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**Strafford Metropolitan Planning Organization
Technical Advisory Committee Meeting
SRPC Office, Rochester, NH**

October 5, 2012 Minutes

Final

Present: Jon Hotchkiss (Middleton), Karla Kemp (NH DOT), Leigh Levine (FHWA), Ed Comeau (Brookfield), Victoria Parmele (Northwood), April Talon (Durham), Glenn Davison (NH DOT), Beverly Cray (UNH), Rad Nichols (COAST), Diane Hardy (Newmarket) and Marcia Gasses (Barrington)

Staff: Cynthia Copeland (Executive Director), Dan Camara (Senior GIS/Transportation Analyst), Marc Ambrosi (Transportation Planner) and Greg Jones (Regional Planner)

1. Introductions

Chairman Hotchkiss opened the meeting at 9 a.m. and introductions were given around the room.

2. Staff Communications

C. Copeland reviewed the handout presented at the meeting, Rules of Procedure and stated this was a document for meeting etiquette and reviewed them with those present. There was no other business.

3.1 Approval of Draft Strafford MPO TAC September 7, 2012 Minutes

The Chairman asked for a motion to approve the draft minutes from September 7, 2012. D. Hardy made a motion and E. Comeau seconded that motion. It was noted there was one abstention- V. Parmele. The motion carried.

3.2 2013-2016 Transportation Improvement Program

M. Ambrosi noted the Strafford Metropolitan Planning Organization is seeking a TAC recommendation to the Policy Committee for Approval of the 2013-2016 Transportation Improvement Program.

M. Ambrosi described the Transportation Improvement Program process and presented the list of projects from the Strafford region that are federally funded and/or regionally significant. The financial constraint process was also reviewed and financial constraint information from the Transportation Improvement Program was shared with the TAC to show how staff proved there was adequate funding available to achieve the project goals included in the Transportation Improvement Program.

M. Ambrosi stated The Transportation Improvement Program is a short-range, federally required document that lays out an MPO region's transportation projects over a four-year period. He also reviewed the federal regulations regarding the development and purpose of the Transportation Improvement Program.

M. Ambrosi noted Strafford MPO staff has received a number of comments from the Strafford MPO Policy Committee since the beginning of the comment period and are now in the process of documenting and addressing the comments. He summarized a number of the comments included: requests to provide more information about acronyms included in the document, to provide definitions for language that may not be easily understood by the public, and to include more and different types of visualizations to help illustrate topics in the document.

M. Ambrosi reviewed the schedule of the process and went over the timeline with those at the meeting. M. Ambrosi reviewed the TIP project list, project type and cost summary. He also went over TIP funding and anticipated revenue. M. Ambrosi asked L. Levine of FHWA if the self-certification document needed to be included in the document once the document is approved. L. Levine stated the self-certification should be included in the document when it is submitted and NHDOT will need to sign it as well in order to be in compliance with federal regulations. R. Nichols asked if this was still in a public comment period. M. Ambrosi stated it was in public comment period until October 18, 2012 and a public hearing would be on October 19, 2012. There were no other comments.

The Chairman asked for a motion to recommend approval of the 2013-2016 Transportation Improvement Program. D. Hardy made a motion and V. Parmele seconded that motion. All in favor, motion carried.

3.3 2013-2040 Long-Range Transportation Program

M. Ambrosi stated the Strafford Metropolitan Planning Organization is seeking a TAC recommendation to the Policy Committee for Approval of the 2013-2040 Metropolitan Transportation Plan.

M. Ambrosi noted The Metropolitan (Long-Range) Transportation Plan is a federally mandated planning document required for metropolitan planning organizations. To maintain the plan MPOs must:

“Develop and update a long-range transportation plan for the metropolitan area covering a planning horizon of at least twenty years that fosters (1) mobility and access for people and goods, (2) efficient system performance and preservation, and (3) good quality of life.”
(<http://www.planning.dot.gov/documents/briefingbook/bbook.htm>)

M. Ambrosi stated there were no significant changes to the text of the document and a technical edit was made to account for the changes in years from 2011-2035 to 2013-2040. M. Ambrosi noted the biggest changes were to the project lists. M. Ambrosi stated updating the Metropolitan Transportation Plan provided Strafford MPO with the opportunity to review the transportation project lists existing in the current plan, to remove projects that have been completed or are no longer needed, and to add new projects to the list. M. Ambrosi noted the project list update coincided with the completion of project lists solicited from communities and agencies through 2011's project solicitation.

M. Ambrosi went over the list of all projects to be included in the Long-Range Plan document and the year of expenditure cost estimates. M. Ambrosi spoke about the list of vision projects and that some new ones were added and would be included in the final documents. M. Ambrosi noted these projects would be

available on the SRPC website. M. Ambrosi noted the planning assumptions and financial constraint components would also be included in the Long-Range Plan document. M. Ambrosi noted that criteria used to prioritize the Ten Year Plan was also used to help prioritize projects on the long range plan along with ensuring costs for building the projects in any given year were reasonable relative to the theoretical amount of funding was available, maintaining financial constraint for the “out year” projects.

A discussion ensued about the purpose of vision projects, followed up by informing committee members about how to include additional projects to the lists. There was also a discussion regarding changes or updates to projects. It was noted if the changes or updates were received prior to the end of the comment period or they didn't affect the AQA component, he would try to have those changes or updates included.

The Chairman asked for a motion to recommend approval of the 2013-2040 Long-Range Transportation Program. R. Nichols made a motion and B. Cray seconded that motion. All in favor, motion carried.

3.4 Air Quality Analysis

D. Camara stated the Strafford Metropolitan Planning Organization is seeking a TAC recommendation to the Policy Committee for Approval of the *Air Quality Conformity Analysis & Determination*.

D. Camara noted federal regulations require that Metropolitan Planning Organizations (MPO) in areas designated as non-attainment or maintenance under the Clean Air Act (Section 107) prepare Air Quality Conformity Determinations on their Transportation Plans and Transportation Improvement Programs. D. Camara explained the purpose of the conformity determination is to ensure that the plans and programs that are developed conform to all applicable federal air quality requirements.

D. Camara noted this document has been prepared for the purpose of making a conformity determination on the *2013-2016 Transportation Improvement Program (TIP)* and *2013-2040 Metropolitan Transportation Plan (Plan)* for SRPC, as well as to demonstrate in conjunction with the Nashua Regional Planning Commission (NRPC), the Rockingham Planning Commission (RPC), and Southern New Hampshire Regional Planning Commission (SNHRPC) that the ozone emissions budgets for the Southeast New Hampshire Moderate 8-hour Ozone Nonattainment Area are being met.

D. Camara reviewed the project lists, emissions budget and exemption codes and project lists. D. Camara noted that definitions of acronyms were included in the document and the document would also available on the SRPC website.

E. Comeau asked who the peer reviewed the air quality analysis data? D. Camara stated SRPC and Rockingham Planning Commission work with a modeling consultant who validates and calibrates our shared model. This is to ensure that the vehicle miles traveled (VMT) figures generated by the Seacoast model are in line with what actual traffic counts are reporting. L. Levine stated federal agencies do planning reviews on the Planning Commissions and review MPOs travel demand models. They take a focused look at the models and make recommendations about how to improve accuracy if there are changes that could be made to provide better results. L. Levine stated a standing recommendation has been made that models are updated to adequate levels, and noted ours was in the process of being updated.

The Chairman asked for a motion to recommend approval of the Air Quality Analysis document. D. Hardy made a motion and V. Parmele seconded that motion. All in favor, motion carried.

4.1 2013-2014 Unified Planning Working Program update

M. Ambrosi explained the Unified Planning Working Program (UPWP) is a scope of work relating our planning activities over a two year period. M. Ambrosi stated the MPO is more than half way through the current UPWP. M. Ambrosi noted one of the major projects remaining in the UPWP scope of work is creating a new work program for fiscal years 2014 and 2015 and we would be working with NHDOT and FHWA to complete that task over the next 6 months. M. Ambrosi also showed some examples of tasks being worked on and explained the various categories of the document. It was noted the content in our scope of work is largely driven by federal planning requirements.

5. Project Updates

M. Ambrosi noted there was a NHDOT presentation by the project manager regarding the Transportation Enhancement Route 108 Bike Shoulder project in Durham. In his presentation the project manager gave an update on the schedule of the project and related that this project was a top NH DOT priority.

G. Jones spoke about the recent Regional Impact meeting regarding the student housing project in Durham. He noted it was a 142 unit, 160-bed student housing complex. G. Jones noted a comprehensive review was completed and is available on the SRPC website and if anyone had any questions to please contact him.

A question was asked about an update about a possible Park and Ride location for Lee. M. Ambrosi stated he would contact Keith Cota of NHDOT to see about any progress on that. There were no other project updates.

6. Other Business

There was no other business.

7. Citizen's Forum

There were no comments received.

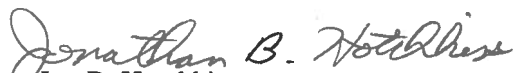
8. Adjournment

The Chairman asked for a motion to adjourn the meeting at 10:35 a.m. D. Hardy made a motion and V. Parmele seconded that motion. All in favor, motion carried.

Minutes submitted by,



Marilyn Barton, PHR
Recording Secretary



Jonathan B. Hotchkiss
Jon B. Hotchkiss
TAC Chairman