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**Strafford Policy Committee Meeting
December 21, 2012
Rochester Community Center, Conf. Rm. 1A, Rochester, NH
Minutes**

Final

SMPO Policy Members Present: Robert Jaffin (Rochester), Leigh Levine (FHWA), Paul Lockwood (NHDES), Tom Crosby (Madbury), William Connor (Somersworth), Brian Tapscott (Somersworth), Rad Nichols (COAST), Glenn Davison (NHDOT), Tony McManus (Dover) and Sandra Keans (Rochester)

SMPO Staff Present: Cynthia Copeland (Executive Director) Marc Ambrosi (Transportation Planner) Dan Camara (Senior GIS/Transportation Analyst), Marilyn Barton (HR Specialist/Events Coordinator), Michelle Mears (Regional Planner) and Shayna Sylvia (Intern)

1. Introductions

Chairman Tapscott opened the meeting at 9 a.m. and asked for introductions around the room.

2. Staff Communications

C. Copeland introduced Shayna Sylvia to the group. She noted Shayna was the new Marketing and Outreach Intern at SRPC and would be assisting staff with outreach events and other projects.

M. Barton reminded those Commissioners in attendance the next Commissioner's meeting would be on Thursday, January 24, 2013 at 7 PM at the Rochester Community Center in Conference Room 1A. There were no other staff communications.

3.1 Draft MPO Minutes of October 19, 2012

The Chairman asked for a motion to approve the draft minutes of October 19, 2012. R. Jaffin made a motion. The Chairman asked if there were any comments to the minutes. R. Nichols stated under section 3.1, the last two sentences, read: "There was one "no" vote. All in favor, motion carried." R. Nichols noted it would read better and be clearer if it were written as: "There was one "no" vote, with all other votes cast in favor, motion carried." T. Crosby seconded the motion with changes presented. All in favor, motion carried.

3.2 Annual Listing of Obligated Projects

M. Ambrosi explained federal regulations require that Strafford Metropolitan Planning Organization publish the list of "obligated" federal transportation funding that was dedicated to projects in the Strafford region in the preceding federal fiscal year. M. Ambrosi noted the Strafford MPO is required to publish this listing within 90-days of the conclusion of the federal fiscal year, which begins on October 1, and ends September 30 of the following year. M. Ambrosi stated additional information about the applicable federal

requirements can be found under Title 23 CFR §450.332 Annual listing of obligated projects (<http://www.ecfr.gov>).

M. Ambrosi stated as part of the Metropolitan Planning Organization (MPO) planning process, Strafford MPO is required to track transportation projects receiving federal funding in the Transportation Improvement Program. M. Ambrosi noted included in the project tracking is information about the level of funding that will eventually be committed to projects and this is known as “*programmed*” funding. M. Ambrosi explained that an “*obligation*,” or “*obligated*” funding, is the formal commitment for a specific amount of funding for a project. M. Ambrosi noted funding being “*obligated*” is a critical step in moving a project from planning to implementation, and only once funding has been “*obligated*” can the responsible party for carrying out the project begin drawing funding for implementation of a project.

M. Ambrosi noted the 2012 Annual Listing of Obligated Projects illustrates the “*programmed*” funding for projects from federal fiscal year 2012, along with the “*obligated*” federal funding for projects in 2012. M. Ambrosi gave an overview of the document and noted it would be available on the SRPC website shortly.

4. Presentation: MAP-21: Moving Ahead for Progress in the 21st Century

Presenter: Leigh Levine, Planning and Development Manager, Federal Highway Administration, NH Division

L. Levine gave an informative presentation on MAP-21, which included funding, performance measures and its effects on MPOs. The primary focuses of the discussion included: A breakdown of the funding included in the bill, an overview of funding programs and the consolidation of programs from SAFETEA-LU, information about new performance based management requirements and what all of this means for Metropolitan Planning Organizations. After the presentation was over, it was opened to questions from the group.

5.1 FY 2014-2015 Unified Planning Work Program update

M. Ambrosi stated on Wednesday, December 19, 2012, the MPO met with NHDOT regarding a mid-term review of our current program. He noted items discussed were the budget, data collection and public outreach. M. Ambrosi stated all went well at that meeting. M. Ambrosi stated the next UPWP for 2014-2015 is being worked on and noted the structure of the current UPWP has worked well. M. Ambrosi noted some new goals and tasks would be included: new planning emphasis areas, data collection efforts, livability, land use, economic development and freight. M. Ambrosi stated if there are other goals or tasks that should be included to please contact him.

6. Project Update(s)

M. Ambrosi gave an update on the proposed Lee Park and Ride. He stated he spoke with M. Dugas and K. Cota and things are going well. M. Ambrosi noted SRPC will be meeting with NHDOT, transit agencies and Wentworth Douglass Hospital, which gives the MPO an opportunity to discuss design. M. Ambrosi noted UNH was requesting three recently awarded FTA bus/Bus Facility-Livability projects be included in the next update of the MPO and State TIP program and that the MPO was working with Stephen Pesci on this.

D. Camara gave an update on the Travel Demand Model, which is shared with Rockingham Planning Commission. He noted they have been working with RSG out of Vermont to update the model, which was recommended at the Planning Review back in 2010. D. Camara noted the update is moving ahead of schedule and should be completed by spring 2013.

C. Copeland stated the MPO is now a member of the I-95 Corridor Coalition. C. Copeland noted SRPC is the only Planning Commission that is a member of the coalition. C. Copeland reviewed the handout with the group. There were no other project updates.

7. Other Business

R. Nichols thanked D. Camara for all the work he did updating the inputs to the municipal funding formula. R. Nichols stated he would like to update the Committee on some of the performance measure achieved by COAST. R. Nichols announced a new driver volunteer program for service in Strafford, Barrington, Nottingham and Northwood. R. Nichols noted there were twenty volunteers that signed up and have been through the training aspect. R. Nichols stated in mid-January 2013, COAST would be hosting a community leader luncheon regarding local funding of COAST and upcoming requests from local communities.

C. Copeland noted that T. McManus had sent her a letter previously expressing concern regarding access management in the area. C. Copeland stated M. Ambrosi contacted the Planning Director in Dover and they were looking at ways to work on access and congestion management. There was also discussion regarding the congestion and access management issues on Chestnut and Washington streets in Dover and discussions M. Ambrosi and the Planning Director had. R. Nichols asked that transit be included as that area is one of concern for COAST. D. Camara noted there is new software for a traffic simulator that can produce different scenarios and help test out ideas and concepts to work on the access and congestion management issues.

B. Tapscott noted in Town and City magazine there was an article regarding Granite State Future on page fifteen and work force housing on page nineteen. There was no other business.

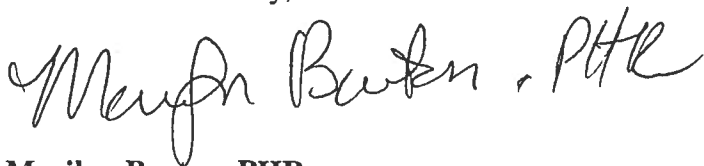
8. Citizen's Forum

There were no comments from the public.

9. Adjournment

The Chairman asked for a motion to adjourn the meeting at 10:40 a.m. T. McManus made a motion and S. Keans seconded that motion. All in favor, motion carried.

Minutes submitted by,



Marilyn Barton, PHR
Recording Secretary