

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

**Stafford Metropolitan Planning Organization
Technical Advisory Committee Meeting
150 Wakefield Street, Suite 12, Conference Rm. 1A
Rochester, NH 03867**

**Friday, December 2nd 2016
9:00 AM-11:00 AM**

Meeting Notes

The meeting was called to order without a quorum at 9:00am

1. Introductions

Members Present: Jon B. Hotchkiss (Middleton), Michael Williams (COAST), Tim White (NHDES), Martin Laferte (Farmington), Carol Macuch (NHDOT)

Staff Present: Colin Lentz (Regional Transportation Planner), Cynthia Copeland (Executive Director), Alexa Gozdoff (Transportation Planning Assistant), Lynn Cherry (Regional Planning & Communications Assistant), Rachael Mack (GIS Planner)

2. Staff Communications

C. Copeland announced that SRPC has begun the recruitment process for a Regional Planner. Staff began interviews on December 2nd which would run through the following week, followed by reference checks. C. Copeland also announced that SRPC was investigating the possibility of hiring for a part time position to assist with the project solicitation process. The person would ideally be a retired engineer who could advise SRPC staff regarding the technical aspects of project solicitation such as cost estimates. C. Copeland asked the committee to spread the word about the 10-15 hour/week position.

3. Action Item(s)

3.1. Minutes from November 4th 2016

A quorum of TAC Members was not present to vote on the November 4th 2016 Minutes. This item was tabled until the January TAC Meeting Agenda.

4. Discussion Items

4.1. 2019- 2028 Ten Year Plan Project Selection Criteria

C. Lentz explained that he is working on the project solicitation process so that he can help municipalities develop projects that are eligible for inclusion in the Ten Year Plan. A list of projects will ultimately be selected by NHDOT [which will be extensively reviewed by the Governor and the Governor’s advisory Council on Intermodal Transportation (GACIT)], but all participating agencies will be using a common set of criteria to rank proposed projects for the first step. He said he was working with NHDOT on methodology for developing cost estimates and scopes of work for proposed projects, which will increase their feasibility and eligibility. C. Lentz said he would be meeting with SRPC member communities to solicit projects for ranking and submission to NHDOT for the next Ten Year Plan. He added that he would be meeting with RPCs, NHDOT, NHDES, and FHWA in late December for a final discussion about the potential criteria. C. Lentz reviewed the scoring criteria and weightings used for the previous project solicitation process in order to get input from the TAC prior to this meeting.

C. Lentz first reviewed the baseline eligibility for project proposals:

- Is the project feasible?
 - Project addresses a clearly defined transportation need
 - Proposal is a reasonable approach in scope and cost given existing resources
 - Project is likely to receive required Resource Agency permits and approvals
- Does it have local and/or regional support?
 - Project has demonstrated local support and matching funds if necessary
 - Project conforms to regulations and plans for affected areas
- Does the proposed project take place on a federal aid-eligible highway, and is it eligible for specific funding sources under the TYP [e.g. FHWA, Betterment, Turnpikes, FTA, FAA, SAB]?

C. Lentz explained that the current scoring criteria [used in the previous Ten Year Plan development process] were heavily discussed by the rural RPCs, MPOs, NHDOT, NHDES, and FHWA. At this point these agencies agree that these criteria represent the most straightforward approach for scoring projects given factors like data availability, expertise, etc. C. Lentz said NHDOT said RPCs have the ability to adjust the weightings of the criteria to best represent their region. C. Lentz reviewed each of the scoring criteria and their sub-categories in the presentation.

In the previous round, safety had the highest weighting, then state of repair, network significance, support from local communities, mobility of users, and alternative modes of transportation (which includes transit).

M. Williams asked how the criteria differentiate between measuring the movement of people versus the movement of vehicles since multiple people use a shared mode such as bus or carpooling. C. Lentz

Mobility	16%
Reduce Congestion (72.5%)	
Freight Mobility (27.5%)	
Alternative Modes	9%
Network Significance	15%
Traffic Volume (28.9%)	
Facility Importance (71.1%)	
Safety	25%
Safety Measures (52.7%)	
Safety Performance (47.3%)	
State of Repair	20%
Roadway Surface Life (50.%)	
Bridge Asset Condition (50.%)	
Support	15%

responded that RPC's don't have universal access to information of that detail and since the criteria are standardized and simplified for shared use, they lack that level of granularity. He noted that Strava data about bicycle and pedestrian activity are giving RPCs greater capacity for analysis and planning for alternative modes.

T. White asked if the regional travel demand model assumes an occupancy rate. C. Lentz responded that he is unsure because the model has not been used lately as the region is in conformity with air quality standards. He added that discussions are ongoing about updating the model for use outside air quality conformity analysis.

C. Lentz explained that several criteria were removed during the previous Ten Year Plan round because they were difficult to quantify. The removed criteria include: potential for success, improvement of economic development, and impacts on the environment. C. Lentz opened up the discussion asking if the committee had any comments or questions. He added that he can send the criteria materials to everyone for review and that they can send comments to him before next Thursday's meeting.

C. Copeland asked if alternative modes were included in the selection criteria. C. Lentz responded that they are and that SRPC will be meeting with COAST to further discuss how transit fits into the criteria. He also added that these weightings can be adjusted from the last round to better fit the region's needs.

M. Williams asked that transit system be considered in every criterion not just alternative modes because it is not a standalone issue. C. Lentz responded that the GACIT meetings offer an opportunity to further demonstrate the importance of support for transit services in the region, and to explain the link between the quantitative project selection process and broader regional planning needs.

T. White mentioned that he attended a meeting at RPC where they used a tool called Decision Lens to score projects. C. Copeland explained that a similar algorithm was used on a previous round. C. Lentz said previous SRPC staff developed a replica of the decision lens program in Excel that would be used to score projects for the Strafford Region.

M. Williams asked what the project solicitation timeline is. C. Lentz responded that for the previous round, the final ranked list had been due to NHDOT on April 30th, but he noted that the deadlines may be delayed this round due to factors such as approval of the new 2017-2020 TIP. He will be going to all of the communities for project solicitation in January and February. NHDOT will hold GACIT hearings through the fall of 2017, and the draft TYP will be likely be approved around July of 2018.

5. Project Update(s)

5.1. SHRP2 workgroup

L. Cherry gave an update of the SHRP2 project. The interagency performance-based planning workgroup has officially narrowed down the overall list of potential performance measures to their goal of 24 from the original 650. Stakeholder engagement helped in this process to hone

in on the relevance and feasibility of the measures. She explained that the next phases of the SHRP2 project will be focused on drafting methodology and setting targets. The group is meeting next Wednesday with AMPs who is reviewing the measures for overlaps within DOT's measures. Following next Wednesday's meeting the group will continue to draft methodology and QAQC with data subgroup volunteers.

5.2. UPWP Draft Development and Schedule

C. Lentz explained that staff are beginning work on the next Unified Planning Work Program (UPWP) contract which will comprise the next two fiscal years 2018-2019. The document is required to delineate staff tasks and hours for fulfilling the mandate of the Strafford MPO. The draft will be submitted to NHDOT in January of 2017, and no major changes are anticipated other than to add specific tasks for ongoing performance-based planning. SRPC also plans to use software called TeamWork to manage hours assigned to each UPWP task. C. Copeland added that SRPC staff is essentially made up of two groups: the process and products staff, and the data staff.

6. Other Business

No other business was brought forward.

7. Citizen's Forum – *Citizens of the Strafford region are invited to speak on the subject matter of the meeting. Statements shall be limited to three minutes*

No citizens brought comments forward.

8. Adjournment

M. Leferte made a motion to adjourn

Seconded by M. Williams

Vote: all in favor

The meeting was adjourned at 9:39

Minutes submitted by,
Alexa Gozdiff & Colin Lentz

Approved by

Print Name: _____

Signed: _____

Date: _____