

Meeting Minutes - A/GFTC Planning Committee

Friday, March 18, 2022 – 9:00 AM

1. **Welcome / Municipal Roll Call** – Aaron Frankenfeld initiated the meeting at 09:03 and acknowledged the following participants (voting members shown in bold):

Stuart Baker	Town of Queensbury
Dan Barusch	Town of Lake George
Chris Cate	McFarland-Johnson
Deb Donohue	Washington County Department of Public Works
Ed Doughney	Warren County Department of Public Works
Aaron Frankenfeld	A/GFTC
Allison Gaddy	Lake Champlain – Lake George Regional Planning Board
Kevin Hajos	Warren County Department of Public Works
Maiken Holmes	Warren County Department of Public Works
Jack Mance	A/GFTC
Laura Oswald	Washington County EDC
Ayla Schermer	Federal Transit Administration
Scott Sopczyk	Greater Glens Falls Transit
Mike Valentine	Saratoga County Planning Department
Greg Wichser	NYS Department of Transportation

2. **Visitor Issues** – no visitors present.

3. **Administrative Items**

- A. **Approval of January 2022 meeting minutes** – Aaron reported that the draft minutes were emailed to participants following the January meeting and sent to the full committee earlier his week. No comments or corrections were offered.

A motion was made to approve the minutes of the January 2022 meeting as final.

Moved by: Kevin Hajos

Seconded by: Laura Oswald

Minutes approved

- B. **Approval of Records Retention Schedule** – Aaron reported that A/GFTC is required to document approval of the LGS-1 records retention schedule before discarding of any files. This came to light as our Host Agency has been preparing a grant application to seek funding for the digitization and cataloguing of archives. Our assumption had been that because State Archives does not expressly address MPOs in the retention guidelines that we could follow the policies of the Host Agency. We need to have our own action to approve the LGS-1, the updated retention schedule for local governments.

A motion was made to adopt the LGS-1 and affirm the appointment of the A/GFTC Transportation Planning Director as Records Management Officer.

Moved by: Stu Baker

Seconded by: Kevin Hajos

Motion carried.

- C. **TIP Modification Request: South Johnsbury Road Bridge over Mill Creek bridge replacement** – Aaron prefaces this discussion by stating that there is nothing unusual within the scope of the request that triggered this special meeting. The need to hold these conversations out in the open is a consequence of the recent revision to A/GFTC's Public Participation Plan to be more consistent with the MPO's primary goal

of public transparency by moving away from email ballots, coupled with the potential for undesirable project delays had we waited a month to process this request. Ed Doughney continued with a presentation of the specifics of the request. The county received five bids for the project in early March that were priced competitively with one another. During the bidding process, issues emerged that included excavation depth and the need for a soldier pile and lagging wall. Those changes increased the cost of the project well beyond the initial engineering estimate. Deb Donohue questioned if project sponsors had any control over the price increasing trends. Greg Wichser cited an example of an out-of-area project that was not awarded due to a high bid but will be re-bid using a different approach. Projects like the example are needed and will ultimately be funded, with balancing accommodations made through rescheduling of other projects. Ed Doughney added other examples of past instances of high bids resulting in unawarded or re-advertised projects.

A motion was made to approve the TIP modification request from Warren County.

Moved by: Deb Donohue

Seconded by: Greg Wichser

Modification approved.

- D. **Other Items of Interest** – Stu Baker reported that the RFP for Queensbury’s Adaptive Signal Controller analysis is going out today. Aaron noted that the planning targets needed for the TIP development process have not yet been issued by NYSDOT and that could impact the meeting schedule. Ed Doughney noted that previous estimates for TIP projects that have yet to begin are currently being revisited. Scott Sopczyk noted that he has a pending TIP amendment request that was planned for an April meeting. Aaron replied that there are options that would allow for that request to be processed even if the larger TIP discussion does not transpire as originally scheduled.

- E. **Next Meeting and Adjourn** - April 13 (Planning Committee – tentative)

A motion was made to adjourn the meeting at 9:27.

Moved by: Kevin Hajos

Seconded by: Scott Sopczyk

Meeting adjourned.