crossings requiring crossing guards are within the project limits.</p>
<p>22. Discuss and collect any ordinances for noise, speed limits, stop/yield conditions, no parking areas, one-way streets, etc.</p>	<p>Town will provide any applicable ordinances on file.</p>
<p>23. Discuss whether night time work will be allowed on any or all portions of the project.</p>	<p>Night work was recommended from School street to Mountain street. The town will discuss with the select board and may also be discussed at a project information meeting.</p>
<p>24. Request a list of Town holidays and special events which may occur during the construction season that may impact the project area.</p>	<p>Pocock Rocks festival (June) Harvest Festival (Sept) The Gran Fondo bike race (June/July) Coin Drop (October)</p>
<p>25. All questions or comments from the Town shall be in writing and shall be addressed to Brandon Kipp and Nicholas Pappas.</p>	



26. Project Schedule: Anticipated for 2020 Construction Season	Explained that 2020 is currently the anticipated construction season, but that budgets could change this
27. Existing Concrete Pavement: N/A	No concrete pavement within the project limits
28. Traffic Signals: Discuss any concerns or issues of the traffic signal. This traffic signal was installed in 2015 and includes video detection and pedestrian push buttons/count downs.	No project improvements were identified. Traffic signal was installed in 2015
29. Right-of-Way: Coordinate with the Town on providing the existing right of way widths along VT 116 within the project limits.	Town will provide whatever information they have
30. Other items/Town requests:	The town requested that a public information meeting led by VTrans be held to discuss the project and solicit question/concerns from Bristol residence.

The meeting adjourned at _____11:00 am_____.

The foregoing is considered to be a true and accurate of all items discussed. If any discrepancies or inconsistencies are noted, please contact the author immediately.

Chris Lathrop

DuBois & King, Inc.