

Draft Minutes - A/GFTC Planning Committee meeting

Remote Access via Zoom

Wednesday, December 14, 2022 10:30 AM

- Welcome / Acknowledgment of Attendees** – Aaron Frankenfeld opened the meeting at 10:32 AM and acknowledged the following attendees (voting members or representatives in **bold**):

Stu Baker	Town of Queensbury Community Development
Dan Barusch	Town of Lake George Planning and Zoning
Chris Belden	Lake Champlain – Lake George Regional Planning Board
Mike Breault	Washington County Department of Public Works
Joe Cimino	CHA
Deb Donohue	Washington County Department of Public Works
Pat Dowd	City of Glens Falls Community Development
Allison Gaddy	Lake Champlain – Lake George Regional Planning Board
Beth Gilles	Lake Champlain – Lake George Regional Planning Board
Norabelle Greenberger	LaBella Associates
Kevin Hajos	Warren County Department of Public Works
Maiken Holmes	Warren County Department of Public Works
Shelly Johnston	Creighton Manning
Kim Lambert	Saratoga County Planning
Wayne LaMothe	Warren County Planning
Zachary Luckin	Federal Transit Administration
Nicole McGrath	Federal Highway Administration
Laura Oswald	Washington County Economic Development Council
Bob Rice	NYSDOT Region 1
Dan Rourke	Barton & Loguidice
Laura Sanda	Mc-Farland Johnson, Inc
Jeremy Schneible	City of Glens Falls DPW
Scott Sopczyk	Greater Glens Falls Transit
Edmund Snyder	Greenman-Pedersen, Inc
John Strough	Town of Queensbury
Mike Valentine	Saratoga County Planning
Greg Wichser	NYSDOT Region 1
Tim Zinn	Washington County Department of Public Works
Aaron Frankenfeld	A/GFTC
Jack Mance	A/GFTC

- Visitor Issues** – none present
- Administrative Items** - Approval of November 2022 meeting minutes – draft minutes of the November 9 meeting were distributed to participants on November 11; no participant comments were received. A motion was made to approve minutes as final.

Moved by: Mike Valentine Seconded by: Stu Baker Minutes approved

- GGFT report** – no report

5. Unified Planning Work Program

- A. Staff report for ongoing and recently completed projects (Jack Mance reported on the following):
- 1) Rural Workforce Transportation Plan – the existing conditions data has been gathered and summarized relating to topics such as demographics, commuting patterns, vehicle ownership, and other relevant information. The RPB has released two surveys – one targeted at the public and one targeted towards large employers. Notices for these surveys were distributed via direct email, social media, and fliers posted in town halls, libraries, Stewart’s shops, and other locations. These surveys remain open until the end of the year. So far we’ve received about 200 responses from the public and 20 from the business community. After the survey is closed, the RPB will host six focus groups targeted towards various stakeholders – workforce/human services, healthcare, retail, tourism, manufacturing, and gov’t/schools. These are slated for late January 2023. Mike Valentine asked about the coverage area for the study; Jack replied that the focus of the outreach and recommendations was on the entire MPO area with an emphasis upon rural areas.
 - 2) Warren County EV charging stations plan – staff has begun the existing conditions and analysis portion of the effort. The next step is to work with Warren County GIS to do a driving distance analysis for existing EV station locations to identify any significant service gaps. A completed draft is anticipated in early January, which will be reviewed by the County planning department.
 - 3) Queensbury Active Signal Controller Technology assessment – The team from AKRF and Barton & Loguidice gave a presentation of existing conditions and preliminary bicycle/pedestrian improvement concepts to the project steering committee on December 5. Initial analyses do indicate periods of congestion, especially in the area around Exit 19 on Aviation Road. The next step of the project is to integrate revisions into the bike/ped concepts based on the discussion at the meeting, which will then be used to inform the simulation model for the signal coordination vs. adaptive control analysis. The next two steering committee meetings will be held in January. Stu Baker noted that public information sessions were forthcoming in the new year. The project is on track for completion by May 2023. Mike Valentine asked about the scope of the project; Jack replied that the study only included traffic signals on Aviation Road and Quaker Road.
 - 4) Glen / Sanford / Grant Streets pedestrian safety study – public comment period is closed; committee member comments received and transmitted to consultant for consideration; once revisions are received, this committee can consider accepting as final.
 - 5) Maple Street bicycling improvements - staff comments on draft project memo have been transmitted to consultant for consideration; awaiting revised draft and street profile concept diagrams.
 - 6) Mill Pond pedestrian improvements – public presentation to be held tomorrow at the Horicon Town Board meeting; public / committee comment period will be conducted following that.
 - 7) Other activities – staff will be releasing the project candidate to formulate recommendations for parking and access improvements between White Creek Town Hall and the Cambridge Community Forest for consultant response this week. The sequencing of the project was complicated recently by a neighboring project request (Village of Cambridge) but staff has consulted with the Town and elected to advance these projects individually. Laura Oswald affirmed Jack’s summary of the discussions. Allison Gaddy suggested program coordination between the White Creek and Village projects would be beneficial.

- B. 2023-24 program solicitation and staff activities
 - 1) Summary of financial estimates – Aaron reported that there is a significant increase in FHWA PL due to new money in IJA and a formula adjustment to the in-state distribution formula as agreed upon by the NYSAMPOS yielding about 15% more money than last year, including ~ \$10,000 that needs to be earmarked for Complete Streets-related planning (more on that later). A quick estimate of funds likely to be available in addition to new funds was sent on Monday; of these, rent and salary are known; software / equipment and travel / training are kept low; all other categories are mildly inflated from last year.
 - 2) Summary of submitted program requests - list of program requests was sent around on Monday – the initial values provided by the municipalities and / or A/GFTC staff estimates total 167% of available contractual funds. Possible solutions are to (1) reject some applications, (2) adopt a two-year program that spreads these requests over two years with a limited solicitation for the 2nd year, or (3) stagger the projects within one program year that distributes some of the projects largely to the following year but still initiates them in the current year (preferred). The program requests were listed (alphabetically by municipality) and then re-listed in order of a staff-recommended sequencing based upon implied urgency, seasonality of data collection, and distribution of costs. Upcoming in-house staff projects were also listed. Mike Valentine asked the revised funding total for all of the projects was achievable within one year; Aaron replied that there was an intentional effort to level out the year-to-year program and distribute some costs to the following year for the sake of balancing. Mike then asked if other funding opportunities for these candidates had been explored; Aaron replied that the Cambridge / 313 project had been previously submitted as a CFA project and, if awarded, could be removed from our program. Aaron added that a draft UPWP will be the subject of consideration at the next Planning Committee meeting.
- C. Complete Streets PL setaside – impending amendment - Aaron reported that last year’s work program PL total included ~\$10,000 that was to be dedicated for Complete Streets-related planning. We didn’t specifically program that money (no guidance at the time) but included it in the total PL fund. We easily spend that much and more on related tasks. A/GFTC has volunteered to assist NYSODT’s Statewide Planning Bureau as the test case for assigning these funds. We will need to retroactively assign these funds to the Salem Pedestrian Connections study and any remainder to the Glen / Bay / Sanford project as those will have been completed. A UPWP amendment will be necessary – we will have that framework for this committee’s consideration prior to the January meeting.
- D. Planning and Engineering Assistance contracts – Aaron reported that A/GFTC will be advertising for two of the three of these contracts; B&L’s contract has a renewal clause that staff would prefer to execute. An RFP will be issued soon.

6. Transportation Improvement Program

- A. Project sponsor updates
 - 1) Warren County – Maiken Holmes provided updates on the South Johnsbury Road bridge, Olmsteadville Road reconstruction, Quaker Road rehabilitation, and Peaceful valley Road and Corinth Road culvert projects.
 - 2) Washington County – Tim Zinn provided updates on the CR 61 (Shushan) bridge, CR 37 pavement preservation and Church Street bridge projects
 - 3) Saratoga County – no new developments.
 - 4) City of Glens Falls – Jeremy Schneible provided updates on the Glens Falls connector, Webster Avenue rehabilitation, and Cole’s Woods connector projects.

- 5) NYSDOT – Bob Rice reported on developments for the Exit 17 interchange and bridge, I-87 over Route 9, and Exit 24 bridge replacement projects. Bob added that the Bridge NY culvert projects deadline has been extended to January 27. Kevin Hajos asked of the status of the Exit 20 bridge repairs and noted that the current one-way traffic pattern was detrimental to County Highway maintenance operations as a significant detour is in place for trips to the County’s salt barn. Greg Wichser will respond with more information.
- B. Bridge solicitation - Aaron added to Bob’s Bridge NY statement that the call for bridge projects was announced on 12/1 to all local bridge owners in the A/GFTC area; the process is being administered comparably to A/GFTC’s project solicitations – we’re in effect adding bridges to the TIP – deadline for applications is January 4.
- C. STIP approval status / amendments - Greg Wichser stated that an end-of-year STIP approval was optimistically anticipated. Aaron reported that ~\$223k annually is available to A/GFTC from the Carbon Reduction Program for capital projects to monitor traffic, bus rapid transit or bus lanes, non-motorized transportation improvements, ITS, replacement of street lighting and traffic signals with energy-efficient alternatives – not for planning, only for implementation. An initial candidate is the LG / 9N project. Staff recommendation would be to direct those funds to that project, roll any balance to next year and conduct a solicitation for those funds next year. Bob Rice supported the general approach given the size of the formula award and the presence of an existing qualifying project.
7. **Other items of interest** – Aaron reported that the Warren County Planning Department has updated the A/GFTC online TIP Project Viewer to allow A/GFTC staff to populate and maintain the data. Staff will be looking to upload data in the short-term. Mike Valentine added that the annual Saratoga County Planning and Zoning Conference would be held on February 1, 2023. Maiken Holmes asked about hazard mitigation grants; Bob offered to follow-up with staff. Maiken then asked for confirmation on the extended culvert deadline. Bob confirmed the 27th as the Region 1 deadline. In response to addition question from Maiken, Bob replied that no team leader has yet been identified for the culvert project reviews.
8. **Next Meeting and Adjourn – next meeting January 18, 2023 (draft UPWP) – 10:30 AM.** Joe Cimino noted a potential conflict with County Highway winter conference. Kevin Hajos replied that would likely only impact the Superintendents. A motion to adjourn the meeting was made at 11:40 AM.

Moved by: Mike Valentine

Seconded by: Laura Oswald

Meeting adjourned