

# Wendel Duchscherer

# Meeting Minutes

140 John James Audubon Pkwy., Suite 201

## Project Meeting

Amherst, NY 14228

WD Project No. 4282-01

**Project Title:** City of Kingston Intermodal Facility  
**Location:** UCAT Conference Room

**Meeting Date:** November 14, 2006  
**Subject:** Site Selection Criteria

### NEXT MEETING SCHEDULED: TBD

Initials	Name and Email	Company	Phone
WT	Bill Tobin wtob@co.ulster.ny.us	Ulster County Transportation Council (UCTC)	845-340-3340
RR	Russell Robbins rrobbins@dot.state.ny.us	NYS DOT Region 8	845-431-5978
SF	Steve Finkle sfinkle@ci.kingston.ny.us	City of Kingston	845-334-3960
DM	David Markowitz dmarkowitz@dot.state.ny.us	NYS DOT	845-431-5743
DD	Dennis Doyle ddoy@co.ulster.ny.us	Ulster County Transportation Council	845-340-3339
CR	Cynthia Ruiz cruir@co.ulster.ny.us	Ulster County Area Transportation	845-340-3335
MB	Mark Boungard mboungard@trailwaysny.com	Trailways	845-339-4230
SB	Sweta Basnet sbas@co.ulster.ny.us	Ulster County Transportation Council	845-340-3340
TJ	Tom Jackson tjac@co.ulster.ny.us	Ulster County Area Transportation	845-334-8421
DEG	Don Gray dgray@wd-ae.com	Wendel Duchscherer	716-688-0766

Item	Description	Due	Ball in Court
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#### 1.00 Introduction

1.01 The main purpose of the meeting was to discuss and determine the appropriate site selection grading criteria to be used in "scoring" the sites that will be considered for the Kingston Intermodal Facility.

#### 2.00 Discussion

2.01 The starting point for the discussion was the criteria used by Wendel Duchscherer for previous intermodal site selection studies. Discussion and comments from the Steering Committee were noted by Wendel Duchscherer, who will issue a draft description of the criteria to be used for this project as decided by the Committee during the meeting. Committee members will review this draft description to ascertain that all desired elements are included as discussed, and then they will distribute 100 points among the main criteria, giving more points to the items they consider more important. This will be step no. 1 in establishing the proportional "weight" for each criteria.

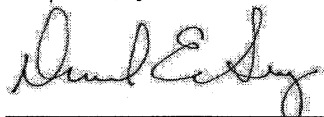
2.02 NYS DOT stressed the need for the project site selection analysis to properly address the new Facility's parking needs, both for short and long term parking. It was noted that addressing the parking needs may call for satellite parking or future parking structures in addition to what is provided on the new intermodal site.

2.03 In reviewing the membership of the Steering Committee, it was agreed that a representative from the Town of Ulster should be included. The Committee will ask the Town of Ulster to decide on the appropriate person to represent the Town.

- 2.04 Significant users of the new Intermodal Facility, such as taxi companies and commuter groups, will be specifically invited and encouraged to participate in the public meeting sessions so their comments and input can be considered and included in the project development and site selection study.
- 2.05 FTA will be copied on the site selection criteria analysis and process, thereby giving them opportunity to review and comment.
- 2.06 Wendel Duchscherer distributed a more detailed project design schedule for the Committee's review and comment. Wendel Duchscherer will e-mail a copy of this schedule to all Committee Members.
- 3.00 **Summary of items distributed and/or transmitted at this meeting**
- 3.01 All attendees received a detailed design schedule.
- 4.00 **Summary of Action Items**
- 4.01 Wendel Duchscherer to distribute agreed upon evaluation criteria to all Committee members. WD
- 4.02 Committee members to rank criteria in order of importance and return to Wendel Duchscherer by 12.01.06. ALL
- 4.03 Wendel Duchscherer will e-mail detailed project design schedule to all Committee members. WD
- 5.00 **Summary of attachments to these meeting minutes**
- 5.01 No items attached. Detailed design schedule will be sent to all Committee members in a separate email.

These minutes constitute our understanding of the discussion and conclusions reached. Please advise us in writing within ten (10) calendar days of any exceptions or corrections. After that, these meeting minutes will be considered accurate and complete.

Respectfully submitted,



Donald E. Gray, AIA  
Project Manager

C: All attendees  
Toni Roser - Citibus  
Susan VanBenschoten - Fitzgerald & Halliday, Inc.  
Katherine A. Dewkett PE - Dewkett Engineering  
David Williams - The Williams Group  
Robert W. Lambert - McFarland-Johnson, Inc.  
WD In-house Team Members  
WD file