MINUTES OF A MEETING
OF
THE AD HOC COMPLETE STREETS COMMITTEE
ESTABLISHED BY THE BOARD OF DIRECTORS OF
CAMERON STATION COMMUNITY ASSOCIATION, INC.

January 11, 2017

The members of the Ad Hoc Complete Streets Committee (the “Committee”), which Committee was established by the Board of Directors (the “Board”) of the Cameron Station Community Association, Inc. (the “Association”) conducted a meeting on January 11, 2017, at 7:30 p.m. Participating in the meeting were Committee members: Stacy Costello, Randy Dingwell, Arthur Impastato, Robert Schiesel, Richard Shea, Roscoe Starek and Mike Waite. Also participating was Board member, Jon Dellaria. There being a quorum, the meeting was called to order at 7:35 p.m.

The purpose of the meeting was to review and discuss the second draft of the Committee’s traffic and road safety survey for residents and business owners. In particular, the Committee intended to revise and agree upon the final wording for each survey question, the survey question rating scale, and the proposed introduction to the survey itself.

The first order of business before the Committee was to review of revised minutes of the third meeting of the Committee held on December 19, 2016. Upon motion duly made and seconded, the minutes, as modified, were unanimously approved.

The second order of business was a discussion, led by Mr. Dingwell, of the specific wording of each survey question for the first survey. Mr. Shea pointed out that certain of the questions included statements of existing conditions, whereas other questions included terms like “reduce” or “improve” suggesting that specific action was needed. Mr. Waite concurred and proposed that the survey questions be made as neutral as possible and not suggestive of a particular action or improvement. Discussion of each proposed survey question followed, and consensus was reached on the specific wording for all of the survey questions.

The next matter for discussion concerned the rating scale to be used for the responses to the survey questions. Several Committee members expressed concern
with the proposed rating scale in that residents could have difficulty distinguishing between the choices of “somewhat important” and “medium important” and “important.” Both Mr. Impastato and Mr. Shea instead proposed that a sliding scale of importance be utilized, where #1 on the scale would represent “not important” or “unimportant” and #5 on the scale would signify “very important”. There was general consensus that the sliding scale, as proposed by Messrs. Impastato and Shea, should be used.

Thereafter, there was review and discussion of the proposed introduction to the survey. The Committee members then engaged in a discussion regarding how much explanation of the Complete Streets Policy proposal should be included at this point. There was general consensus among Committee members that the first survey should not explain the Complete Streets Policy in detail because the Committee did not yet know the community’s traffic and safety concerns for Cameron Station Boulevard and Bremner Park Drive. Messrs. Starek, Waite and Schiesel each suggested that by having two resident surveys, the Committee could first determine how residents felt about traffic and safety issues generally, and once the concerns of the community were known, the Committee would create a second resident survey to gauge interest in various street design modifications, such as those outlined in the Complete Streets Policy.

Upon motion duly made, seconded and unanimously approved, it was agreed that Mr. Dingwell would revise the survey in light of the Committee’s discussion and re-circulate it to all Committee members by e-mail. There was general consensus that the revised survey would then be presented to the Board in time for their January 31st Board meeting.

Next, there was a discussion regarding the next meeting date for the Committee, and upon motion duly made, seconded and unanimously approved, it was agreed that the Committee would convene its next meeting on Tuesday, February 7, 2017**, at 7:30 p.m., and that the Henderson Room would be reserved, if available.

Upon conclusion of the foregoing discussion, the Chairman noted that discussion of all agenda items had been completed, and, there being no further business before the Committee, on motion duly made, seconded and unanimously approved, the Chairman adjourned the meeting of the Committee at 8:49 p.m.
MINUTES OF THE AD HOC COMPLETE STREETS COMMITTEE MEETING
January 11, 2017
Page 3

Respectfully submitted,

[Signature]
Stacy E. Costello
Secretary of the Meeting

*** Date of the Committee meeting was subsequently changed to Wednesday, February 8, 2017, at 7:30 p.m.