

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**Strafford Policy Committee Meeting & Public Hearing**  
**April 20, 2012**  
**Rochester Community Center, Rochester, NH**  
**Minutes**

**FINAL**

**SMPO Policy Members Present:** Robert Jaffin (Rochester), Tony McManus (Dover), Ed Comeau (Brookfield), Rad Nichols (COAST), Brian Tapscott (Somersworth), Stephen Jeffery (Barrington), Dirk Grotenhuis (Nottingham), Wayne Burton (Durham), Thomas Crosby (Madbury), Sandra Keans (Rochester), Lou Vita (Middleton), Leah Stevens (Rochester), Edmund Jansen (Rollinsford) and Kenn Ortmann (Rochester)

**SMPO Staff Present:** Cynthia Copeland (Executive Director) Marc Ambrosi (Transportation Planner) Dan Camara (Senior GIS/Transportation Analyst), Tammy Butt (Finance Manager) and Marilyn Barton (Executive Assistant)

**Guests:** Christopher Waszczuk and Dave Smith (NH Bureau of Turnpikes)

**1. Introductions**

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

**2. Staff Communications**

C. Copeland introduced the new Finance Manager, Tammy Butt, to the group. C. Copeland that the slate of officers for the upcoming year will be voted on at the annual Commissioners meeting on May 31, 2012. C. Copeland noted the Committee meets once a month and consists of three officers and four members. C. Copeland stated the body supervises her and reviews the financial and business aspects of the organizations. C. Copeland noted the Committee is looking for members and if anyone is interested to please contact her. S. Keans noted per the bylaws that individual must be from a dues paid community in order to vote.

M. Barton noted SRPC is currently in the process of recruiting for our summer internship and these interns would be working on traffic counts, culvert assessments and assist staff with projects.

M. Barton noted the Commissioners Annual Meeting is on Thursday, May 31, 2012 and instead of the usual evening schedule, it would take place at noon time at the Three Chimneys Inn in Durham and noted details would be forthcoming.

**3. Guest Speaker: Christopher Waszczuk, PE, NH Bureau of Turnpikes**  
**Subject: An overview of the Turnpike System**

C. Waszczuk gave an informative PowerPoint presentation on the NH Turnpike system as well specifics on the Newington-Dover project and the timelines of that project. Opened it to discussion.

#### **4. Draft MPO Minutes of March 16, 2012**

The Chairman asked for a motion to approve the draft minutes of March 16, 2012. B. Tapscott made a motion to approve the March 16, 2012 minutes as presented. R. Jaffin seconded that motion. All in favor, motion carried.

#### **5.1 S/TIP Amendment #5**

M. Ambrosi stated the thirty day public comment period for Amendment #5 has gone out and the public hearing and voting for this would take place at the May 18, 2012 Policy Committee meeting.

M. Ambrosi stated this amendment has a number of notable projects, but no significant surprises and reviewed the following:

- Phase A of the Durham - Newmarket Bike shoulder and roadway reconstruction project has been delayed from Fiscal Year 2012 to Fiscal Year 2013. This shift in construction funding year is due to the limited time left to advertise the project in 2012 and possibly ongoing ROW issues.
- The Newmarket Bike Shoulders project from Newmarket to Newfields has been put on the back burner. This CMAQ project was initiated by District 6 as the Newmarket Main Street TE project was wrapping up. There is some dispute about funding for this project. From what I understand, some amount of funding was not reimbursed by NH DOT upon the completion of the Newmarket Main Street TE project. An agreement was made to use that funding for this bike shoulders project, but the details remain unclear. Follow-up with DOT and Newmarket will be necessary to see if this project remains a priority and if locally the political will remains to complete this locally managed project.
- Construction funding for the Newmarket Sky Bridge Project is moving out to Fiscal Year 2014. Through consultation with Nick Alexander at DOT, it was made clear that this change was for the purposes of financial constraint for the State Transportation Improvement Plan. It was also indicated that if this project moves forward at an accelerated pace (which we are hoping for), funding will be made available to accommodate a revised schedule.
- Funding for the Somersworth-Berwick Route 9 Bridge rehab has been increased significantly. We appreciate the recognition from both the NH and ME DOTs that this is an important bridge that acts as the gateway between these two historic downtowns both of which are in the process of being revamped.

#### **5.2 Intelligent Transportation Systems update**

D. Camara stated the ITS update includes two overarching sections: The *ITS Architecture*, and the *ITS Strategic Plan* and explained the following to the group:

##### ITS Architecture:

*The "Architecture defines a framework within which a system can be built. It functionally defines what the elements of the system do and the information that is exchanged between them. An architecture is important because it allows integration options to be considered prior to investment in the design and development of the elements of the system. An architecture is functionally oriented and not technology specific, which allows the architecture to remain effective over time. It defines "what" must be done, not "how" it will be done. The*

*functions the system performs remain the same while technology evolves.*"(US DOT; Regional ITS Architecture Guidance Document)

#### ITS Strategic Plan:

D. Camara stated the Strategic Plan involves creating an implementation plan for the ITS Architecture that includes the sequencing of projects (short, medium, and long term projects) and the specific equipment that is necessary for each part of the sequence so that the system of parts works as a whole to achieve the desired goals. The Strategic Plan describes the "how" systems framed in the Architecture will be accomplished.

What are Service Packages? Service Packages are the US DOT approved inventories that *"identify the pieces of Physical Architecture [ITS equipment] that are required to implement a particular transportation service."* (US DOT; "National ITS Architecture Market Packages" May 2007) In other words Service Packages are the predefined equipment inventories that identify the key ingredients necessary to create a particular system. The Service Packages also ensure the compatibility of equipment in ITS systems across jurisdictional boundaries.

D. Camara stated the Regional Architecture will dictate which Service Packages are right for Southeast NH. Up to this point, the Strafford Region has seen significant state-level deployment of ITS systems that have primarily focused on setting up the communications infrastructure along with initial deployments of roadway safety equipment, emergency response equipment, and congestion mitigation (high speed tolling) infrastructure.

D. Camara noted as the initial NH ITS Architecture objectives are being realized (Route 16, Variable Message Boards, etc...) we now have the opportunity to build on these systems and pursue ITS solutions that will address the issues identified more locally like signal coordination, data collection, and congestion management. D. Camara stated he has been reaching out to communities and agencies to gather information about the transportation issues that are currently out there (funding, points of congestion, safety issues, data needs, etc.) so we can identify the most appropriate ITS systems to address these issues.

**D. Camara stated further information on current transportation issues and possible ITS project opportunities within your community are strongly encouraged.**

#### **5.3 MPO Bylaws**

M. Barton stated it was brought to our attention at a recent Policy Meeting that there are circumstances where the SRPC Bylaws don't provide for a designated chair in the event that the Chair, Vice Chair, and Treasurer are not in attendance at a meeting. While this situation doesn't happen frequently, it did arise a few months ago.

At the request of a member of the Policy Committee, we are proposing a rule change to account for this situation. The basic rule would read:

*In the event that no Chair, Vice Chair, or Treasurer are available to govern a meeting, responsibility for running the given meeting will fall to the longest serving committee member present.*

A discussion ensued amongst members that they weren't looking for a change to the bylaws and it was decided that the members present would vote for someone to run the meeting if the Chair, Vice-Chair and Treasurer were not in attendance.

#### **6. Project Updates**

M. Ambrosi gave an update on the Scenic Byways program and stated SRPC was waiting for approvals from Newmarket and Dover.

D. Camara noted he met with District 6 staff on April 19, 2012 regarding access point layers and standardizing the methodology.

M. Barton noted she had recently completed Part I of the LPA manual training and noted Michelle Auen and Kyle Pimental would be going to their training the following week.

#### **7. Other Business**

D. Camara noted he had received email from the NH Office of Energy and Planning that FEMA has created new floodplain maps for Carroll County and stated he would be in contact with NH OEP to see if SRPC can be of any assistance.

There was no other business.

#### **8. Adjournment**

The Chairman asked for a motion to adjourn the meeting at 11:05 a.m. B. Tapscott made a motion and T. Crosby seconded that motion. All in favor, motion carried.

Minutes submitted by,



**Marilyn Barton, PHR**  
**Recording Secretary**