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**Strafford Policy Committee Meeting
July 20, 2012
Rochester Community Center, Rochester, NH
Minutes**

FINAL

SMPO Policy Members Present: Glenn Davison (NHDOT), Ed Comeau (Brookfield), Bill Connor (Somersworth), Kenn Ortmann (Rochester), Brian Tapscott (Somersworth), Lou Vita (Middleton), Tony McManus (Dover), Tom Crosby (Madbury), Wayne Burton (Durham), Robert Jaffin (Rochester), Jeremy LaRose (COAST), Sandra Keans (Rochester), Victoria Parmele (Northwood) and Bill Cote (Durham)

SMPO Staff Present: Cynthia Copeland (Executive Director) Marc Ambrosi (Transportation Planner) Dan Camara (Senior GIS/Transportation Analyst), Marilyn Barton (HR Specialist/Events Coordinator) and Kaitlin Davis (SRPC Intern)

1. Introductions

Vice-Chair B. Tapscott opened the meeting at 9: 05 a.m. and asked for introductions around the room.

2. Staff Communications

C. Copeland noted a change to her schedule sometime during the month of August as her daughter is expecting a baby and would be out for a while during that time. There were no other staff communications.

3.1 Draft MPO Minutes of May 18, 2012

The Vice-Chairman asked for a motion to approve the draft minutes of May 18, 2012. R. Jaffin made a motion and T. Crosby seconded that motion. It was noted there were three abstentions: B. Cote, E. Comeau and J. LaRose. All in favor, motion carried.

3.2 Intelligent transportation Systems Architecture/Plan

D. Camara noted this was an expedited process done on schedule and under budget and gave a PowerPoint presentation on the Intelligent Transportation Systems Architecture/Plan is and why it's needed. D. Camara explained it is a series of tools that can be applied, as needed, to identify and address specific regional transportation needs. D. Camara noted it if a project has any ITS components it is federally required to be part of the ITS plan to receive federal funds. And that it provides guidance for both the Strafford Regional Planning Commission (SRPC) and Rockingham Planning Commission (RPC) regions for a ten-year timeframe, 2012-2022.

D. Camara noted the Strafford-Rockingham Region ITS Architecture, Strategic Plan and final report are available for use in statewide, regional and local planning efforts. The documents can be found on the SRPC website at <http://strafford.org/transportation/transdocsList.php> (at the bottom of the page). D. Camara noted

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the final PowerPoint presentation was presented to the stakeholders on June 21, 2012 by the IBI group and is also available on the website.

D. Camara explained some of the benefits with this architecture and plan: Efficiency and effectiveness, cost savings, federal funding, seamless provision of transportation and common framework. D. Camara gave a run through of the timeline of the meetings and process. K. Ortmann suggested not using acronyms since it is a public document and to use a text box as a key. D. Camara noted the document is to be used as a guide and that it encourages collaboration, outlines a vision, maintains an updated inventory and helps with project consistency and framework. D. Camara stated it is a living document, that it is a scheduled update every four years, and spoke about having a standing ITS Coordination Committee and meet twice a year. D. Camara noted this ITS group would provide guidance on revisions and standards and if anyone was interested in volunteering to contact himself or Dave Walker at RPC.

T. McManus asked if the projected costs were present day or anticipated. D. Camara stated they were based on anticipated costs and that IBI applied inflation factors into the costs.

E. Comeau asked if there was a stakeholder list and who attended these meetings. D. Camara noted a full list of who attended the meetings were available in the final document.

The Vice-Chairman asked for a motion to adopt the Intelligent Transportation Systems Architecture/Plan. K. Ortmann made a motion and J. LaRose seconded that motion. The motion carried. There was one vote not to approve- E. Comeau. A discussion ensued about financial sustainability of the Plan and the challenges with petitioning for meaningful public input.

The Vice-Chairman asked for a motion to adopt the Intelligent Transportation Systems Architecture/Plan. K. Ortmann made a motion and J. LaRose seconded that motion. The motion carried. There was one vote not to approve – E. Comeau. A discussion ensued about financial sustainability of the Plan and the challenges with petitioning for meaningful public input. K. Ortmann then moved to set up a ITS Coordination subcommittee meeting a minimum of one time a year and reporting back to the MPO and to set up a link on the SRPC website so that the public can enter comments on something they read on the site. E. Comeau seconded that motion. Following discussion about the usefulness of establishing another committee that led to dialogue about the appropriate frequency for staff reports regarding ITS progress, K. Ortmann withdrew his motion and E. Comeau withdrew his second. M. Ambrosi stated they would discuss staff capabilities and follow up at the next MPO meeting.” E. Comeau seconded that motion. There was a discussion about the usefulness of another committee that led to dialogue about the appropriate frequency for staff reports regarding ITS progress. M. Ambrosi stated they would discuss staff capabilities and follow up at the next MPO meeting.

4.1 Long-Range Transportation Plan

M. Ambrosi stated this year the NH MPOs in coordination with NHDOT, FHWA, EPA, NHDES and FTA have made the decision to update the horizon year (ending year) of our Metropolitan Transportation Plans to the year 2040. M. Ambrosi noted that doing this will ensure we are maintaining a twenty-plus year planning horizon required for the Long Rang Plan and that it will reduce the number of times (4 to 3 model runs) we need to run the transportation model for an AQA determination. M. Ambrosi stated that updating the Metropolitan Transportation Plan’s horizon year provides SMPO with an opportunity to review the current transportation project list, to remove completed or unwanted projects, and add new projects to the list.

M. Ambrosi noted the new projects added to the project list came from the project solicitation process done in the spring of 2011, the red list bridge report from NHDOT, and discussions with NHDOT District 6. M. Ambrosi stated there were also some region-wide projects that would be included. He pointed out most of the projects on the list would financially fit into the plan because of the nature of the projects, noting communities didn't request major capacity expansion project that come with extremely high costs. Also that many of the projects received were in line with NHDOT priorities detailed in the recent Ten Year Transportation Plan.

M. Ambrosi stated he will be sending the list of those projects out next week to communities to make sure these projects remained representative of the community's priorities and to solicit any additional projects. M. Ambrosi noted this project list would be available at the August Policy Committee meeting.

W. Burton asked about the Sullivan Bridge project: Is that being divided between Rockingham and Strafford counties? M. Ambrosi explained that the project is funded with Turnpikes Funding but is still must be shown in plans. There have been in discussions with NHDOT and FHWA to make sure financial constraint and funding for projects shared by regions is divided appropriately. M. Ambrosi noted any project that is receiving federal funds or is considered regionally significant has to be included in the Plan. M. Ambrosi stated the project is being split down the middle between Rockingham and Strafford and those areas that are exclusive to Rockingham are being handled by Rockingham and those areas that are exclusive to Strafford are being handled by Strafford.

4.2 Transportation Improvement Program

M. Ambrosi reviewed the projects list, explaining the various parts of the report and noted the format was changed to show more consistency with NH DOT. M. Ambrosi noted a key would be incorporated in the final draft for abbreviations and a federal funding category would also be created. M. Ambrosi went over the next steps which include:

- Create a list of all federally funded and regionally significant transportation projects we can reasonably expect to see over the next four year period and maintain that list
- Create a budget of transportation expenditures on regional transportation projects for the four year period that shows NH has the funding to cover the anticipated costs
- Update the TIP document and make changes to document content to address changes in transportation policy since the last TIP update

M. Ambrosi noted SMPO staff tentatively anticipates seeking TAC recommendation for the 2013-2016 TIP approval in September, with public comment in August. A discussion ensued regarding pushing out the comment period another thirty days to allow for more time and opportunity to receive public input. M. Ambrosi explained there are four MPOs and each has to be combined and needs to be submitted to the feds by the end of the calendar year and would look into that to see if it is feasible. M. Ambrosi noted the next step in the process is project solicitation with all the communities and transportation agencies. M. Ambrosi stated he is working on the project portfolio and create a database of all projects and put these on some form of a map and send out to communities.

5. Project Update(s)

M. Ambrosi stated if any communities are looking to have local traffic counts done to contact Dan or himself as soon as possible. M. Ambrosi noted staff has been conducting probe runs to measure free flow and delay

time at peak commuter hours – 6-8 a.m. and 4-6 pm. M. Ambrosi noted the Access points Layer has been completed. M. Ambrosi stated SRPC has been working with COAST and Rockingham Planning Commission to identify locations that could use a bike rack. M. Ambrosi noted COAST is willing to purchase the equipment and the community would need to install and maintain the equipment as the match for the project. M. Ambrosi stated to contact J. LaRose, D. Camara or himself if interested.

D. Camara noted the culvert data collection efforts have begun and SRPC has reached out to communities regarding this. D. Camara stated SRPC Regional Planner, G. Jones is currently working on this and is also working on the annual building summary and collect building permits.

B. Tapscott stated on Thursday, August 2, 2012 there would be a public meeting at 6 PM at the Somersworth City Council Chambers regarding the rehabilitation of the Somersworth-Berwick Bridge.

6. Other Business

R. Jaffin noted the outstanding job on the Spaulding Turnpike of the Rochester section and how far ahead the project is and noted the great job with bridge span replacement and thanked NHDOT. A discussion ensued about equitable ways to fund highway projects and think about it for future meetings.

There was no other business.

7. Adjournment

The Chairman asked for a motion to adjourn the meeting at 10:55 a.m. K. Ortmann made a motion and R. Jaffin seconded that motion. All in favor, motion carried.

Minutes submitted by,

A handwritten signature in black ink that reads "Marilyn Barton PHR". The signature is written in a cursive, flowing style.

Marilyn Barton, PHR
Recording Secretary