

STEERING COMMITTEE MEETING NO. 1 REPORT

DATE: January 3, 2003
 TIME: 9:30 a.m. – 1:00 p.m.
 LOCATION: Office of Michael Baker, Jr., Princeton, NJ - Conference Room

ATTENDEES:	REPRESENTING:	PHONE:
Carol Beske (CB)	ACT Engineers, Inc.	609-918-0200
Shay Burrows (SB)	FHWA	609-637-4239
Martine Culbertson (MC)	M. A. Culbertson, LLC	856-795-8485
Sylvester Fryc(SF)	Michael Baker Jr., Inc.	609-734-7971
Fred Gottemoeller (FG)*	Rosales Gottemoeller & Associates	301-490-6088
Dave Lambert (DL)	NJDOT, Div. of Project Mgmt.	609-530-4235
Tony Marsella (TM)	NJDOT, Community Relations	609-530-6116
Ahmad Qureshi (AQ)	NJDOT, E-Team	609-530-3716
Pankaj Shah (PS)	NJDOT, Div. of Project Mgmt.	609-530-2470
Mike Sidani (MS)	Michael Baker Jr., Inc.	609-734-7964

* by telephone conference call

1. PURPOSE OF MEETING

To provide project status, review the Community Partnering Team Meeting No. 1, discuss project items, identify Task Force members and next steps for public outreach efforts. (Agenda attached)

2. MEETING SUMMARY

Mike Sidani opened the meeting asking each member to introduce themselves. He noted the importance of resolving design issues effectively to maintain the project schedule. He suggested that some of the Task Forces be combined for efficiency. The draft CPT Meeting Report No. 1 was reviewed with the focus on the Task Forces to be established and the representatives needed from the community and NJDOT staff. The following discussion points are noted:

1. The Circulation and Access Task Force will be combined with the Bike and Pedestrian Mobility Task Force to be named as the Mobility, Circulation and Access Task Force.
2. The Causeway Aesthetics Task Force and the Ocean City Visitors Center Task Force will be combined to be the Causeway Aesthetics/Ocean City Visitors Task Force.
3. There were revisions made to the membership for each of the Task Forces to include NJDOT support staff and balanced representation from Ocean City, Somers Point, both County agencies and regional entities. (MC) will include revisions to the final version of the CPT Meeting No. 1 Report as a report attachment for distribution to the CPT prior to the Task Force meetings to be held in February. ACTION

4. Mike Sidani and Dave Lambert will attend task force meetings as needed. (MS) noted the chairpersons for each of the Task Force from Baker and (DL) indicated the NJDOT key representatives as follows:

TASK FORCE	BAKER Facilitator	NJDOT
Causeway Aesthetics	Sly Fryc Beske	David Earl
Environmental Process	M. Robert/K. Conaboy Beske	Nick Caiazza
Public Information & Awareness	Beske	Bill Felix Tony Marsella
Staging and Traffic Management	Al Klag/D. Freudenrich Culbertson	Pankaj Shah
Mobility, Circulation & Access	Tim Lidiak Culbertson	Pankaj Shah

5. (CB) will be the facilitator for the Causeway Aesthetics TF, Environmental Process TF and Public Information & Awareness TF. (MC) will be the facilitator for the Staging and Traffic Management TF and the Mobility, Circulation and Access TF. The Task Force meetings are to be scheduled in late January or early February. (CB) and (MC) to establish the logistics and notify the members to confirm the date, time and location. ACTION
6. The purpose for the first Task Force meetings should be to establish the Task Force, set goals, review and prioritize issues developed at the CPT Meeting No. 1 and discussion possible recommendations to address issues. Draft agenda for the Task Force meetings generated by (CB) and (MC) should be sent to (MS) and the appropriate chairpersons for review. (DL) has final approval. ACTION
7. The following CPT Handbook materials will be revised by (MC) and distributed to members prior to the Task Force meetings: ACTION
- Section 1 - CPT List of Members and Steering Committee and Addresses
 - Section 2 - CPT Schedule of CPT Meetings
 - Section 3 - CPT Meeting No. 1 Report
 - Section 4 - Powerpoint Presentation
8. Other CPT Handbook materials to be developed (ACTIONS):
- CPT Organizational Flowchart (MC)
 - CPT Project Schedule of Milestones (Baker)
 - CPT Issues Summary Matrix (Baker)
 - Website Information (Baker)
 - FAX Transmittal form (MC)
9. The next steps for the CPT will be determined after the first round of Task Force meetings. A Steering Committee meeting will be held to review the progress of the task forces and determine if additional task force meetings are needed or if the next CPT Meeting No. 2

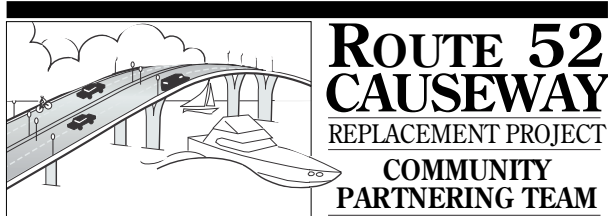
should be scheduled. It will be held in Somers Point (possible location: Max's Crab House).
10. (MS) adjourned the meeting at 12:30 p.m. with a tentative date set for the next Steering Committee meeting on February 27th in the Baker office.

3. NEXT MEETING

Date: Thursday, February 27, 2003
Time: 9:30 a.m. - 1:00 p.m.
Location: Office of Michael Baker, Jr., Princeton, NJ

We believe the foregoing to be an accurate summary of discussions and related decisions. We would appreciate notification of exceptions or corrections to the minutes within three (3) working days of receipt. Without notification, we will consider these minutes to be record of fact.

Martine Culbertson
RT52 CPT Facilitator



ROUTE 52 CAUSEWAY REPLACEMENT PROJECT STEERING COMMITTEE MEETING NO. 1

AGENDA

January 3, 2003

Office of Michael Baker, Jr., Conference Room – 9:30 a.m.

Objective: To provide project status, review the Community Partnering Team Meeting No. 1, discuss project items, identify Task Force members and next steps for public outreach efforts.

- 9:30 a.m. I. Welcome and Introductions
- Agenda and Goals Lambert
 - Project Status Sidani
- 9:40 a.m. II. Project Items
- CPT Meeting No. 1 Review Culbertson
 - Community Issues Culbertson
 - Task Forces and Members Culbertson/Beske
 - Design Issues Sidani
 - Environmental/Agency Coordination Sidiani/Beske
 - Other Issues Sidani
- 11:15 a.m. III. Summary and Close
- Project Schedule – Next Steps Sidani
 - Action Items / Closing Comments Lambert