

MEETING NOTES

ATTENDEES: TEC, Inc.
Town of Boxford
MassDOT – Boston HQ
MassDOT – District 4

DATE: June 28, 2022
1:00pm – 1:55pm

LOCATION: Microsoft Teams

PROJECT NO.: T1204.01

NOTES BY: SWG

PROJECT NAME: MassDOT Project File No. 606721 - Reconstruction of Route 133 from North Andover Town Line to Main Street

RE: Washington Street Cross-Section Discussion

On Thursday, June 28, 2022, representatives from the Town of Boxford and TEC organized a MS Team virtual meeting with representatives from both the Massachusetts Department of Transportation (MassDOT) - Boston HQ and the MassDOT – District 4 office in Arlington. The discussion focused specifically on the existing and future cross-sectional elements of Washington Street (Route 133) in Boxford, MA as part of MassDOT Project File No. 606721 – ‘Reconstruction of Route 133 from North Andover Town Line to Main Street’.

Attendees:

- Chris Olbrot (Town of Boxford – Town Engineer)
- Matt Coogan (Town of Boxford – Town Administrator)
- Brendan Sweeney (Town of Boxford – Asst. Town Administrator)
- Barbara Jessel (Town of Boxford – Select Board Chair)
- Filbert Yee (MassDOT – Project Manager)
- Zach Veaner (MassDOT – State Accessibility Engineer)
- Linda Walsh (MassDOT – Transportation Program Planner)
- Lisa Schletzbaum (MassDOT – Asst. State Traffic Engineer)
- Corey O’Connor (MassDOT - Traffic Operations and Analytics Supervisor)
- Fangyun Xi (MassDOT – Traffic Program Planner)
- Everlyn Galloway (MassDOT – Traffic Engineer)
- John Gregg (MassDOT – D4 Traffic Operations Engineer)
- Sara Timoner (MassDOT – D4 Traffic Engineer)
- Emmanuel Gonzalez (MassDOT – Civil Engineer)
- Oanh Le (MassDOT)
- Brain Fallon (MassDOT – Projects)
- Mikel Myers (TEC)
- Samuel Gregorio (TEC)
- Jonathan Rockwell (TEC)

The following is a summary of the collaborative discussion:

- TEC provided a description of the Washington Street corridor from the North Andover Town Line to the intersection of Main Street. The rural character and limited cross-section (12-foot lanes and 2-foot shoulders) supports the loosely populated area and avoids environmental impact area such as wetlands for the Parker River.
- TEC noted the ADT along the corridor ranges from 7,500 vpd to 9,000 vpd based on separate traffic counts collected in 2018 and 2022 with 85th percentile speeds along the corridor generally 35 mph. There is a 40-mph speed zone within the project limits.
- TEC noted that the MassDOT published potential for walkability and bike-ability is extremely low.
- TEC noted the 25% Design prepared by Bayside Engineering in 2015 would reconstruct the road with 11-foot travel lanes and 5-foot bicycle shoulders. No formal pedestrian accommodations were proposed in the design.
- TEC noted the Town's desire to maintain the cross-section as proposed in 2015 through the project limits.
- MassDOT noted the current controlling criteria that the project would be subject to, specifically, the four controlling criteria based on the roadway speed. Any diversion from the controlling criteria would require a design exception through the Design Jurisdiction Workbook (DJW) process.
- The MassDOT Accessibility Engineer offered a couple potential possibilities that could be explored; but still to be reviewed by MassDOT; including:
 - Providing a limited 8-foot wide shared-use path on one-side of Washington Street with 2-foot shoulders (understanding the 2-foot shoulders would not meet standards for arterials).
 - Noted that the limited area based on the businesses in the village present a challenge and that MassDOT would allow exceptions based on impact to businesses. (i.e. the head-in parking to Paisley's Farmstand).
- MassDOT District 4 Projects noted the design may be able to maintain the previous 11-foot lane, 5-foot shoulder design based on the roadway character and limited potential for multi-modal use; however, the design exception process would still control this outcome.
- MassDOT noted that the project would require re-initiation through the Project Review Committee (PRC) approval process using the MapIt tool. The project could be reviewed at one of the upcoming PRC meetings, September 15 or December 15.
- MassDOT noted that based on the length of time since the original 25% Design that the project will receive a new MassDOT Project File No. following PRC.

- Following approval from PRC, the project will need to go through a DJW process with MassDOT.
- The Town and MassDOT discussed the Right-of-Way process based on the lack of defined county / town layout along Washington Street from the Parker River culvert to Main Street.
- The Town noted the past coordination with the abutters to the project and the desire to not have sidewalk as part of the project.
- MassDOT provided the suggestion to the Town that documentation from the community to a particular cross-section (inclusive of the abutters) may assist MassDOT in discretion to the final cross-section if chosen.

Town/TEC Next Steps

1. Re-submit the project through the PRC process
2. Complete a DRAFT DJW
3. Complete the Intersection Control Evaluation (ICE) tool

ATTACHMENT A

ASSIGNMENT AUTHORIZATION #1

AMENDMENT #1

Preliminary Engineering – Route 133 at Main Street

The services set forth herein shall be performed pursuant to the Agreement entered into by and between the Town of Boxford, Massachusetts “Town” and TEC, Inc. “Contractor” for On-Call Engineering Services, executed January 18, 2022. This Assignment Authorization is made this ____ day of _____, 20_____.

Whereas, the Town and Contractor have mutually agreed to proceed with the services of this Assignment, in accordance with the provisions of the Agreement.

ASSIGNMENT DESCRIPTION:

Contractor to continue providing preliminary transportation engineering services for the MassDOT project #606721, which includes Washington Street (Route 133) from the North Andover town line to the intersection with Main Street in Boxford, MA. The Contractor will complete the following services as directed by MassDOT at a coordination meeting on June 28, 2022:

Task 2 – TIP Initiation & MaPIT Submittal **\$10,000.00**

Contractor will re-initiate the project with the MassDOT Project Review Committee (PRC) and resubmit the project to District 4.

- Project Need Form – Prepare and submit the Project Need documentation on behalf of the Town via the MaPIT Project Intake Tool for review and approval by the MassDOT District 4 Office.
- Opinion of Cost – Prepare a planning level construction cost estimate utilizing the 25% design plans from 2015 and the latest trending MassDOT average unit bid prices.
- Project Scope Form – TEC will prepare and submit the Project Scope documentation (formerly Project Initiation Form) on behalf of the Town via the MaPIT Project Intake Tool for review by the MassDOT District 4 Office and consideration by the MassDOT Project Review Committee.

Task 3 – Design Justification Workbook (DJW) **\$12,500.00**

- Design Justification Workbook (DJW) – Prepare a DJW in accordance with Engineering Directive E-20-001, to document design decisions for the project established in 2015 at the 25% design stage and public outreach efforts (e.g. lane and shoulder width requirements; bicycle and pedestrian accommodations); and to provide justification for any deviations from MassDOT’s current controlling criteria.
- MassDOT Meetings – Attend one (1) meeting with MassDOT and the Town to confirm the proposed cross section along Washington Street

Additional services not listed above may be performed at the request of the Town and will be considered an amendment to this assignment. Services will begin upon signed authorization of this assignment authorization. CONTRACTOR will invoice the Town monthly on a percent complete basis.

COMPENSATION:

Lump sum not to exceed \$22,500.00

The Contractor is hereby authorized to proceed with the work described herein, in accordance with the provisions of the Agreement and this Assignment Authorization.

TOWN OF BOXFORD, MASSACHUSETTS

TEC, INC.

By: _____
Chris Olbrot
Director of Public Works

By: 
Mikel Myers
Principal / Director of Business Development