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Director, Regional Planning &
Program Management
NYSDOT Region 7
MPO Director

Mayor Joseph M. Butler, Jr.
City of Watertown
Vice Chairman – Policy Committee

Sharon A. Addison
City Manager

Robert F. Hagemann III
Jefferson County Administrator

John D. Peck
Jefferson County Board of Legislators
Chairman – Policy Committee

Steven G. Kokkoris
Regional Director
NYSDOT Region 7
Secretary – Policy Committee

Donald F. Mattimore
NYSDOT Region 7
Local Stakeholder Group Representative

Watertown Jefferson County Area Transportation Council

317 Washington Street, Watertown, New York, 13601; 315-785-2354

Policy Committee (PC) Meeting Summary

Wednesday July 20, 2016, 1:30 PM

9th Floor Conference Room, Dulles State Office Building

Members Present: Scott Docteur, Steven Kokkoris, Don Mattimore, Sharon Addison, Joseph Butler, Robert Hagemann, John Peck

Technical Committee & MPO Central Staff Present: Alan Ricalton, Justin Wood

Other Attendees: Kris Reff (note keeper)

I. Call to Order: Meeting was called to order by John Peck.

II. Public Comments: No public comments received.

III. Prior Meeting Minutes: S. Addison made a motion to accept the 05/26/16 meeting minutes. S. Docteur seconded the motion and it passed unanimously.

IV. Committee Member/Personnel Changes: S. Docteur mentioned that J. Voss changed positions and is no longer working for Jefferson County and that Sara Freda has taken her place on the Transit Technical Committee. S. Docteur also mentioned that D. Mattimore is now the NYSDOT Resident Engineer for Lewis County and has many commitments associated with the new position.

V. US 11 / NY 37 Intersection Project:

- Last year the Region submitted an application for this project as part of a competitive statewide solicitation for Highway Safety Improvement Program (HSIP) Funds that are centrally managed by NYSDOT's Main Office.
- This project was ultimately selected by the NYSDOT Main Office as one of the projects that will be funded with these centrally managed funds that do not count against the MPO target.
- While the project announcement indicated that roundabouts would be installed at the two current scissors

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intersection locations, a range of alternatives are still under consideration. These alternatives range from simple signage improvements; to the possible conversion of one or both of the intersections to a “tee” configuration; to the installation of roundabouts and/or other various improvements.

- It was stated that when looking at an intersection reconstruction, NYSDOT guidance requires that roundabouts be considered and that one of the benefits of roundabouts is that they reduce accident severity.
- Currently the Region has one roundabout in Plattsburgh and two in Champlain.

VI. Draft-TIP Update: S. Docteur mentioned that the TIP had been submitted to Albany with no issue and that a statewide draft STIP should be out in the next few weeks.

VII. Long Range Transportation Plan (LRTP): The contract for the LRTP was signed this week and it came in within budget. It is anticipated that the LRTP will take approximately 1 ½ years to complete. A steering committee as well as a stakeholders group will be established and public outreach will take place as part of the development of the LRTP. The MPO is required to produce a LRTP and update it periodically.

VIII. Inter-Committee Informational Exchange: The question was raised as to how the Policy Committee members wanted to be kept informed of the activities of the Technical Committees and at what stage Policy Committee members wanted to see documents that will require their action.

The general consensus was that it would be beneficial for the Technical Committees to generate formal minutes of their meetings that would be transmitted to the Policy Committee members.

Additionally, with regard to documents that require Policy Committee action, the general consensus was that the Policy Committee members wanted documents to be vetted through the Technical Committees before they received them for review and that the Policy committee members be given a reasonable amount of lead time (e.g. two weeks) before their action is required on a document.

IX. Miscellaneous:

- The question was raised as to whether the MPO should select a special focus area for its activities as other MPO's do. The response was that the MPO is still in its formative stages and that while at some point the MPO may want to select a special focus area for its activities, the primary task currently at hand is to get the basic required components of the MPO such as the Long Range Transportation Plan in place.

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- J. Butler had traveled to Albany previously in the year to speak with NYSDOT M.O. personnel with regard to a project the City would like to progress with assistance from NYSDOT. He was inquiring if there was new information available with regard to the project. While there has been no new news with regard to the project, additional information is anticipated to be forthcoming. (Subsequent to this meeting, on July 22, 2016, Governor Cuomo announced the Five-Year Capital Plan which included this project: Western Boulevard, Arsenal Street to Gaffney Drive.)
- X. Adjournment:** J. Butler made a motion to adjourn, it was seconded by S. Addison and passed unanimously.