



VILLAGE OF BALLSTON SPA Meeting Minutes

Project Number: 2224335

Location: Ballston Spa Central School Board Room
Date: March 2, 2023
Time: 7:00PM to 8:30PM
Meeting Scope: Kickoff Meeting

Committee Attendance:

Name	Title/Representing
Kyle Hatch	LaBella Associates
Carrie Ward	CDTC
Elizabeth Kormos	Ballston Spa Trustee
Katie Tiedemann	Saratoga Springs Engineer
Sandra Cross	Saratoga Co. Dept. Aging & Youth
Dana Womer	Ballston Spa Business & Professional Association
Ed Martin	Ballston Spa School District
Nathan Ward	Resident, Planning Board
Colby Krogh	Ballston Spa Fire Department
Ann Petraccione	Doubleday Woods Senior Housing
Ray Otten	Former EMS Director

Public Participants: Darlene McGraw, Gina Marozzi



Notes

The meeting began with introductions of all attendees. Kyle shared a presentation outlining the scope of the plan, project roles, data collection methodology, schedule, public engagement requirements, and next steps.

Scope of Work:

- A question was raised to ask if project funding will cover the repairs of any sidewalks or the implementation of the plan
 - The project funding is only for the development of the plan.
- A question was raised about the scope of this project vs the scope of Title II in the Americans with Disabilities Act. Why does this project only assess sidewalks and pedestrian infrastructure when Title II requires transition plans to include things like building access, websites, and other facilities?
 - The plan is funded by the Capital District Transportation Committee. As a transportation entity they can only provide funding for the assessment of pedestrian transportation infrastructure. The Village is encouraged to conduct assessments on other facilities separate from this initiative.
 - A discussion of assessing park paths and trails took place. If a trail or path in a park is a loop trail/path (i.e., same entrance/exit point) then it cannot be used for transportation purposes and will not be assessed as part of this effort.
 - The Village will provide LaBella associates with information about which park paths and/or trails meet the transportation criterion so these facilities can be included in the assessment.

Project Roles

- The Village will be responsible for data collection, public engagement, and helping with local issues/information (ex: maintenance budgets, local code, etc.)
 - Three members from the steering committee (Liz, Ray, Katie) volunteered to lead data collection efforts. These members will be paired with local students and/or other volunteers to create data collection "teams." Ann volunteered to assist with local student connections.
- LaBella and CDTC will be responsible for data collection methodology and training, mapping and survey tool maintenance, data analysis, cost estimations and scheduling, writing the plan, and providing support and technical assistance to the Village.

Project Schedule



- A tentative schedule was discussed. This may be subject to change.
 - Data collection will take place between April and July.
 - Data analysis, prioritizing repairs, developing cost estimates and project implementation schedules will take place between July and September.
 - Development of the plan will take place in September and October.
- Advisory Group Meetings – it was decided to meet at project milestones (ex: data collection completion, data analysis completion, etc.) as opposed to monthly or another regular meeting schedule.
 - Meetings will be open to the public and advertised on the Village website as well as other mediums.
 - The Village and consultant agreed to collaborate to ensure future meetings are more accessible, including hybrid meeting formats and providing sign language interpreters whenever possible.

Data Collection

- The group reviewed the data collection methodology which will use the U.S. Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG) as the standards that will be used to evaluate facilities.
 - LaBella has created user-friendly surveys that will enable volunteers to use handheld devices like smart phones or tablets to assess sidewalks, curb ramps, detectable warning strips, pedestrian signals, crossings, and transit stops against PROWAG standards.
 - A discussion of cross slope measurements on curb ramps took place. This level of assessment may create challenges for volunteer-level data collection, but LaBella will investigate options to determine if it's feasible to assess cross slopes as a part of this effort.
 - The Village provided LaBella with supplemental data that will assist in assessing if street trees have cause sidewalk heaving that may limit accessibility.
 - The Village's volunteers will utilize personal phones or tablets for data collection. LaBella has devices that may be provided as needed.
 - LaBella will manage access to surveys and mapping programs for data collection purposes.
 - It was recommended that data collection volunteers consider working in half-day increments or bring a backup battery for longer days as data collection applications are battery intensive.



- A discussion of rating details and the scale of assessment took place.
 - To remain consistent with NYSDOT standards, accessibility will be rated on a scale of Fully Accessible, Mostly Accessible, Partially Accessible, Not Accessible, No Sidewalk.
 - The "No Sidewalk" rating exists to highlight where data suggests a sidewalk should be present, but no sidewalk was observed in the field.
 - The Village's code requires that property owners maintain sidewalks, including repairs of broken or inaccessible sidewalks. The Village requested that sidewalks be assessed in relationship to each parcel to assist in streamlining implementation of repairs. The Village provided data to assist with assessments at the parcel-level
 - LaBella Associates will modify current data collection methods and test new methods to evaluate the feasibility of a parcel-level assessment.

Public Engagement

- Public engagement is a requirement of the plan. The group discussed when it is most appropriate and impactful to conduct public engagement. It was agreed that public input will be gathered to assist in prioritizing repairs, reviewing the project implementation schedule, and at the release of the draft plan at a minimum. Additional public engagement efforts may be scheduled as appropriate.
 - The Village and consultant agreed to collaborate to ensure public engagement efforts are accessible, including hybrid meeting formats and providing sign language interpreters whenever possible.
- A question was raised about engaging with non-residents that may work in the Village or visit regularly.
 - The Ballston Spa Business & Professional Association will assist in outreach and gathering feedback from this cohort.
- The Village agreed to promote public engagement effort through their website, newsletter, press releases, and the school district mailer.

Next Steps/To Do

- LaBella will test data collection at the parcel level to ensure viability.
- LaBella will share updated survey drafts for review and approval
- LaBella will share training materials for data collection volunteers
- The Village will finalize the volunteer list and volunteer teams
- The Village will confirm access to handheld devices and alert LaBella of any equipment needs
- The Village and LaBella will coordinate to schedule data collection training