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

**Friday, February 3rd, 2017
9:00 AM-11:00 AM**

Draft Meeting Minutes

The meeting was called to order with a quorum at 9:06am

1. Introductions

Members Present: Larry Brown (Milton), Beverly Cray (UNH), Seth Creighton (Rochester), Wallace Dunham (Madbury), Marcia Gasses (Barrington), Jon B. Hotchkiss (Middleton), Martin Laferte (Farmington), Carol Macuch (NHDOT), Chris Parker (Dover), Shanna Saunders (Somersworth), Tim White (NHDES), Michael Williams (COAST)

Staff Present: Colin Lentz (Regional Transportation Planner), Cynthia Copeland (Executive Director), Alexa Gozdoff (Transportation Planning Assistant), Lynn Cherry (Regional Planning & Communications Assistant), James Burdin (Regional Economic Development Planner)

Guests: Jeff Donald

2. Staff Communications

C. Lentz announced that SRPC is currently interviewing for two new positions. The first is a Communications and Outreach Specialist with the SHRP2 team. The second is an Editor who will make document development processes more efficient at the Commission. James Burdin introduced himself as the new Regional Economic Development Planner. He said he had worked at the Commission for one month and has been working with Colin on project solicitation. James had previously worked for the City of Columbus and the State of Ohio. SRPC is excited to have James joining the team.

3. Action Item(s)

3.1. Minutes from January 6th 2017

C. Lentz announced that there were a few typos in the Minutes but that they would be fixed following this meeting. [corrections were made following the meeting]

L. Brown made a motion to approve the Minutes from January 6th 2017 with C. Lentz's edits. Seconded by M. Gasses

Vote: All in favor

4. Discussion Items

4.1. Community Transportation in Strafford and Seacoast Regions

J. Donald from Alliance for Community Transportation (ACT) gave a presentation on Community Transportation in the region. ACT serves 38 municipalities throughout the Strafford and Rockingham regions, and provides funding and coordination services to a wide range of transportation providers that serve elderly and disabled residents. ACT is part of the Cooperative Alliance for Seacoast Transportation (COAST) and operates as the Regional Coordinating Council (RCC) for Southeast New Hampshire. It is managed by COAST staff and consists of various member organizations (representing transportation providers, health and human service organizations, and welfare organizations) which work together to coordinate transportation services. J. Donald explained that ACT recently implemented an updated ride scheduling call center designed to handle ride scheduling operations for transportation agencies.

J. Hotchkiss asked if ACT has plans to replace the North Bus that used to serve the northern communities in the region. J. Donald responded that ridership and funding levels did not support continuation of the North Bus. There is not an immediate replacement at this time but they are working on alternatives. C. Lentz asked if Ready Rides could provide similar services in the area served by the North Bus. J. Donald responded that the North Bus was for transporting northern residents to grocery stores, and that Ready Rides is solely for medical appointments. He stated they are open to potential expansion in the future. L. Brown asked if the continued development of automated vehicles will have an impact on community transportation services. J. Donald responded that ACT is not able to plan that far into the future due to unpredictable funding.

J. Donald explained that most of ACT member services are run on a demand-response model. He said most agencies provide curbside-to-curbside transportation services, and a few provide door-to-door service (where drivers are able to assist clients from their house, to the bus, and vice versa.) He added that Medicaid clients are eligible for free medical transportation. J. Hotchkiss asked if volunteer drivers use private cars and who covers the insurance. J. Donald responded that volunteer drivers use their own vehicles and insurance but that agencies will often have additional insurance policies. He noted that New Hampshire law ensures that insurance companies cannot raise insurance rates for volunteer drivers. J. Hotchkiss asked if volunteer drivers are required to have a commercial driver's license. J. Donald responded that they do not, but that defensive driving training, background checks, and other vetting procedures are performed prior to the hiring of drivers.

J. Donald provided detailed information about the organization, services area, and operations of several transportation providers such as Ready Rides, Transportation Assistance for Seacoast Citizens (TASC), Community Rides, Lamprey Health Care, and Strafford Community Action Partnership. He noted the rapid growth of Ready Rides since it began service three years ago. J. Donald showed that volunteer driver programs cover much of the Southeast region; his long-term goal is for volunteer driver programs to cover each of the 38 communities in the ACT region.

C. Copeland asked where people pick up the service. J. Donald responded that the services are demand response and that clients get picked up at their homes or other pre-determined location.

J. Donald explained that COAST also has complementary paratransit service for residents who are eligible under the American's with Disabilities Act (ADA). COAST must provide ADA demand-response service for anyone living within $\frac{3}{4}$ of a mile within an established COAST fixed route. He also mentioned that all COAST buses are equipped to be ADA accessible (e.g. wheelchair lifts, kneeling capacity, etc.).

J. Donald concluded his presentation by asking if anyone in the committee had any questions or comments because ACT is always looking for ways to fill gaps and be more efficient. S. Saunders asked if J. Donald would share today's presentation with C. Lentz to be distributed to the committee. J. Donald responded that he will. C. Copeland asked if people with temporary disabilities such as injury or surgery are eligible for these services. J. Donald responded that they are eligible for some programs but not all.

J. Donald provided his contact information and reiterated the importance of supporting the region's aging population through programs such as the ones under ACT.

C. Lentz explained that he is working on a draft of the *Coordinated Public Transit & Human Services Transportation Plan* with Rockingham Planning Commission and the Alliance for Community Transportation. This plan focuses on the needs of transit-dependent residents in southeast NH. He stated that a draft with survey results will be available soon for public comment.

5. Project Update(s)

5.1. 2018-2019 UPWP development

C. Lentz stated that a draft of 2018-2019 UPWP will be sent to NHDOT on Monday for their review followed by a public comment period. He explained that he would have more information regarding the draft soon.

5.2. TYP project solicitation

C. Lentz said that he was starting to contact communities to set up meetings to talk about local transportation project priorities. He stated that the deadline to send the project list to NHDOT is April 30th 2017. He explained that he will be working with communities to develop project details and letters of support for the projects.

5.3. SHRP2 workgroup

L. Cherry gave an update on the SHRP2 Project. The workgroup recently met for the eighth regular workgroup meeting, and the project is slated to wrap up in June 2017. The next step in the project is to draft methodology for each supplemental measure. They also plan to have a coordinated discussion with Asset Management Performance Systems (AMPS) group at NHDOT regarding the project's data needs in order to be in compliance. L. Cherry explained that the SHRP2 team is working on an informative presentation for Strafford MPO TAC and Policy as well

as other RPCs around the state. If anyone has any more feedback they should contact her or other staff on the SHRP2 team.

6. Other Business

M. Gasses announced that a 7x7 box culvert will be constructed in Barrington this year from a 2013 FEMA grant. She added that she is available to help anyone who is considering applying for FEMA grant money.

L. Brown announced that the Town of Milton will be building a second solar array.

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

C. Parker made a motion to adjourn

Seconded by W. Dunham

Vote: all in favor

The meeting was adjourned at 9:51 AM

Minutes submitted by,

Alexa Gozdoff & Colin Lentz

Approved by

Print Name: Jonathan B. Hutchins

Signed: Jonathan B. Hutchins

Date: 3 MAR 2017