

South Acton Train Station Advisory Committee

Meeting minutes - final
Room 121, Acton Town Hall
11 April, 2013

Committee Members Present:

- David Martin
- Clare Siska
- Pat Clifford
- Sean Hanley
- Tom Campbell
- Michaela Moran

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TOWN CLERK, ACTON

Committee Members Not Present:

- none

Other Attendees:

- Mike Gowing, Selectman
- Bill Davies, citizen
- Rob Finley, citizen
- Paul Hadley, Project Manager, MBTA
- Phil Brake, HNTB Design Manager
- Joe Nolan, CityPoint Partners, Public Outreach
- Kevin Garity, McCourt Construction

Mr. Martin called the meeting to order at 7:31 PM.

1. Station Construction Schedule and Expectations

- Kevin Garity introduced McCourt Construction. Construction schedule is being maintained by McCourt and is updated monthly.
 - Phasing will be generally consistent with what we have seen from the MBTA to date; adjustments within the general phasing are at the discretion of McCourt.
 - Project is a little behind; pace will pick up soon.
 - Project meetings take place every 2 weeks. Corey York is kept informed.
 - Primarily they are clearing right now; have drainage work to do. Some Central Street parking lot work coming soon, movement of bike lockers, etc. ~ Three spaces to be lost in the next few weeks, and the bike lockers will be moved. Corey York needs to know to pull parking meters and put signage up re: any changes so that the resident to non-resident ratio is maintained.
 - SATSAC stressed the need to communicate such issues to the public, with suggestions to flyer the cars in that area; put info on website; etc.
 - Discussion re: moving bike lockers – do they have floors? If not, different impact. This needs to be investigated with Corey York.
- MBTA Resident engineers will be onsite; their contact information to be provided to SATSAC.
- MBCR will have more night work when the second track comes in.
- Road closing of Arlington Street in West Acton from 6 AM Saturday (4/13) morning to ~ 3 PM Monday (4/15) to lay the 2nd track and construct the grade crossing. Businesses have been notified. Variable message boards will be in place.

- Mass Ave crossing work in West Acton postponed until summer 2013
- Question re: sidewalk on Central Street at the Elm Street crossing– is it completely done? There is no connection between the sidewalks on either side of the tracks, as there is for other crossings.
 - This is a question for town engineering – agenda item for next meeting.
- Discussion focused primarily around communications strategies and roles. Keeping the communication open benefits everyone.
 - SATSAC’s main interest is in knowing what impacts the public, e.g., effects of schedule changes, paths of travel, parking closed, major milestones, etc. SATSAC will assist in communicating with the public and can also provide valuable information to the MBTA and the contractor, if we hear any issues or concerns from the public. General rule: anything that impacts the commuters or the town requires notice. Otherwise let us know about major milestones, not smaller details.
 - Establish a ONE WEEK notice for changes such as lost spaces and moved bike lockers that impact the public. Commuters are creatures of habit.
 - Don’t give people a reason to complain. Forewarned = forearmed.
 - Mr. Martin suggests a variable message board be set up permanently at the site. The town has 5 that we can use. MBTA will work with Corey York to arrange this. The MBTA’s LED train message board is centrally managed and cannot be used for this purpose.
 - Joe Nolan will take care of the notifications – flyers, etc – he will get info from McCourt. SATSAC will use its email lists, etc.
 - Joe Nola and Kevin Garity will meet with Corey York week of April 15 Monday to map out initial impacts of phase 1 construction and put together a communication plan.
 - David Martin will brief Corey and inquire about variable message boards
 - David Martin = point person for Acton; Joe Nolan point person for MBTA
 - SATSAC requests an emergency contact list from the project team.
 - Joe Nolan to be added to the SATSAC distribution list; is free to attend any SATSAC meetings at his discretion. Will try to attend next meeting (5/9)
 - Avenues of communication:
 - Actontrain.info
 - Town Website
 - Municipal Quarterly
 - Beacon, Patch
 - Acton TV – The Town Manager 472 Main Street TV show: Have them interview Joe Nolan, it goes in the archives and can be watched any time.
 - Acton TV scrolling bulletin board of town events and news.
 - Acton Town Managers blog
 - Rail Chat
 - Variable message boards
 - Flyers at station
 - Joe Nolan’s email list (anyone can request to be added)
 - Martin/Maple neighborhood list
 - Twitter????
 - Request for Joe Nolan to Copy David Martin and Corey on all emails.
- It is getting to be time to start talking to TAC about using the MinuteVan shuttle. Doug Haley is the town staff person to contact about this, shuttle logistics, etc.
- There will be some service disruptions due to other parts of the project, e.g., switches. There will be some weekends of no service with NO BUSSING. Schedule to come. It will be on the MBTA website. An communications approach to needs to be worked out. Joe Nolan will coordinate with MBCR, make sure their service advisories are up to date, and get the info to SATSAC.

- THANK YOU!

2. Publicity –website updates; Beacon guest column, Q&A, or alerts

- In addition to what was covered with the MBTA (see above):
 - SATSAC members are pleased with the website. David Martin keeps it up to date. Need to drive more traffic to it.
 - ~ 70 people took flyers at town meeting
 - Put web address on bottom of variable light signs if possible
 - Variable light signs at station are considered the best way to reach all commuters.
 - Margaret (Beacon editor) had contacted us about publicity. Committee recommends a regular box in the Beacon weekly -- bullets or a short paragraph of what is happening in the coming week(s). They did this 10 years ago when installing the sewers. David Martin will contact Margaret. The info printed can come from the project meetings update.

3. Coordination – TAC, EDC, Sidewalk, ARRT, etc.

- On 4/10 the Sidewalk Committee voted to recommend installation of the Maple Street north side sidewalk (recently requested by SATSAC), outside of their normal ranking, leaving it at the discretion of Acton's Engineering department to determine when to build it. May be desirable to coordinate with MBTA work or wait until the MBTA work is done. Easement work, which is only with the MBTA, can start now.
- Question of when we should start talking with MBTA about using the former Montourri land for parking. We had decided to discuss that in fall 2013. Mike Gowing notes there is \$400K in the budget for next year to resurface the parking lot and wonders whether there might be some left to do this project as well?
- David Martin will brief Franny Osman (TAC) – currently out of the country. Shuttle logistics need to be worked out. Communications, signage, arrows, etc. will be really important. This falls to Doug Haley.
- Mike Gowing suggests this is a perfect time to encourage commuters to use remote parking.

4. Review and accept meeting minutes

- January 17, 2013 - deferred
- February 28, 2013 – Pat Clifford moved to accept as written; Tom Campbell seconded. Approved unanimously.

5. Future Meetings, Calendar events over the next several months.

- Upcoming SATSAC Committee Meetings
 - 5/9
 - 5/30
 - + tbd after that

6. Adjourn

Clare Siska moved to adjourn. Sean Hanley seconded. Approved unanimously. Meeting adjourned at 9:01 PM.

Respectfully submitted,

Clare Siska

Links:

<http://actontrain.info/> -- SATSAC's Station Construction project web page

<http://www.acton-ma.gov/satsac> is the SATSAC town website page.

<http://www.littletonma.org/content/49/3594/5590/default.aspx> is Littleton's MBTA Commuter Rail Advisory Committee.

http://www.mbta.com/about_the_mbta/t_projects/default.asp?id=15585 is the MBTA site about the project.

<http://groups.google.com/group/South-Acton-Rail-Chat?lnk=srg&hl=en> – South Acton Rail Chat