

Task 6: Second Project Meeting & Project Advisory Committee (PAC) Meeting #1 - Meeting Summary

Location: Fair Haven Fire Hall, 14447 Fair Haven Rd, Fair Haven, NY 13064 and Video Conference via Zoom hosted by Cayuga County

Date: Thursday, August 3, 2023; 6:00 P.M.

PAC Attendees: Walt Aikman, Mike Borrelli, Bradly Broadwell, Ken Bush, Jr., Lynn Chatfield, Karen Engels, Time Howell, Heidi Schlegel, Pearce Sloan, June Smith

Staff Attendees: Kari Terwilliger, April Brun, Thomas M. Robinson, Hanna Quigley

Handouts: Meeting Agenda, project background information including maps, and excerpts from the project work plan. All items sent a week before the meeting as pdf documents via email to all participants.

Discussion: Led by: Kari Terwilliger, AICP, Associate Planner, CCPED; April Brun, Coastal Resources Specialist 1, NYS DOS; Thomas M. Robinson, RLA, Design Lead-Landscape Architecture, Colliers Engineering & Design; Hanna Quigley, Landscape Designer, Colliers Engineering & Design

Topics: See copy of agenda below

Meeting Start: 6:02 P.M.

Meeting End: 7:35 P.M.

Task 6: Second Project Meeting Project Advisory Committee (PAC) Meeting #1

AGENDA

August 3, 2023 at 6:00 PM
Fair Haven Fire Hall, 14447 Fair Haven Rd
Fair Haven, NY 13064
OR

Via Video Conference via Zoom hosted by Cayuga County

1. Introductions

- Presentation by Tom Robinson & Hanna Quigley from Colliers Engineering & Design
- Review of project history & background- how did we get here and what are we doing?

2. Roles and Responsibilities

- Local Project Coordinator: Kari Terwilliger, County Planning
- DOS Project Manager: April Brun
- Municipal representative for RFP, advertising, responding to inquiries, procurement certification: Kari Terwilliger, County Planning
- Consulting Engineer/Planner: Colliers Engineering & Design, primary contact: Tom Robinson
- Municipal Counsel for contracts, bid documents, SEQR documents- Cayuga County

3. Review NYS DOS Workplan Tasks (detailed in handout):

- Task 5: Preparation of a Community Outreach Process and Plan (Kari)
- Task 6: Project Advisory Committee Meetings (Kari, PAC, Tom & Hanna)
- Task 7: Site Reconnaissance (Tom & Hanna)
- Task 8: Schematic Designs and Alternatives Analysis (Tom & Hanna)
- Task 9: First Public Meeting (Kari, PAC, Tom & Hanna)
- Task 10: Draft Feasibility Report (Tom & Hanna)
- Task 11: Second Public Meeting (Kari, PAC, Tom & Hanna)
- Task 12: Final Feasibility Report (Tom & Hanna)
- Task 13: MWBE Reporting (Kari & Tom)

4. Review Tentative Project Schedule

5. Project Information/Data Needs

6. General Q & A

1. Introductions.

Kari opened the meeting at 6:02 P.M., thanking everyone for coming, introducing herself to the group, and briefly stating how this project came to be- as the first project from the draft LWRP. She asked everyone to introduce themselves by stating their name and why they volunteered to participate on the Project Advisory Committee (PAC), they did so. Kari then asked Tom and Hanna from Colliers Engineering and Design to introduce themselves, which they did; and then turned the meeting over to them for a presentation. Tom and Hanna gave a presentation on their firm's background and that of their subconsultants and the roles that each will have during the project, examples of relevant and recent work, and their approach to this project (presentation slides are attached to this summary). There was an open dialogue with the full group during the presentation, topics discussed include: wayfinding for the trail and the larger community- the benefits of Allieway's portion of the project to develop branding for the trail based on the community's vision, but also the limitations of the scope of work- they will not create wayfinding designs/plans for the whole community, that will need to be a future project; possible funding opportunities; general safety concerns along the trail route especially the new bridge on West Bay Road, speeding cars with increased summer and construction traffic, and the intersection of West Bay Road and Main Street with visibility, turning, and crossing; and future connections to regional trails and transportation networks, including both green and blue trails. Tom and Hanna also spoke about the importance of environmental and context sensitivity in design as well as the need for clear delineation between public and private spaces along the trail. The PAC voiced a preference for trail loops, in addition to a central spine/trail with a possible connection over to Blind Sodus Bay via Ingersoll Road; the need for the trail to support tourists and visitors that arrive by boat to support the local economy and businesses; consideration of four-seasonal usage of the trail to accommodate the growing amount of year-round residents; and to plan for a wide range of user groups and ability levels, from those that walk for leisure to those that do significant bicycling trips, in consideration of both on-road and off-road facilities. The group also discussed that one foundational design criteria is that the trail is intended to support non-motorized user groups and should not be open to snowmobiles or ATVs given the design constraints and likely proximity of the trail to residences. At the end of the presentation, Kari asked the group if they had read the project background information provided in the meeting packet and if anyone had any questions, there were none.

2. Roles and responsibilities.

Kari went through the list of roles on the agenda, identifying the following individuals responsible for such roles: Local Project Coordinator [Kari Terwilliger, County Planning], DOS Project Manager [April Brun], Municipal representative for RFP, advertising, responding to inquiries, procurement certification [Kari Terwilliger, County Planning], Consulting Engineer/Planner [Tom Robinson, Colliers Engineering & Design], Municipal Counsel for contracts, bid documents, SEQR documents [Cayuga County].

3. Review NYS DOS Workplan Tasks.

Kari asked the group if they had read through the excerpts from the project work plan provided in the meeting packet and if anyone had any questions, there were none. She also briefly pointed out that while Task 5 was complete, if the group had other ideas for public outreach besides direct mailings, flyers, social media, public notices in the paper, and the project website to let her know. She also identified Tasks 7, 8, 10, and 12 as the primary work tasks for the consultant team, in addition to the 2 public meetings and pointed to the project schedule where they could see the topics that would be discussed at each meeting.

4. Review Tentative Project Schedule.

Kari reviewed the project schedule, noting one change- the October meeting will be on the 12th instead of the 5th. June noted that the final meeting on July 11, 2024 may need to be moved due to the July 4th holiday. Kari said that they will discuss it at the May PAC meeting next year and make a decision then if it should be changed, noting that none of the dates are set in stone but unless something major comes up this will be the schedule.

5. Project Information/Data Needs.

The group suggested that Tom and Hanna use recent years of building permit data for the project area in addition to crash data. PAC members also asked Kari to connect the County Highway Supervisor (Former Sterling Highway Supervisor) with Tom and Hanna to see if road traffic counters could be deployed this summer to get speed and volume data, Kari said she would do so.

6. General Q & A.

The PAC requested that we advertise the committee meetings to let the public know that they are happening and post the meeting summaries on the project website once it is up and running. There was also a request to include a virtual meeting option (Microsoft Teams or Zoom) for all future PAC meetings since some members will travel south during the winter months. Hanna asked the group if they would be open to holding part or all of a future meeting out in the project area, noting that it might be useful during certain discussions to be out along the trail to see and experience the site. The PAC and staff stated that was a good idea if and when Tom and Hanna thought it would be useful. There was also mention of asking Chris Colloca owner of Colloca Winery and PAC member if he would be willing to host a future committee meeting given the current proposed route of the trail through a portion of his property. Kari stated that she would ask him. June stated that NYS DOT previously approved the installation of sidewalk along State Route 104A on the west side of the village as part of a NYS Main Street Program grant for Fair Haven, but it was never finished because of cost overruns. She said that she would see if she could find the project number and plans to share with Tom and Hanna. June also offered to follow up with Hanna on the discussions that she and other members of the non-profit group have had in the past with property owners along the trail and some challenges that the consultant team may face as they prepare the feasibility study.