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**Strafford Policy Committee Meeting/Public Hearing
March 15, 2013
Rochester Community Center, Conf. Rm. 1A, Rochester, NH
Minutes**

FINAL

SMPO Policy Members Present: Ed Comeau (Brookfield), Robert Jaffin (Rochester), Steve Brown (Wakefield), Paul Lockwood (NHDES), Tom Clark (Dover), Tom Crosby (Madbury), Sandra Keans (Rochester), Brian Tapscott (Somersworth), William Connor (Somersworth), Kenn Ortmann (Rochester), Glenn Davison (NHDOT), Anthony Gaudiello (Barrington), Marcia Gasses (Dover), Victoria Parmele (Northwood), Rad Nichols (COAST) and Steve Pesci (UNH)

SMPO Staff Present: Cynthia Copeland (Executive Director) Marc Ambrosi (Transportation Planner) Dan Camara (Senior GIS/Transportation Analyst), Marilyn Barton (HR Specialist/Events Coordinator), Greg Jones (Regional Planner) and Wayne Prindle (Intern)

1. Introductions

The Chairman opened the meeting at 9 AM and introductions were given around the room.

2.1 Open Public Hearing to solicit public comments on 4.3 and 4.4

The Chairman opened the public hearing to comments and questions.

M. Ambrosi reviewed the task outline of the Unified Planning Work Program (UPWP). M. Ambrosi stated the UPWP is a biennial requirement to provide a scope of work and budget for the use of the federal planning funding our organization receives to fulfill transportation planning in the region. M. Ambrosi stated during the last UPWP cycle (Winter-Spring 2011), the Strafford MPO worked collaboratively with NHDOT, FHWA, FTA, the other RPCs and MPOs to develop new core work products for the plan. M. Ambrosi reviewed the new additions to the UPWP. M. Ambrosi stated the Strafford MPO used this as an opportunity to overhaul the structure and content of the plan and meet new standards set in place. M. Ambrosi noted the Strafford MPO has been using the new UPWP format for roughly a year and a half and are very satisfied with the product. M. Ambrosi reviewed the budget, accomplishments from the 2012-2013 UPWP and comments received from NHDES, FHWA.

S. Pesci stated he thought staff did an excellent job on the UPWP and in presenting it and thought it was well laid out.

M. Ambrosi noted the Technical Advisory Committee (TAC) recommended the Policy Committee approve the UPWP as presented.

M. Ambrosi reviewed the proposed changes to the 2013-2016 Transportation Improvement Program (TIP). M. Ambrosi noted the changes are sent to the Strafford MPO by NHDOT and require an MPO TIP approval before the state can update their Statewide Transportation Improvement Program (STIP). M. Ambrosi noted the Policy Committee is encouraged to comment on changes and provide additional information on projects that may have been left out of the proposed amendment. M. Ambrosi noted the comment received from COAST asking that a project FTA5309 be added to Amendment #1, as part of this grouped funding was awarded to COAST to purchase two ADA Para transit vehicles. M. Ambrosi noted the Strafford MPO included the project in the amendment. M. Ambrosi noted at their March 1, 2013 TAC meeting, the Committee recommended the Policy Committee approve TIP Amendment #1 as presented.

2.2 Close Public Hearing

M. Ambrosi noted that 4.4 should have not been included in the public hearing as that is still in process. After hearing no other comments the chairman closed the public hearing.

3. Staff Communications

M. Barton noted SRPC was in the process of recruiting for summer interns and the goal was to have them on board by May 20, 2013.

4.1 Draft MPO Minutes of February 15, 2013

The Chairman asked for a motion to approve the draft MPO minutes of February 15, 2013. M. Barton noted she received an email from W. Connor stating that he was missing from the attendees list. M. Barton stated that has been corrected. K. Ortmann made a motion to approve the minutes with the correction as stated. R. Jaffin seconded that motion. It was noted there were two abstentions. All others were in favor, motion carried.

4.2 Unified Planning Work Program and Budget

The Chairman asked for a motion. K. Ortmann made a motion to approve the plan as presented. S. Pesci seconded that motion. All in favor, motion carried.

4.3 Transportation Improvement Program Amendment #1

The Chairman asked for a motion to approve the Transportation Improvement Program Amendment #1 as presented. K. Ortmann made a motion and T. Crosby seconded that motion. All in favor, motion carried.

4.4 Ten Year Plan (Scoring Criteria)

D. Camara stated Decision Lens is the decision making application that NHDOT will be using in order to develop the final project rankings for the upcoming FY 2015-2024 Ten Year Plan. D. Camara noted it is a web-based application that enables decision makers to make critical investment decisions based on operation goals and priorities.

D. Camara noted the criteria has been set and shared with TAC and Policy members at previous meetings and are now at the stage where we need to decide upon the weightings of these criteria. D. Camara stated SMPO staff has met with NHDOT in order for us to develop staff recommended criteria weightings using Decision Lens. D. Camara reviewed the draft weightings.

A discussion ensued about the importance of what's objective and what isn't. It was also noted it is based on opinions of people and not objective; however we are moving toward a more objective/analytical process. The chairman asked for a motion to approve the Ten Year Plan Scoring Criteria. R. Nichols made a motion and R. Jaffin seconded that motion.

There was also discussion about next year becoming more participatory by member communities and agencies. K. Ortmann made an amendment to the original motion: To endorse the Ten Year Plan Scoring Criteria and request in the future broader participation in determining weighting and scoring. E. Comeau seconded that motion. R. Jaffin stated he had a problem with the amendment to the motion, as NHDOT stated it was fast tracked. It was noted there was one "no" vote. All others were in favor, motion carried.

5. Discussion Item(s)

There were no discussion items.

6. Project Updates

G. Jones gave an overview of the traffic count preparation for the upcoming season. G. Jones also spoke about culvert assessments that have been completed and the next communities to be assessed: Newmarket, Rochester and Durham. G. Jones noted he completed working on the protocol document which will aid the interns in their field data collection efforts. G. Jones noted the sidewalk methodology document is complete. G. Jones noted he is in the process of working on the MOU with District 6 regarding Access Management.

7. Other Business

K. Ortmann stated the Rochester-UNH bus route has been initiated and noted he took part on the February 18, 2013 inaugural route and there were fifteen riders that day. S. Pesci noted there are now approximately fifty riders on the bus. He noted initially the bus route was for employees of UNH and now students are using the bus to get to school and UNH is very happy with the new route.

K. Ortmann stated at the last meeting he asked why the cost of the Rochester Park and Ride had increased so much and wondered if there was any information about that. M. Ambrosi stated he would find out and K. Ortmann asked that be included on the April agenda.

There was a discussion regarding the next CMAQ round and when it would be. M. Ambrosi noted SMPO staff would be attending a CMAQ Committee meeting on March 29, 2013 at 9 a.m. with NH DOT. There was a request to let transit agencies know about the meeting as well. R. Nichols noted the handout on estimated impacts on NHDOT of sequestration and noted a lot of capital programs have gone away. R. Nichols stated CMAQ is critical, as there are no discretionary programs any longer. There were no other comments.

8. Citizen's Forum

There were no other comments.

9. Adjournment

The Chairman asked for a motion to adjourn the meeting at 11 a.m. K. Ortmann and made a motion and T. Crosby seconded that motion. All in favor, motion carried.

Minutes submitted by,

Marilyn Barton, PHR

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Recording Secretary