

Wendel Duchscherer

140 John James Audubon Parkway, Suite 201
Amherst, NY 14228

MEETING MINUTES

Project Meeting
WD Project No. 4282-01

Project Title: City of Kingston Intermodal Facility
Location: Conference Call

Meeting Date: September 17, 2007
Subject: Property Owner Meeting Prep

Attendees:

Initials	Name and E-mail	Company	Telephone
MB	Mark T. Boungard mboungard@trailwaysny.com	Trailways	(845) 339-4230 x123
SF	Steve Finkle sfinkle@ci.kingston.ny.us	City of Kingston	845-334-3960
CR	Cynthia Ruiz crui@co.ulster.ny.us	Ulster County Area Transportation (UCAT)	845-340-3335
WT	Bill Tobin wtob@co.ulster.ny.us	Ulster County Transportation Council Staff	845-340-3340
DM	David Markowitz dmarkowitz@dot.state.ny.us	NYS DOT	845-431-5743
DD	Dennis Doyle ddoy@co.ulster.ny.us	UCTC	845-340-3339
DEG	Don Gray dgray@wd-ae.com	Wendel Duchscherer	716-688-0766
RF	Renee Fiegel rfiegel@wd-ae.com	Wendel Duchscherer	716-688-0766

Item	Description	Due	Ball in Court
1.0	Purpose of the meeting (conference call): To discuss the Property Owner meeting agenda, invitees and intended outcome.		
2.0	Meeting invitation letters along with potential site conceptual layouts for S1, S2, S1 and S2 combined, S9 and S11 were sent to property owners and adjacent property owners.		
3.0	Renee will call invitees who have not yet responded to remind them of the meeting.	9.21.07	RF
4.0	The goal of the property owner's meeting is to get reaction and feedback from them. This may affect individual site grading criteria. It is also possible we will learn pertinent information that was not discovered in the original site research.		
5.0	WD will contact Nina Chung at FTA on behalf of the TAC to obtain guidance regarding the requirements for property acquisition. WD will copy WT and DD on this correspondence. Cynthia Ruiz stated the property owners may want to know how the price for their property will be decided.	9.21.07	RF
6.0	A PowerPoint presentation for the meeting will be developed by WD. It should describe how the project originated, its current status and the next steps.	9.19.07	DEG
7.0	Due to the project being funded by the FTA, they will have the final say on what site is most viable and agree with all decisions made by the TAC. This will be stated to the property owners.		
8.0	It will be important to stress to the property owners no decisions have yet been made or will be made without considering their input. The project is still in the study and analysis mode. However, we also need to convey the attitude of when		

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	the project goes forward, not <u>if</u> we go forward. They need to understand this is a real project.		
9.0	The meeting is being conducted in a public manner so the process is fair, objective, unbiased and defensible. All attendees are receiving the same information, the same delivery, the same questions and the same answers. If further questions arise after the meeting, it will be requested they be submitted in writing, and they will be answered in writing. All information will be public knowledge. When progress reaches individual property negotiations, then issues will be considered confidential.		
10.0	Although the FTA has final say in site selection, they will not unduly influence the property owner's decision in the acquisition phase.		
11.0	An overall design and construction schedule and overview of funding timeframes should be included in the presentation.	9.17.07	DEG
12.0	NYS DOT is trusting the County, City and WD are following FTA requirements and protocols in regard to the project and public process.		
13.0	Funding from the FHWA will probably be "flexed" to FTA, but if so, the project may still have to honor FHWA's acquisition regulations and requirements.		
14.0	WD's final project report will include a discussion regarding the above items.		
15.0	Because property owners will want maximum value if their site is selected as the preferred location, they may be reserved and refrain from saying much at the public meeting. WD will make an effort to make sure all attendees state their thoughts and opinions, if possible.		
16.0	The project funding does include acquisition costs.	9.21.07	DD

Prepared by: WENDEL DUCHSCHERER

These meeting minutes represent our understanding of the items discussed and the thoughts expressed. If there are any modifications or corrections required to these minutes, please contact our office within five (5) calendar days. Otherwise, these meeting minutes will be considered accurate and complete.

Signed: _____
Renee Fiegel

Dated: _____ 10-8-07

- C: All attendees
 Russell Robbins
 Joel Brink
 Toni Roser
 Susan VanBenschoten
 Kathy Dewkett
 WD in-house team