



Meeting Notes

Attendees: See Attached Sign-In Sheet

Date/Time: October 22, 2004 – 10:00AM

Project No.: 09023.00

Place: Ossipee Town Hall, 2nd Floor

Re: Ossipee Transportation Center Feasibility
Study – PAC Meeting #4

Notes taken by: R. Swierk

On October 22, 2004, the Project Advisory Committee (PAC) for the Ossipee Transportation Center Feasibility Study met. The following is a brief summary of the discussion of the meeting. A copy of the agenda is attached for reference.

- David Wilcock of VHB opened the meeting by noting that a Public Meeting on the project had been held the previous night at Ossipee Central School. At the meeting, the ten alternative sites were reviewed, the evaluation criteria and results of the screening and ranking of alternatives were presented, and a discussion was held regarding the Transportation Center examples and proposed building program scenarios.
- The meeting minutes from the September 24, 2004 PAC Meeting were reviewed. Mickey Krockmalnic of DHK stated that the wording of the last sentence of the third bullet point on page 4 should be changed to the following: "However, the town decided that it could afford to occupy only part of the second floor rather than the entire floor, so the remaining space is intended to be used as leased office space." There were no other comments on the meeting minutes, and they were accepted as final.
- David Wilcock stated that the Site Evaluation Matrix has been revised based on the input received at the last PAC meeting. Mr. Wilcock noted that VHB's environmental analysts also re-visited the Wetlands and Floodplain information on Sites 5 and 6 in response to a request at the last meeting. Based on this check, it was determined that no changes in the site ratings were warranted. Site 5, the plaza in West Ossipee containing the Post Office and McDonald's, remained the site with the highest ranking.

Conceptual Plan for Preferred Site

David Wilcock began a presentation of the initial conceptual plans for the preferred site (Site 5). He stated that the Study Team had developed a set of initial concepts to show different ways in which the Transportation Center could be located on the site. Mr. Wilcock then introduced George Katsoufis of DHK, who continued the presentation of initial conceptual plans.

Mr. Katsoufis highlighted the following points as he discussed the four initial site concepts:

- ❑ Two of the concepts use only Parcel 45, the parcel containing the existing tramway plaza. Two of the concepts use Parcel 46, the parcel to the south containing the concrete pad of the former ice cream stand.
- ❑ One of the concepts shows a way in which the Transportation Center could be added to the existing tramway plaza building, next to the Post Office, while the other three concepts show it as a free-standing building.
- ❑ Long-term parking would be located in a separate area to improve security and to allow the possibility of charging a long-term parking fee.
- ❑ One of the main goals of the site concepts is to segregate bus and auto traffic as much as possible to improve safety.

The following is a summary of key points in the discussion that followed the presentation of the site concepts:

- ❑ Kimon Koulet of LRPC asked if the building shown in the site concepts is intended to be a Transportation Center only, or if the building is intended to be more of a generic footprint. George Katsoufis replied that the latter was the intention, and that the site concepts can be refined to include other uses based on the discussions in today's meeting.
- ❑ George Katsoufis stated that the Study Team also considered the recommendations of the West Ossipee Visioning Charrette in developing the initial site concepts. Kimon Koulet stated that an important recommendation from the charrette process was for a fourth leg to be added to the intersection of Route 16 and Route 25. David Wilcock stated that none of the site concepts the Study Team has developed depend on the fourth leg, but none of them preclude it either.
- ❑ Frank Wolfe stated that the West Ossipee Charrette envisioned a connection between Route 41 and the tramway plaza area. Ken Hazeltine of NHDOT pointed out the roadway changes recommended in the West Ossipee Charrette are not part of the proposed Ossipee Transportation Center project.
- ❑ John Swanson stated that the Study Team should keep in mind that another recommendation of recent studies along Route 16 has been to minimize the number of curb cuts along the highway.

Ownership, Operations and Funding Issues

David Wilcock introduced the next portion of the meeting, a discussion of issues related to ownership, operations and funding. Mr. Wilcock noted that a number of discussions had taken place on these topics at past meetings, and it is important at this point to narrow things down and determine which scenarios are possible and which are unlikely and can be ruled out. Mr. Wilcock stated that the Study Team had developed a matrix that would help facilitate this discussion. On one axis, it shows entities that could potentially own the Transportation Center: the Town, NHDOT, a non-profit, or a transit agency. On the other axis, it shows entities that could potentially operate the Transportation Center: the Town, NHDOT, a private bus carrier, a private business, a non-profit, or a transit agency. The purpose of filling out the matrix is to show which owner-operator scenarios are possible and which can be ruled out. Those scenarios that are possible will be shown with a yes or question mark; those that can be ruled out will be marked with an X.

The following is a summary of the discussion on ownership, operations and funding issues that followed Mr. Wilcock's introduction of the ownership-operation matrix:

- ❑ Bill Grover asked what ownership and operation of the Transportation Center might entail in terms of costs, as a point of reference. Ken Hazeltine stated that operation of the Portsmouth Transportation Center currently costs about \$300,000/year, while operation of the Concord

Transportation Center currently costs about \$125,000/year. Mr. Hazeltine noted that both of these facilities are larger than what will likely be constructed in Ossipee.

- Bill Grover asked what items are included in the operations and maintenance costs of a Transportation Center. Ken Hazeltine replied that these costs would include utilities; tax liability for the non-transit portion of the facility; heat/AC; janitorial services; snow removal; landscaping; maintenance costs (routine/soft costs and non-routine/hard costs); staffing; and other costs.
- Kimon Koulet stated that New Hampshire statewide intermodal center report was available that gave estimated costs at a proposed facility in Londonderry. The operations and maintenance cost estimates for that facility ranged from about \$87,000 to \$135,000.
- Ken Hazeltine noted that at the Portsmouth and Concord facilities, NHDOT owns the facilities and therefore pays the non-routine/hard maintenance costs. It is likely that estimates of the operations costs for the Londonderry facility assume the same breakdown of responsibilities.
- Kimon Koulet asked if joint ownership of the Transportation Center was a possibility. Ken Hazeltine replied that this would need further clarification, but that FTA would expect one entity to ultimately sign on as the owner of the facility. Mr. Hazeltine stated that one outcome of this Feasibility Study could be a recommendation that the State be the owner of the facility.
- Bill Grover asked how much revenue Concord Trailways currently pays to Watson's Store to allow its stop to be located there. Robert Swierk replied that based on conversations with the private bus operator, it appears that the operator generally pays no more than about 10-15 percent of ticket revenue to businesses that host their stops. Based on the current level of ridership on Concord Trailways at West Ossipee, this is a very small amount of money.

David Wilcock led a discussion of which entities could possibly own the proposed Transportation Center:

- Mr. Wilcock asked whether ownership of the Transportation Center by the Town was a possibility. Several PAC members noted that since no Town Selectmen were present at the meeting, the question could not be answered for certain. The group consensus was to list Town ownership as a "Maybe."
- Mr. Wilcock asked whether ownership of the Transportation Center by NHDOT was a possibility. Ken Hazeltine said this was possible; the group agreed to list this as a "Yes."
- Mr. Wilcock asked whether ownership of the Transportation Center by a non-profit agency was a possibility. Ken Hazeltine stated that FTA would only look favorably on a non-profit owner if the non-profit provided transit-related services, or if the non-profit was a Federal grantee such as a human services agency. The group consensus was to list non-profit ownership as a "No" given those requirements.
- Mr. Wilcock asked whether ownership of the Transportation Center by a transit agency was a possibility. Ken Hazeltine stated that the only two possibilities were the Greater Laconia Transit Agency (GLTA) or a new transit agency in the Carroll County area. Mr. Hazeltine stated that serving Ossipee is beyond the service area of GLTA, and that the creation of a local transit agency in Carroll County was a possibility, but would take several years and was therefore not an option for this project. The group consensus was to list transit agency ownership as a "No" in the matrix.

David Wilcock led a discussion of which entities could possibly operate the proposed Transportation Center:

- Mr. Wilcock asked whether operation of the Transportation Center by the Town was a possibility. The group consensus was that given the Town's budget constraints, this should be listed as a "No."

- ❑ Mr. Wilcock asked whether operation of the Transportation Center by NHDOT was a possibility. Ken Hazeltine replied that NHDOT could not on take a continuing operating cost for the Transportation Center, so this should be listed as a "No." Mark McConkey asked whether NHDOT would pay for a portion of the operating expenses if the Transportation Center was expanded to include the highway rest stop and information center function. Ken Hazeltine replied that this might be possible; the group agreed to list this as a "Maybe."
- ❑ Mr. Wilcock asked whether operation of the Transportation Center by a private bus company was a possibility. Ken Hazeltine replied that given the costs involved in operating the facility and the positions of the intercity bus operators in the area, this was unlikely; the group agreed to list this as a "No" in the matrix.
- ❑ Mr. Wilcock asked whether operation of the Transportation Center by a non-profit was a possibility. Bill Grover stated that he thought it might be possible for a partnership of several non-profits to own or operate the facility. Ken Hazeltine stated that FTA would expect to see one agency ultimately responsible for the operating cost, and would expect that agency to provide transit-related services or be a Federal grantee such as a human services agency. The group agreed to list this as a "Maybe" in the matrix.
- ❑ Mr. Wilcock asked whether operation of the Transportation Center by a private business was a possibility. Ken Hazeltine replied that FTA would expect that business to be only an ancillary or incidental use. FTA would only look favorably on a non-transit use if it occupied less space than the transit uses, unless the non-transit use was transit-related, such as senior services or human services. The group agreed to list this as a "Maybe" in the matrix.
- ❑ Pat Jones stated that the Retired Senior Volunteer Program (RSVP) might be a good partner for the Transportation Center, since one of their functions is to provide rides for seniors. She stated that she believes they get a small portion of their funding from the county.
- ❑ Bill Grover asked whether there is a checklist of what the FTA considers an incidental use in a Transportation Center. Ken Hazeltine said such a checklist does not exist, and that the project sponsor needs to run the proposed uses by the FTA for their approval.
- ❑ Mark McConkey stated that the West Ossipee Fire Precinct is looking for a site for a disaster center, and there may be some Federal funding available for construction of such a center. Mr. McConkey asked whether this might be a possible partner for the Transportation Center project. Ken Hazeltine stated that this might be possible, but pointed out that such a Federal grant would probably pay only for capital costs, and that some entity would still have to pay for the operating costs of the combined facility.
- ❑ Bill Grover asked if a restaurant were located in the Transportation Center, whether it could have a drive-thru lane. Ken Hazeltine stated that this was a possibility; the main issue would be how the costs of constructing the driveways and parking would be allocated.
- ❑ Ken Hazeltine stated that the planned Transportation Center at the Londonderry exit on I-93 is fairly small; there is little room for anything more than transit ticketing, waiting area, and restrooms in the facility.
- ❑ Bill Grover stated that in a way, the Town of Ossipee already has a Visitor Center in place, at the current information booth in West Ossipee. The land was generously donated by the landowner, the Chamber provided the building, and RSVP provides the volunteers to staff the booth. Mr. Grover noted that this past summer more than 2,000 visitors were recorded at the booth.

Public Comment Period/Open Discussion

David Wilcock concluded the Committee discussion and invited members of the public present at the meeting to offer input, and invited any last comments by anyone present. The following is a summary of the key points of discussion:

- ❑ Bruce Boutin asked whether including taxi service in the Transportation Center is still a possibility. Bill Grover stated that Mama's Taxi is a local business, and sometimes provides free rides to the elderly. Ken Hazeltine stated that while this is a valuable service for the Town, it is probably not an entity that could operate the Transportation Center because of the significant operating costs associated with the facility.
- ❑ David Wilcock stated that over the next few weeks the Study Team will take the input received from the PAC and the public and put together a draft of the Feasibility Study. It will include more refined concepts – not full architectural designs -- for the Transportation Center as well as recommendations for next steps in the process. Mr. Wilcock stated that after the completion of the Feasibility Study, the Town will have to take the initiative to decide whether they want to pursue the Transportation Center project further.
- ❑ Ken Hazeltine stated the Feasibility Study will document to the FTA that the appropriate planning process for the facility was completed. Then, with a one-year extension of the FTA grant for the Ossipee Transportation Center, the Town will have some time to work out the ownership and operation of the facility.
- ❑ Pat Jones stated that an important factor in making the project a reality will be community transit. Ken Hazeltine replied that community transit is important, but that what's even more important is for the Town to step up and embrace transit as a part of the community.
- ❑ John Swanson asked if it would be possible for the Police Department to play a role in the project. Ken Hazeltine said this might be a possibility, but only if the Police Department would be willing to pay a portion of the operating cost of the Transportation Center.
- ❑ Kimon Koulet stated that it was important to thoroughly document the need for transit in the community, and that the possibility of bringing bus service up Route 16 should be examined further. Ken Hazeltine replied to the latter point by stating that NHDOT had already issued a Request for Proposals (RFP) for a bus operator on Route 16 a few years ago, and no one responded. In addition, private carriers have indicated that bringing service up Route 16 would likely put the current service through West Ossipee to Berlin out of business. Regarding the first point, Robert Swierk stated that the Study Team had documented existing conditions in the study area such as population growth and the aging of the population earlier in the study, and that these statistics would be documented in the Feasibility Study to demonstrate the need for the Transportation Center.
- ❑ Pat Jones asked whether the Town would first vote on the proposed Transportation Center or whether FTA would first review the proposal. David Wilcock replied that there is no requirement in the FTA planning process for the Town to have a formal vote on the proposal, but if the Town wished to do so to demonstrate support for it, this could help strengthen the case for FTA approval.

Upcoming Meetings

David Wilcock stated that there will be one remaining meeting in the study process:

- Public Meeting #4 - *Present results of the study – Nov. 18, 2004, 7-9PM*

David Wilcock adjourned the meeting at 12:10PM.

Ossipee Transportation Center Feasibility Study

Project Advisory Committee (PAC)

Meeting #4

**Friday, October 22, 2004
10 AM to 12 PM**

Purpose: To review the development of the conceptual plan for the preferred site and discuss operational and funding issues.

Agenda

- Approval of 9/24/04 Meeting Minutes
- Review of Site Alternative Rankings
- Conceptual Plan for Preferred Site
 - ◇ Site and Building Program
 - ◇ Operational Issues
- Funding
- Public Comment Period
- Next Meeting

Ossipee Transportation Center Feasibility Study

Project Advisory Committee

Attendance Register



October 22, 2004

10:00 AM to 12:00 PM

** Please update or add information, if necessary*

Name	Agency/Firm	Mailing Address	Email	Initial if in Attendance
Steve Arnold	Operations Manager New Hampshire Northcoast	P.O. Box 429 Ossipee, NH 03864	sarnold@bostonsand.com	
Tom Dodge	Ossipee Planning Board	195 Circuit Road Ossipee, NH 03864	twdodge@earthlink.net	
Larry Dreihaup	Lakes Region Planning Commission	103 Main Street Suite #3 Meredith, NH 03235	ldreihaup@lakesrpc.org	
Blair Folts	Executive Director Green Mountain Conservation Group	P.O. Box 95 South Effingham, NH 03882	bfolts@earthlink.net or david@kinterra.com	
Bill Grover	President Greater Ossipee Area Chamber of Commerce	P.O. Box 237 Center Ossipee, NH 03814	info@ossipeevalley.org	<u>PRESENT</u>
Ken Hazeltine	Bureau of Rail and Transit NHDOT	7 Hazen Drive P.O. Box 483 Concord, NH 03302-0483	khazeltine@dot.state.nh.us	XX
Dr. Patricia Jones	LRPC Commissioner – Ossipee Town of Ossipee Sec. to Boards	P.O. Box 537 Center Ossipee, NH 03814	Fax: 603-539-4183 ATTN: Pat Jones	<i>Pat Jones</i>
Mark McConkey	LRPC Commissioner – Ossipee Co-Chair NH Route 16 Corridor Advisory Committee	57A Joshua Road Center Ossipee, NH 03814	mconkey2@hotmail.com	<u>PRESENT</u>
Harry Merrow	Board of Selectmen	P.O. Box 94 Center Ossipee, NH 03814	merrow@worldpath.net	
John T. Morgan	Assistant Governor Rotary District 7850	33 Abenaukee Drive Wolfeboro, NH 03894-4211	jtmorgan62@earthlink.net	<i>JTM</i>

Ossipee Transportation Center Feasibility Study

Name	Agency/Firm	Mailing Address	Email	Initial if in Attendance
Betsey Patten	Chair Carroll County Delegation	HC 62, Box 415 Center Harbor, NH 03226-7706	rcpatten@worldpath.net	
Ansel Sanborn	Bureau of Transportation Planning NHDOT	7 Hazen Drive P.O. Box 483 Concord, NH 03302-0483	asanborn@dot.state.nh.us	Ran for Ansel Sanborn
John Swanson	Resident	P.O. Box 664 Center Ossipee, NH 03814	Swanee2@adelphia.net	✓HS
Marge Webster	Tri-County Community Action Program Carroll County Commissioner	c/o Tri-County CAP 448 White Mountain Highway Tamworth, NH 03886	mwebster@tccap.org	
Frank Wolfe	Co-Chair NH Route 16 Corridor Advisory Committee	P.O. Box 2292 Conway, NH 03818	None	<u>Presmi</u>
<u>Project Team:</u>				
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George Katsoufis	DHK	155 Massachusetts Ave. Boston, MA 02115	gkatsoufis@dhkinc.com	
<u>Others:</u>				
Kimberly Koulst	LRA		lrpe@lakesrpe.org	KK