

# MEETING MINUTES

Called by	Alex McDonald
Subject	Working Group Meeting
Location	Millburn Town Hall
Time/Date	6/07/17 8-9:30am
Note Taker	James Ribaldo; Arterial LLC
Attendees	<p>Alex McDonald (AM), Township of Millburn            Dianne Eglow (DE), Township Committee            Robert Tillotson (RT), Township Committee            Sgt. Michael Fattal (MF), Police Department            Rob Echavarria (RE), Fire Department            Martha Callahan (MC), Assistant Township Engineer– <i>absent</i>            James Felzenberg (JF), EMS – <i>absent</i>            Rick Davis (RD), Chamber of Commerce, President            Shayne Miller (SM), Township Resident/DMDA            Dave Lustberg (DL), Arterial            James Ribaldo (JR), Arterial            John McCormack (JM), SSE            Lillian Cho (LC), Bike &amp; Walk Millburn            Jennifer Woodhouse (JW), BOE</p>

## 1. INTRODUCTION

DL opened the meeting by mentioning that two new representatives have joined the working group. AM suggested that everyone introduce themselves to the two new members (Lillian Cho from Bike & Walk Millburn and Jennifer Woodhouse who would be representing the schools).

### ***a. Review & Approve meeting minutes***

The meeting minutes for the previous two meetings (5/18 and 5/25) will be circulated following the meeting. All agreed to review and send comments if applicable. DE mentioned that the minutes were lagging behind and recommended that someone from the Township would be responsible for keeping the meeting minutes. All agreed.

**b. Phase 1 Update***Construction Status at northwest/east corners of Main & Essex*

- AM summarized the current construction status as follows:
  - Granite pavers have been completed at the Common Lot corner and are about to be completed at the clock corner.
  - Once everything has been coordinated, JCP&L will work with the contractor to get all of the corners energized, if they haven't been already.
  - RD asked whether the paving would be finished by June 19<sup>th</sup>. AM confirmed that this is the hard line date they have targeted for completion.

**c. Phase 1 Tracking Sheet**

AM stated that no further negotiations have taken place between the contractor and the township regarding the deletion change order for the work along Millburn Ave in-between Douglas Street and Spring Street.

**d. Old Business***Communication & Outreach Update (Survey Monkey & Project Website)*

DL then explained that the rest of the meeting would be devoted to reviewing both the survey and the project website. He mentioned that the current survey takes about 20 minutes to fill out and the ability to skip sections has been incorporated. Also, DL stated that a brief introduction was included that focuses on this Phase 2 area and is not intended to explain the complete streets initiative (that is the purpose of the project website, which will be included for reference in the survey). The following represents the key points from the discussion:

- DE suggested adding 'I am a business owner in Millburn' to the first question. All agreed.
- AM agreed to marking up the location map that is associated with which neighborhood the respondent lives in.
- RD suggested underlining what each section is called in order to clearly denote the section to respondents.
- SM suggested making the north arrow larger on the maps.
- LC suggested adding all of the sections listed so that respondents can see what

sections are coming up next.

- A lengthy discussion took place over how best to describe the various options for the approach to the downtown/gateway at Millburn Ave and Essex Street. Arterial would take the given suggestions and revise the wording accordingly and distribute for review back to the group. Any further suggestions or re-wording would be sent back to Arterial for incorporation into the survey.
- Overall, the group discussed how best to describe the approach to the downtown/gateway at Millburn Ave and Essex Street. In particular, the bullet points were discussed at length and Arterial would take the given suggestions and revise the wording accordingly.
- RD reiterated the importance of trying to keep the questions neutral so that a bias is not inferred.
- A lengthy discussion took place over whether to include images of specific traffic calming measures. All agreed to eliminate this question and not to show these images.
- After a brief discussion, all agreed to remove the water feature from the gateway options because the Township did not want to commit to maintaining it.

A discussion took place on whether a forum would be provided for residents and business owners to express any issues or concerns over the phase 1 area. DL responded that an area on the landing page of the project website would be provided for this purpose. SM reiterated that the original goal of this survey was to provide an opportunity for those who could not attend the Phase 2 open house the ability to participate in some capacity. All agreed to providing a link on the project website for this purpose and including this at the end of the survey along with an open-ended question box where these concerns/comments could be filled out.

*The review of the survey concluded at 9:30am – all agreed to stay an additional 10 minutes in order to preview the project website.*

DL then briefly ran through the framework of the project website, explaining that the background for this was in an effort to better communicate information as it relates to the complete streets project.



- DE asked whether the Phase 2 open house and survey monkey were part of Arterial's contract. DL responded by saying that it was not part of the scope. DE asked for a bill list on the cost of both.

*The meeting officially adjourned at 9:45am, however, the project team stayed another 20 minutes to discuss flexible parking, specifically the bollards.*

DE asked about the seating in the flexible parking area and whether the bollards are safety rated or not. She was concerned about the safety of those enjoying the outdoor dining option within the flexible parking area, adjacent to the bollards. DL explained that the bollards on the project are low impact bollards, not crash rated high impact bollards meant for security. JM mentioned that the bollards are for traffic guidance and an additional level of safety over a standard curb. DL mentioned that there are two options for utilizing this zone – chairs and tables can be set up along the building frontage and the flexible parking area can be utilized for additional sidewalk or vice versa. He further mentioned that Arterial has written parklet ordinances (the one in Summit was based on Arterial's ordinance) that could be provided to the township to assist them. The Township will spend more time on how best to move forward with putting an ordinance in place detailing how the flexible parking should be utilized.

*This discussion concluded at approximately 10am.*