

## Oak Bluffs Streetscape Improvements Circuit Avenue

### Meeting Minutes

**Meeting Date:** Monday, April 25, 2022, 11:00 am

**Meeting Location:** Intersection of Circuit Ave. & Healey Square

**Attendees:** Deborah Potter, Town Administrator/Accountant, Town of Oak Bluffs  
Richie Combra, Highway Department Superintendent, Town of Oak Bluffs  
Tony Augusto, Superintendent, Lawrence Lynch Corp.  
Tim Wong, Waterfield Design, Inc. (WDG)  
Tommye-Anne Brown, Christina Izzo, Kathy Laskowski: Oak Bluffs citizen reps  
Michael Silvia, Oak Bluffs Water District (OBWD)

**Copies To:** Wendy Brough, Assistant Town Administrator, Town of Oak Bluffs  
Debra Alley, Administrator to the Select Board, Town of Oak Bluffs  
Brian Packish: Chairperson, Oak Bluffs Board of Selectmen  
Chris Lynch, Adam Peterson, Melissa Rogerson, Jackie Hempstead, Jessica  
Sonia: Lawrence Lynch Corp.  
Craig Miller, Waterfield Design, Inc.  
Brian Hall: Oak Bluffs Water District (OBWD)

**Purpose:** Site construction meeting

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

**1.01 Road Closures** – Road is closed today for line painting. No further road closures are anticipated for the project.

**1.02 Site Inspection and Schedule** – Group inspected site and compiled a preliminary punchlist of items that are yet to be completed, such as site furnishings, bollard covers, signs, light fixtures, and minor repairs. Final completion is expected to be before Memorial Day weekend.

**1.03 Loading Zone** – There will be a 6am-10am loading zone for commercial vehicles in the two Circuit Ave parallel spots closest to Healey Square, which will be marked by signs.

**1.04 Next Meeting** – Next meeting will be in approximately 3 weeks, exact date to be determined. Contractor shall notify Engineer and Town when installation of main punchlist items has been completed, and the next meeting will be scheduled after then.

**2.00 Construction Work Upcoming / In Progress**

**2.01 Light Poles** – Light poles were installed. Fixtures are expected to arrive around 5/12. Contractor will install receptacles and coiled wire in the electrical handholes at each tree for holiday light connections.

**2.02 Street Trees** – Street trees have been installed. Crossland Landscaping will install a granite cobble edge at the tree pit by Basics Clothing to prevent mulch washout from a gutter downspout.

**2.03 Paving and Curbing** – Bituminous concrete top course has been laid. Line painting is today.

**3.00 Outstanding Items**

**3.01 None.**

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.