



# TOWN OF SWAMPSCOTT

## RAIL TRAIL DESIGN & CONSTRUCTION ADVISORY COMMITTEE

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

### MEMBERS

RYAN CONNER, CHAIR  
MARCI BENSON, VICE CHAIR  
KIM NASSAR, CLERK  
MICHAEL HAMILTON  
MARY ANN O'NEILL  
ALEXIS RUNSTADLER  
RALPH SOUPPA

# OCTOBER 23, 2017 MEETING MINUTES

**Time:** 7:00pm – 9:00 pm

**Location:** Swampscott Town Hall, First Floor Conference Room, 22 Monument Avenue

**Members Present:** R. Conner, M. Benson, K. Nassar, M. Hamilton, M. O'Neill, A. Runstadler, R. Souppa

**Members Absent:** None

**Others Present:** Pete Kane (Director of Community Development), 4 public attendees (L. Hayes, L. Pappalardo, J. Leamon, Citizen)

Mr. Conner opened the meeting at 7:00 pm.

## REVIEW AND APPROVE MINUTES FROM 10/11/2017

Mr. Conner asked the Committee if they had any comments or questions related to the minutes from the October 11th meeting. The Committee reviewed a red-lined draft of changes provided by Mr. Kane and discussed a few clarifying points. The Committee agreed that with the stated revisions, the minutes were reflective of the October 11<sup>th</sup> meeting. With no other questions or comments from the Committee, Mr. Hamilton made a motion to approve the minutes, which was seconded by Ms. Runstadler, and unanimously agreed to by the Committee.

## SITE WALK

Mr. Kane reported that he has reached out to National Grid regarding the site walk, requesting access and suggesting the first week in November for timing. In addition, Mr. Kane has inquired what National Grid will require with respect to the Town's Certificate of Insurance as well as the preferred process for submitting future access requests to National Grid. As of the meeting date, Mr. Kane had not heard from National Grid (Steve Towle).

Ms. Nassar inquired as to the status of inviting other Town Committee stakeholders to the site walk; Mr. Kane responded that he has reached out to the following: Board of Selectmen, Open Space and Recreation Committee, Planning Board, Commission on Disability, Conservation Commission and Recreation Commission. To date, two of the Committees have responded.

The Committee discussed status of the notification to trail neighbors, with Mr. Kane providing a draft postcard which includes a general notice regarding trail access during the course of the project as well as an invitation to the Trail Neighbor and Swampscott Resident design charrettes on November 7<sup>th</sup> and 9<sup>th</sup> respectively. The Committee collectively reviewed the draft postcard and provided feedback and suggestions to Mr. Kane. Mr. Kane will revise the postcard accordingly, and intends to finalize and mail the postcard on October 24<sup>th</sup>.

Mr. Kane also reported that he is scheduling the wetland flagging. There are five parcels of land that have wetlands within 100 feet of the utility corridor; two are owned by Tedesco Country Club, and the remaining three are owned by residents of One Salem Street. Letters requesting permission for access have been mailed, and the wetland flagging by LEC Environmental (subcontractor of Stantec) will occur once permission has been obtained.

Mr. Kane then distributed a draft of the Press Release announcing the public design charrette on November 9<sup>th</sup>. The Committee discussed the draft and provided Mr. Kane with feedback and suggestions which will be incorporated in to the final version.

In response to a question from a Committee member, Mr. Kane noted that Stantec is working under a Notice to Proceed, but is not yet under contract.

The Committee discussed various communication methods to notify residents of the public design charrette, including the Press Release, the Town's Facebook page, the Town's website home page, using the reverse 911 notification system to provide phone, email and text messages to those residents who have signed up for the notification system, and requesting permission from the DPW to use the electronic message board.

## REVIEW AND DISCUSSION – PROJECT SCHEDULE

### Design Charrette

There will be 5 distinct stations, with Stantec staff at each station. Mr. Kane distributed a document prepared by Stantec which describes each of the 5 stations in more detail. Ideally, having Committee members at each of the two design charrettes would be helpful, and Mr. Kane will be in attendance at both. Mr. Kane also noted that Committee members as Trail Neighbors and residents should also participate in the design charrettes.

Mr. Kane distributed a handout prepared by Stantec which explains what a design charrette is and describes each station. The Committee provided feedback regarding the handout, which Mr. Kane will forward to Stantec.

The Committee discussed visuals that will be available during the design charrettes, and requested that visuals of other trails where the trail is both tight and wide along the same trail, as well as visuals of options for road crossings, bridges and landscaping/fencing, be available for viewing by attendees.

Each Committee member confirmed their availability to attend the design charrettes, as follows:

- Mr. Conner and Ms. Benson can attend both sessions
- Ms. O'Neill and Mr. Hamilton can attend both sessions after 6pm
- Ms. Nassar can attend the November 7<sup>th</sup> session

- Ms. Souppa can attend the November 9<sup>th</sup> session
- Ms. Runstadler is traveling and unable to attend either session

### **Revised Schedule from Stantec**

Mr. Kane confirmed that Stantec has revised the schedule to reflect the Committee's input from the October 11, 2017 meeting. The revised schedule has been posted to the project website.

### **Surveying**

No update regarding surveying as Stantec intends to wait until leaves have fallen off the trees before doing survey work, which will be done by airplane.

## **MISSION STATEMENT**

Mr. Connor read the proposed Mission Statement to the Committee. Mr. Kane reported that the proposed Mission Statement has been submitted to the Board of Selectmen who intend to review and approve it at their next meeting on Wednesday, October 25<sup>th</sup>.

## **OTHER BUSINESS**

Ms. O'Neill inquired if Committee members need to bring anything to the design charrettes; Mr. Kane responded that he and Stantec will be responsible for bringing materials.

Mr. Souppa raised concerns regarding the bridge over Paradise Road, noting that the Town simply needs a pedestrian bridge suitable for lightweight vehicles as opposed to a more costly H25 load bearing bridge as was mentioned by the Stantec representative at the previous meeting. Mr. Kane clarified that the Stantec representative was referring to National Grid's requirements in relation to other similar projects, but that National Grid has not specified what will be required for Paradise Road. Mr. Kane also noted that this will likely be a negotiation point with National Grid, and is outside the scope of the Committee. The Committee also discussed and noted the approximate length of the bridge.

Mr. Souppa stated that he assumes the Committee is not responsible for grants or donations for construction of the trail, which Mr. Kane confirmed. A non-profit group will be responsible for raising donations. The Committee also discussed if there will be soliciting or advertising at the design charrettes, with Mr. Kane confirming there will not.

Ms. O'Neill inquired as to what Committee members should be doing during the design charrettes. Mr. Kane noted Committee members should be observing the conversations, directing any questions to Stantec representatives, and facilitating conversations or discussions where appropriate as a way to engage attendees.

Ms. Nassar requested clarification regarding wetland flagging; Mr. Kane clarified that the wetland flagging is necessary to identify edges of wetlands which are within 100 feet of the corridor. Mr. Souppa provided additional background information regarding wetlands, noting that some wetlands aren't actually "wet."

## NEXT MEETING

The Committee's upcoming scheduled meetings are November 20<sup>th</sup> and December 18<sup>th</sup>.

Ms. Runstadler suggested that a representative from Stantec attend the November 20<sup>th</sup> meeting to assist the Committee in reviewing the comments and feedback collected from the design charrettes.

ACTION: Mr. Kane will ask Stantec representative(s) to attend the Committee's November 20<sup>th</sup> meeting.

There being no further business before the Committee, Ms. Runstadler made a motion for the Committee to adjourn, which was seconded by Mr. Hamilton and unanimously agreed to by the Committee.

Meeting adjourned at 7:57pm.

Following the meeting's adjournment, Ms. Hayes engaged the Committee in a discussion regarding sharing feedback related to her specific property during the public design charrettes, noting that her property has unique issues. Ms. Hayes noted that it might not be comfortable to discuss her specific issues during the design charrette, and that she was unable to provide the town with her specific feedback earlier due to travel. Mr. Kane offered to speak with Ms. Hayes to record her specific concerns offline, and the Committee encouraged Ms. Hayes to attend the Trail Neighbor design charrette, noting that the sessions are being conducted in an open house format.

K. Nassar

Clerk, Rail Trail Design and Construction Advisory Committee