



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

DECEMBER 18, 2017 MEETING MINUTES

Time: 7:00pm – 9:00 pm

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

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

Members Absent: M. Benson, M. Hamilton

Others Present: National Grid Representatives (4), T. Bandrowicz, M. Carroll, additional public attendees

Mr. Conner opened the meeting at 7:04 pm.

REVIEW AND APPROVE MINUTES FROM 11/20/2017

The Committee reviewed a red-lined draft of changes provided by Ms. Nassar and agreed that with the stated revisions, the minutes were reflective of the November 20th meeting. With no other questions or comments from the Committee, Mr. Souppa made a motion to approve the minutes, which was seconded by Ms. Runstadler, and unanimously agreed to by the Committee.

REVIEW AND DISCUSSION

Mr. Kane reported that the aerial survey was completed at the end of November, and that the in-field survey was completed between December 4th and December 8th. In addition, the surveyors removed their flags from the wetlands on December 11th. Mr. Souppa and Ms. O'Neill noted that this seems unusual, as surveyor flags typically remain through construction for reference. Mr. Kane responded that the wetlands have been documented, therefore it was not necessary for the flags to remain. Mr. Kane also reported that next steps are to confirm street crossings/roadways, and to complete the Right of Way (ROW) research. SMC, a subcontractor of Stantec, is performing this work.

Since the data collection is still underway, it was suggested that the Committee re-evaluate the proposed dates for the Neighborhood Design Sessions. It is expected that SMC's data collection will be provided to Stantec in mid-January. As a

result, Stantec cannot begin their design work until that time, so the design concepts are not likely to be ready until the end of January or early February.

Mr. Kane also reported that through the design process, Stantec will be able to identify instances where there is some flexibility with respect to placement of the trail. The town will work with Trail Neighbors in such instances to determine the Trail Neighbors preference. Mr. Kane and Mr. Fitzgerald (Town Manager) are expected to conduct these meetings in advance of the Neighborhood Design Sessions discussed in more detail below.

Ms. Nassar asked if in all instances where there is flexibility will the Trail Neighbors be contacted, noting that the Committee heard from a Trail Neighbor in attendance at the 11.20.2017 meeting that she had asked for a meeting but was not contacted. Mr. Kane responded that all Trail Neighbors who have been identified as having some flexibility in the design will be contacted.

Ms. Nassar inquired as to the status of the Site Walk, noting that it would be helpful for the Committee to participate in a Site Walk before the Neighborhood Design Sessions. Mr. Kane responded that National Grid wants title work prior to the Site Walk. Mr. Souppa noted that the process may be delayed if we don't know what the title issues are, and Mr. Kane responded that the title work was completed some time ago and will be useful for the land acquisition process but is separate from the design process.

With respect to the Neighborhood Design Sessions to review the preliminary plan, Mr. Conner asked the Committee if we agreed on the 4 neighborhood sections identified at the last meeting, and repeated here for reference:

1. Train station to Walker Road
2. Walker Road to the Jr. High School
3. Jr. High School to Humphrey Street
4. Humphrey Street to Marblehead line

The Committee agreed, and discussed the number of sessions which should be held (previously having discussed 2 sessions per neighborhood section at the 11.20.2017 meeting). Mr. Kane suggested that having one meeting, rather than two, would encourage attendance as well as discussion amongst neighbors. The Committee agreed if only one meeting per section is to be held, it would need to be during evening hours to accommodate the most schedules. The Committee discussed a number of location options for the meeting, and agreed that the Senior Center Dining Room would be the best option. Mr. Conner offered to bring a projector and large screen for use at each session.

OTHER BUSINESS

Ms. Nassar inquired as to the status of the contract with Stantec. Mr. Kane noted that the contract has been finalized, but not yet signed, and that Stantec has been working under a Notice to Proceed.

The Committee discussed information to be posted to the project website; Mr. Kane noted that he has requested visuals from the design charrettes from Stantec. Ms. Nassar inquired about posting costs related to the trail, noting interest from residents.

Mr. Souppa asked about re-routing the trail to One Salem Street, as was suggested by Ms. Tierney (resident) at the 11.20.2017 meeting. Mr. Kane identified One Salem Street on a map to clarify Ms. Tierney's suggestion. Mr. Souppa reported that he had recently walked in the area near the baseball fields, noting that it is steep and ledgy. Mr. Conner mentioned that he spoke to Stantec during the design charrettes about alternatives given that there is steep, ledgy terrain in some parts of the trail.

Mr. Souppa also noted that he encountered wetland surveyors, and suggested that they also flag the wetlands around the baseball field. Mr. Souppa further noted that there is a retaining wall next to the pond in that area, and that a boardwalk could potentially be built over the wetlands, which would provide a more scenic view than looking in to resident's back yards from the trail.

There being no other new business before the Committee, Mr. Conner asked if there were any questions or comments from attendees. National Grid representatives reported that they were in attendance out of their own interest. Ms. Carroll asked the Committee how Trail Neighbors will be informed of the preliminary design meetings. Mr. Kane replied that a postcard would likely be used. Ms. Nassar suggested that the town's phone notification system be used, and Mr. Kane replied that he would speak with Mr. Fitzgerald about the possibility, but that the phone notification system has limitations (i.e., it cannot notify just affected residents). Ms. Nassar suggested that the town consider a more flexible phone notification system when the opportunity arises. Mr. Kane noted that he has been researching using MailChimp (email notification system) for outreach purposes.

NEXT MEETING

The Committee's next meeting is tentatively scheduled for February 15, 2018, and is dependent on Stantec communicating to Mr. Kane that design drawings have begun. It is expected that Stantec will attend the next meeting to assist the Committee in their review of the preliminary drawings.

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

Meeting adjourned at 7:52pm.

K. Nassar
Clerk, Rail Trail Design and Construction Advisory Committee