

MEMORANDUM OF MEETING

PROJECT: **Town of Louisa Downtown Improvements – Phase II
Town Committee Meeting**

DATE/TIME: August 2, 2011 at 6:00 PM

LOCATION: Town of Louisa Town Hall

PRESENT:

1. Ruby Madison
2. Mary Jane Clarke
3. Warren Gehle
4. Ray Minter
5. Graven Craig
6. Randy Tingler
7. Dave Mabie
8. Brad Humphrey – Town of Louisa (TOL)
9. Kyle LaClair – Dewberry

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Purpose:

The purpose of this meeting was to review the architectural options for benches, trash receptacles, and lighting. In addition, the committee also reviewed preliminary sequence of construction plans.

Discussions:

The meeting started promptly at 6:05 pm.

Old Business:

Review light fixture, bench and trash receptacle options

The committee inquired about the theme the architect was trying to convey along Main Street. The Landscape Architect was not present at the meeting; therefore, Kyle LaClair indicated, based on previous discussions with the architect, that “traditional” was the theme being conveyed.

Dewberry presented two (2) options for benches along Main Street to gain the committees opinions on the overall look. The first bench presented was a Keystone Ridge, which is the bench that is already in the park adjacent the Town Hall building. This bench has more square edges with a “box” look. The back has few slats with some design near the top of the bench. The second bench was a Victor Stanley, Inc., which is a traditional bench with vertical back slats and curved contours. Both benches were presented to be black. In addition, Dewberry also discussed using a backless bench in areas where there might be more clearance issues. A backless bench provides more maneuverability around the bench perimeter. The trash receptacles would match the bench style. It is typical for these items to come as a package.

The light fixture was discussed briefly. An example light fixture (green finish) has been on display at the Town Hall for some time. The light fixture closely resembles the historic oil fill fixtures. These lights will be placed upon architectural fluted poles.

Loading zone and bump out location conflicts

Certain members of the committee has concerns about current delivery/loading zones and patterns being used by delivery drivers today may change with the development of the Phase II Downtown

Improvements project. This issue was tables for further discussion. The committee members determined that this issue would not affect the overall design of the street. However, the committee did believe this issue could be monitored after completion of the project and regulatory changes be made if necessary (i.e. loading zone hours/restrictions).

New Business:

Light fixture, bench and trash receptacle options

Feedback from the committee on light fixtures, benches, and trash receptacles are as follows:

1. Maintain a traditional theme along the Main Street.
2. Did not want benches that would distract from other features on the street.
3. The Victor Stanley bench was preferred over the Keystone Ridge. The committee did not want a “box” or “squared” bench profile, but preferred “curved” and “rounded” features. They also thought the contoured back and bench portion would be more comfortable than a squared bench.
4. The committee concurred with the architect on using all black furniture and lighting fixtures.
5. There was also a desire to have some decorative design on the arms and legs of the bench.
6. The committee did give the architect the freedom to implement a backless bench in areas where perimeter clearance was constrained; however, they did prefer benches with a back.
7. There was a brief discussion regarding the bench position. Do they normally face the street or the building facades? In general, the benches normally face the street.

The architect would make the final selection based on the criteria established from the committee for presentation to Town Council.

Construction Phasing/Traffic Control

Kyle LaClair presented a preliminary construction phasing plan. The committee asked about when the best time was to work, day or night, weekdays and weekends? Night work was discussed at length with Brad Humphrey discussing the benefits and risks associated with night work, including the effect on tenants living along Main Street. Several building owners, who have tenants, were present on the committee. Mr. Randy Tingler stated that he would work with his tenants if night work is implemented along Main Street. Generally, night work in relationship to tenants along Main Street did not appear to be an issue that could not be overcome. At this point in time night work is still an option the Town could consider to alleviate daytime constraints.

Below is feedback from the construction phasing plan presented at the committee meeting:

1. The committee would rather see a quick construction period. More disruption for short periods of time rather than less disruption for extended periods of time.
2. The committee felt that peak traffic periods should be considered as non-working times.
3. Mr. Graven Craig brought up the potential impact on the adjacent court system. He suggested that Brad Humphrey make an appointment with the Court to discuss the upcoming project.
4. The committee would prefer that the contractor work as much as possible including weekends during off-peak hours.
5. The committee also allowed the Engineer to remove the notion of balancing parking along Main Street during construction. This will allow for simple construction stages and larger areas of work.

6. The committee also liked the idea of putting liquidated damages on each phase to provide assurance that each phase could be completed in a timely manner.

This meeting was to be the final committee meeting with no future meetings anticipated at this time.

The meeting was adjourned by around 7:40 pm.

Attachments

1. Meeting Agenda
2. Meeting Sign-In Sheet

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The above is the writer's recollection of the discussions at the meeting. Should any of the statements or information be misstated or misinterpreted, please notify this office within ten (10) days of distribution for correction.

NOTES BY:

Kyle LaClair, PE

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