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**Strafford Metropolitan Planning Organization
Technical Advisory Committee Meeting
Rochester Community Center, Conf. Rm. 1A
Rochester, NH**

March 1, 2013 Minutes

FINAL

Present: Jon Hotchkiss (Middleton), Wallace Dunham (Madbury), Jeremy LaRose (COAST), Kevin Russell (NH DOT-Dist. 6), Glenn Davison (NH DOT), Beverly Cray (UNH), Victoria Parmele (Northwood), Chris Parker (Dover), Ed Comeau (Brookfield) and Marcia Gasses (Barrington)

Staff: Cynthia Copeland (Executive Director), Marilyn Barton (HR Specialist/Events Coordinator), Dan Camara (Sr. GIS/Transportation Analyst), Michelle Mears (Regional Planner), Tammy Butt (Finance Manager), Matt Sullivan (Regional Planner), Shayna Sylvia (Intern) and Wayne Prindle (Intern)

Guests: William Connor (Somersworth), Brian Tapscott (Somersworth), Robert Jaffin (Rochester), Gretchen Young (Rochester), Kenn Ortmann (Rochester), and Janet Hotchkiss (Middleton)

1. Introductions

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

2. Staff Communications

M. Mears noted there would be a regional community conversation regarding the Granite State Future project at the Horne Street School on Tuesday, March 5, from 6 – 9 PM. She noted the handout available at the meeting and encouraged those who were interested to attend.

W. Prindle introduced himself as the Planning intern to the committee members and gave an overview of his background and the transportation projects he would be working on.

3. Presentation: Decision Lens Software

Presented by: Glenn Davison, NH Department of Transportation

G. Davison gave an informative PowerPoint presentation of the Decision Lens software being used in the State's Ten Year Plan project ranking process. He explained it is a desktop and web-based application that enables decision maker to make a critical investment decision based on operation goals and priorities. He also showed examples of some of the ratings done by SRPC when they went for a presentation a couple of weeks ago. G. Davison noted using this software is more transparent. G. Davison reviewed the process. After the presentation was done, he opened it to questions from the group.

4.1 Draft TAC minutes of February 1, 2013

The Chairman asked for a motion to approve the draft minutes of February 1, 2013. M. Gasses made a motion and W. Dunham seconded that motion. It was noted there was one abstention. All others were in favor; motion carried.

4.2 Draft TAC minutes of October 5, 2012

The Chairman asked for a motion to approve the draft minutes of October 5, 2012. M. Gasses made a motion and B. Cray seconded that motion. It was noted there was one abstention. All others were in favor; motion carried.

4.3 Ten Year Plan Project Prioritization Scoring Criteria

D. Camara stated Decision Lens is the decision making application that NHDOT will use in order to develop the final project rankings for the upcoming Ten Year Plan. D. Camara noted SMPO staff has met with NHDOT in order to develop staff recommended criteria weightings using Decision Lens. D. Camara stated draft weightings were sent via email in hopes that there would be responses and noted he received only a few. D. Camara reviewed the scoring criteria and categories. The chairman asked for a motion to allow SRPC staff to use this method of ranking in our region and use percentages as presented and recommend this to the Policy Committee. C. Parker made a motion and V. Parmele seconded that motion. There was one no vote- Brookfield. All others were in favor; motion carried.

4.4 Draft FY 2014-2015 Unified Planning Work Program

C. Copeland stated the Unified Planning Work Program (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.

C. Copeland noted during the last UPWP cycle (Winter-Spring 2011), Strafford MPO worked collaboratively with NHDOT, FHWA, FTA and the other NH RPCs and MPOs to develop new core work products for the plan. C. Copeland stated the Strafford MPO used this as an opportunity to completely overhaul the structure and content of our plan to meet the new standards set in place. C. Copeland noted this new format has been used for approximately the past year and a half and are very satisfied with it.

C. Copeland reviewed the draft document with members and noted it is very similar to the current UPWP and incorporates slight changes as recommended through recent TAC and Policy Committee discussions. It was noted this draft document is in a public comment period that began on February 11 through March 14, 2013. C. Copeland reviewed the budget and scope of work.

The Chairman asked for a motion to recommend the draft document to the Policy Committee for their approval at their March 15, 2013 meeting. J. LaRose made a motion and W. Dunham seconded that motion. All in favor, motion carried.

4.5 Transportation Improvement Program Draft Amendment #1

D. Camara reviewed the proposed changes to the 2013-2016 Transportation Improvement Program (TIP). D. Camara noted these changes are sent to us by NHDOT and require an MPO TIP approval before the state can update their Statewide Transportation Improvement Program (STIP). D. Camara noted TAC is encouraged to comment on the changes and provide additional information on projects that may have been left out of the proposed amendment. It was noted the amendment is also in a public comment period from February 11

through March 14, 2013. M. Gasses asked about a follow up from a prior meeting regarding the Rochester Park and Ride and why the cost had gone up so much. D. Camara stated he would check with Marc Ambrosi as he was not at that meeting.

The Chairman asked for a motion to recommend Transportation Improvement Program Draft Amendment #1 to the Policy Committee for their approval at their March 15, 2013 meeting. W. Dunham made a motion and J. LaRose seconded that motion. All in favor, motion carried.

5. Discussion Items

E. Comeau stated he thought the Decision Lens spreadsheet should have been presented to the TAC to do the scoring at the TAC meeting. It was stated it would have been nice to participate in the process more. It was noted the scoring spreadsheet had been sent out prior to the meeting and only one response was received.

6. Project Updates

C. Copeland noted a public notice will be going out the following week regarding an update to the Metropolitan Transportation Plan which includes an update to the Public Participation Plan.

J. LaRose stated every two years COAST conducts a passenger survey to get input from their riders. He noted typically this is done in May; however they are planning to conduct the survey in April this year. J. LaRose stated he hoped to have dates of the survey within the next week. B. Cray stated they hope to do the WildCat survey at the same time this year.

7. Other business

There was no other business.

8. Citizen's Forum

W. Connor thanked G. Davison of NHDOT for the presentation of the Decision Lens software and thanked the TAC Committee and SMPO staff for an enjoyable meeting.

9. Adjournment

The Chairman asked for a motion to adjourn the meeting at 11:20 a.m. W. Dunham made a motion and B. Cray seconded that motion. All in favor, motion carried.

Minutes submitted by,



Marilyn Barton, PHR
Recording Secretary



Jon B. Hotchkiss
TAC Chairman