



## MEETING NOTES

### CCMPO Park and Ride Plan Advisory Committee

#### Meeting #3 – March 30, 2010

**Prepared:** March 30, 2010 by Joe Segale

**Committee Members Present:** Wayne Davis, Amy Bell, VTrans; Dean Bloch, Charlotte Planner/Selectboard Assistant; Tom Buckley; Meredith Birkett, CCTA; Bob Penniman, CATMA; Dan Bradley, Burlington DPW; Cathleen Gent, Town of Richmond; Peter Keating, Bryan Davis, Christine Forde, CCMPO; Joe Segale, Resource Systems Group.

Peter Keating welcomed meeting participants and started the meeting.

#### **Review of January 6, 2010 Advisory Committee Meeting Notes**

The draft notes were distributed prior to this meeting. No comments were offered on the meeting notes.

#### **Comments on February 17, 2010 Public Meeting**

Joe Segale summarized the major comments gathered at the February 17, 2010 public meeting. The meeting occurred directly after a regularly CCMPO Board meeting and was filmed for public access television. Most of the meeting participants were CCMPO Board members. Notes were distributed from the February 17 meeting to the Advisory Committee (AC) members and will be made available on the project web site. Amy Bell commented that Board members took an active role in the meeting and that it was very effective. Other AC members suggested that similar “piggy back” meetings should be considered with other board/committees. Joe highlighted the following unique comments from the February 17 meeting:

- Burlington International Airport is interested in the role that park and ride facilities may play in meeting its long-term parking needs. About 40% of the airport’s passengers are from Canada, so lots located north of Burlington are of interest.
- A suggestion to use interstate rest areas as park-and-ride facilities.
- Consideration should be given to providing transportation at the destination end of trips that start at park-and-rides and use transit so that people have access options when they arrive to work. Tom Buckley picked up on this concept and asked if park-and-ride lots should be considered as locations for car-shares. Bob Penniman noted that data is available on CarShare use from the CATMA survey.

#### **Project Memorandum 1- Inventory and Travel Characteristics**

Project Memo 1 was discussed at the January 6, 2010 Advisory Committee meeting. It was revised to address comments and is available on the project web site. Joe Segale reviewed the more significant changes which include:

- Including Transit only park-and-rides, and two CATMA intercept facilities.

- Identification of ownership and use of different facilities. The AC suggested using a different word from “private” to describe facilities that are not available for general public use.
- Clarification of transit access (ease of entering and exiting park-and-ride for transit vehicles) and transit service (whether or not transit service is available). Joe noted that existing park-and-rides are accessible by several modes. Wayne Davis noted that vehicular access will continue to be the dominate mode; in some locations, particularly near interstate interchanges, bicycle and pedestrian access will be much less important. Other AC members felt that bike access will be important at all locations.

Joe Segale noted that another draft of Project Memo 1 will not be created. Final comments will be incorporated in the draft and final plan along with all other chapters yet to be developed.

### **Survey**

RSG prepared a draft of an on-line survey. A link was sent out prior to the AC meeting so committee members could review the draft survey. Joe Segale reviewed the desired outcome and purpose of the survey. Joe connected to the survey during the meeting and each question and response options were reviewed. The AC offered wording suggestions and guidance on larger issues. The more significant comments were:

- In the introduction, note that the survey will only take 3-5 minutes (not 10-15 minutes)
- Remove the error message that comes up when an answer is left blank
- Make all demographic questions optional
- Simplify the question that asks for employment location. Specific work addresses are not necessary and may be seen as breaching confidentiality. Bob Penniman suggested that RSG use the same employment mapping format used in the CATMA survey.

RSG will make the suggested changes and review with Peter Keating. A final draft will be sent out to the AC for one more look before it is launched.

The public will be invited to take the survey in the following ways:

- An invitation to take the survey will be included in an email blast to be sent by Way-to-Go to past registrants in April. The main purpose of the email is to encourage participation in Way-to-Go week. The invitation for the survey will be part of the message. Bob Penniman noted that Way-to-Go may only send the email blast to past participants that were willing to be notified. Peter Keating noted that Daryl Benoit from the CCMPO will likely be assisting with the email and is aware of the confidentiality requirements of previous Way-to-Go participants.
- An invitation will be sent through Front Porch Forum. CCTA has access to all FPFs in the County and will assist RSG when the survey is ready.
- Joe Segale will contact the NWRPC, Addison County RPC, Central VT RPC and Lamoille RPC to ask for their help in inviting people to take the survey.
- Cathleen Gent suggested that a press release be prepared announcing the survey and inviting participation. Joe Segale will draft a press release for review and distribution by the CCMPO.
- Links will also be provided on municipal web sites.



The survey will be launched in early April. RSG will provide a link to a website that will allow AC members to monitor response rates. The survey will stay open through April, and possibly into May, depending on response rates. Results of the survey will be summarized in a memo for review by the AC.

**Project Memorandum 2-Vision and Goals**

Project Memorandum 2 was distributed prior to the meeting for review by AC members. Joe Segale handed out an additional table that demonstrated the connection between the goals, policies and facility design and location and performance measures that could be used in the prioritization process and for monitoring progress after the plan is complete. The AC tabled discussion on Project Memorandum 2 until after the survey results are in.

**Next Steps**

- Revise survey based on AC comments, review with Peter Keating and send out to AC members for one last review
- Launch survey and monitor responses
- Summarize survey results

**Next Advisory Committee Meeting**

- Wednesday, May 26, 2010, 2:00 PM
- Review survey results and focus on vision, goals and policies.

