



*Municipality of Princeton*

*Witherspoon Hall  
400 Witherspoon Street  
Princeton, NJ 08540-3496*

*Office of the Engineer  
Telephone (609)921-7077  
Facsimile (609) 688-2026*

*DEANNA STOCKTON, P.E., C.M.E.  
Municipal Engineer  
[dstockton@princetonnj.gov](mailto:dstockton@princetonnj.gov)*

August 27, 2020

**IMPORTANT NOTICE REGARDING IMPROVEMENTS TO WITHERSPOON STREET  
BASEMENT SURVEYS TO BE CONDUCTED ON SEPTEMBER 9 – SEPTEMBER 11, 2020**

Dear Property Owner and Business Tenants:

The Municipality of Princeton is resuming the planning and design efforts for the Witherspoon Street corridor, which were started in February 2020, with the assistance of T&M Associates. In October 2019, SoftDig Underground Services conducted basement surveys to locate where basements are located under the public sidewalk. We have determined that an additional basement survey by T&M's structural engineers is required to fully understand the basement ceiling and wall interfaces with the public sidewalk on Witherspoon Street. As part of the proposed modifications, the existing Witherspoon sidewalk will be replaced up to the building facades with new concrete sidewalk.

The T&M structural engineers will conduct the additional basement surveys on Wednesday, September 9, 2020 through Friday, September 11, 2020 between the hours of 8 am and 4 pm. T&M engineers will carry identification and will request permission to access the basement area from the business tenant. This survey is anticipated to take about two (2) hours per property. The survey work will include taking measurements and photographs of various components of the basement to determine the construction of existing foundation walls and ceiling / sidewalk floor structure. We appreciate your efforts to ensure that the basement is accessible enough to easily record measurements and to maneuver to different areas of the basement, as needed. T&M staff will adhere to New Jersey COVID-19 Executive Orders and CDC COVID-19 recommended precautions to protect themselves and others while conducting this work. More information regarding T&M's COVID-19 policy is provided on the reverse side of this page.

We appreciate your cooperation in this matter. If you have any specific questions or concerns regarding the basement survey, please contact Tejal Patel, PE at [tpatel@tandmassociates.com](mailto:tpatel@tandmassociates.com) or 609.314.0785. More information about the Municipality's Witherspoon Street project is available at <https://www.princetonnj.gov/resources/witherspoon-street-improvement-project>. General questions and comments can be sent to [engineering@princetonnj.gov](mailto:engineering@princetonnj.gov).

Cc: Delores A. Williams, Clerk  
John Pettenati, Building Code Official  
Ian Baker, Construction Engineer  
Tiffany Smith, Inspector  
Tejal Patel, PE, T&M Associates

Robert Hunter, PE, T&M Associates  
Anthony Agostinelli, PE, T&M Associates

*T&M staff will always wear a mask when conducting work, and must maintain 6 feet of distance between themselves and others. T&M staff shall wash their hands, change gloves, or use hand sanitizer at the following minimum times: 1) entering the site; 2) leaving the site; 3) after coughing or sneezing; and 4) at all breaks. No T&M staff exhibiting COVID-19 symptoms will conduct field work. Each morning, before work starts, T&M staff will utilize the following "Self-Checker" to determine if they are symptomatic: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>. If a T&M staff exhibits any of the COVID-19 related symptoms they shall not conduct field work and they are to immediately notify T&M's Corporate Safety Officer, Ashly Insko, 317-294-0086, ([ainsco@tandmassociates.com](mailto:ainsco@tandmassociates.com)). No T&M staff that have been exposed to a positive COVID-19 person is to conduct field work until cleared by T&M's Corporate Safety Officer. If a T&M staff member exhibits any COVID-19 symptoms they must immediately leave the job site and notify T&M's Corporate Safety Officer.*