

## **Oak Bluffs Streetscape Improvements Circuit Avenue**

### **Meeting Minutes**

**Meeting Date:** Monday, January 10, 2022, 11:00 am

**Meeting Location:** Intersection of Circuit Ave. & Kennebec Ave.

**Attendees:** Richie Combra, Highway Department Superintendent, Town of Oak Bluffs  
Adam Peterson, Lawrence Lynch Corp. (Contractor)  
Jackie Hempstead, Lawrence Lynch Corp.  
Jessica Sonia, Lawrence Lynch Corp.  
Tony Augusto, Project Superintendent, Lawrence Lynch Corp.  
Cole Powers, Powers Electric (Electrical Subcontractor)  
Tim Wong, Waterfield Design, Inc. (WDG)  
Brian Hall, Water System Operator, OBWD

**Copies To:** Deborah Potter, Town Administrator/Accountant, Town of Oak Bluffs  
Wendy Brough, Assistant Town Administrator, Town of Oak Bluffs  
Brian Packish, Chairperson, Oak Bluffs Board of Selectmen  
Chris Lynch, Lawrence Lynch Corp.  
Melissa Rogerson, Lawrence Lynch Corp.  
Craig Miller, Waterfield Design, Inc.  
Michael Silvia, Superintendent, Oak Bluffs Water District (OBWD)

**Purpose:** Discuss Phase 1 construction activities

#### **1.00 House Keeping / Administration**

**1.01 Project Directory** – Contractor and WDG will compile a project directory with phone numbers and emails for internal communications.

**1.02 Submittals** – Contractor will send submittals for concrete, gravel fill material, and detectable warning strip. Gave verbal approval for granite and drop inlets. Change order for rounded curb corners and buzzed edge granite at the triangular tree pits was approved by the Town.

**1.03 Coordination with Residents** – No additional concerns.

**1.04 Next Meeting** – Next Monday is a holiday (MLK day), so there will be no site meeting. Tim and Jackie will confer on Friday to determine if a meeting later in the week is warranted.

## **2.00 Construction Work Upcoming / In Progress**

**2.01 Phase 1 Sidewalk and Curbing** – Existing pavement in Phase 1 area has been removed. Existing sidewalk base material was approved for reuse. Curbing is scheduled for next week.

The group walked through sidewalk interfaces at building entrances. The entryway area at #46 MV Printing/Da Rosa's will remain in place. An old bulkhead at #36 Reliable Market was found under the sidewalk- it will be re-covered with steel plate and paved over.

**2.02 Drainage Structures** – Drainage installation is planned for end of this week. The catch basin outside #52 Circuit Ave will be converted to a manhole with surface access, instead of burying and covering with steel plate. Proposed flush curb on the interior of this tree planter will be removed to provide more room for the drainage structures in the area. Proposed flush curb at the other tree planters is to remain.

The proposed new catch basin in the Circuit/Kennebec intersection may be changed to a drop inlet due to water mains in the area.

At Tabernacle Ave., the proposed new catch basins on the east side of the crosswalk will be tied into the existing catch basins on the west side, per WDG Field Bulletin #1. The existing area drain by #37 Circuit Ave is filled and not functioning. Contractor will extend the existing gutter downspout for the building to spill out on the sidewalk instead of connecting it to the new catch basin.

**2.03 Electrical Work** – Conduit and handhole installation is planned for mid-week installation. Richie requested new pole bases be offset 8" from back of new curb line, to give extra space so that they are not hit by cars parking diagonally in this area.

**2.04 Water Utility Coordination** – Brian reported that OBWD is replacing about 3 gate valves a day. Town and OBWD plans to remove instead of replace the 'jerky valves' encountered in the project, so that there are fewer potential leak points in the future.

**2.05 Flag Pole Holders** – There are existing flagpole stands embedded in the pavement. The Contractor will insert 2" PVC sleeves into the new pavement for the Town to reinstall them. The Contractor will adjust the stands as they work through the project. The quantity will match existing.

## **3.00 Outstanding Items**

**3.01 Concrete under proposed crosswalk pavers** – Contractor shall submit a change order proposal for changing the 4" concrete base under proposed crosswalk pavers to 8" depth with #4 rebar @ 12" spacing BW's. Gravel base under the concrete would be reduced from 12" to 8" depth, provided there is suitable subgrade in the crosswalk area.

**3.02 Street Tree Species** – Contractor shall hold off on ordering the trees until WDG and the Town can confirm or change the species.

Prepared by:

Tim Wong  
The Waterfield Design Group, Inc.

These meeting minutes are the interpretation of the writer. Any discrepancies found should be brought to the attention of the writer within two weeks for discussion and amendment of the minutes, if warranted. If no comments are received, the record of this meeting will be considered final.