

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

Strafford Metropolitan Planning Organization  
Policy Committee Meeting and  
**PUBLIC HEARING**

Friday, April 17, 2015 9:00 – 11:00 AM

Final Minutes

The meeting was opened by Chair B. Tapscott at 9:00 am.

**1. Introductions**

**Members Present:** Victoria Parmele ( Northwood ) , Marcia Gasses (Dover), Kenn Ortmann (Rochester) , Bill Connor (Somersworth) , Brian Tapscott (Somersworth), Richard England (Durham), Gary Anderson (Nottingham) , Paul Lockwood (NHDES), Glenn Davison (NH DOT), Wayne Burton (Durham), Bob Jaffin (Rochester)

**Staff Present:** Chris Scheiner (GIS & Technical Analyst), Natasha Leuchanka (Regional Planner), Sarah McGraw (Planning Technician), Colin Lentz (Transportation Planner), Tom Brown (Planning Technician), Cynthia Copeland (Executive Director)

**2. Staff Communications**

None

**3. Public Hearing**

**3.1.2017-2026 Statewide Ten Year Transportation Improvement Plan -Project Listing-End of Public Comment Period**

*K. Ortmann motioned to open the public hearing, second by B. Jaffin. VOTE: Unanimous*

C. Lentz presented the Ten Year Plan projects in the Strafford Region. C. Lentz said staff received a lot of information from the meetings with municipalities. C. Lentz added staff will be working with Safety Analyst software to analyze projects in the future, specifically to adjust cost estimates and safety measures. For all the projects that the municipalities submitted staff went through an exhaustive scoring process. The safety project analysis was completed manually using GIS. The projects are still being analyzed as staff continue to refine the process.

M. Gasses commented that meeting with Barrington and their police chief was an effective strategy.

C. Lentz said that the cost factors were a sticking point and that the cost factors were estimated in the Long Range Plan (Metro Plan). Safety Analyst software will allow for calculating more accurate cost estimates. C. Scheiner commented that project costs were not added in the weighted criteria as the project order is not based on cost.

B. Connor asked if larger cities received priority over small cities and towns. C. Lentz responded that this comment came up in TAC discussions along the lines of safety, and said staff did not control for scale of the communities.

C. Copeland said the smaller communities have projects that fell within highway safety improvements, and the highway safety improvement program can meet local needs can be met on a more timely basis.

G. Davison said the Ten Year Plan is made for larger projects but there are other funding sources for certain projects, smaller towns might be eligible for more programmatic projects with a faster turnaround.

M. Gasses said at the TAC meeting there was discussion over sidewalks and downtowns. She saw the TYP program as a state roads priority and not about local improvements. M. Gasses added that there should be more emphasis on safety.

B. Tapscott asked about Somersworth projects. C. Lentz responded that Somersworth did not have with specific cost estimates, with improvements to Route 108 and some smaller improvements. NHDOT is not able to look at projects without costs associated with them.

B. Connor asked about Exit 10 in Rochester. C. Lentz said SRPC wanted NHDOT to look at the project to move forward.

M. Gasses said that it is difficult to make the cost estimates. C. Lentz said Safety Analyst will help with the costs in the future, staff will work with communities early to get those projects in the process.

C. Scheiner said that at the Transportation Planners Collaborative, the transportation planners discussed a goal of including projects in the TYP as the projects reach a level of preparedness with cost used as a threshold. G. Davison said some of the criteria include cost as a way of balancing the projects.

C. Copeland said staff will see if there are some of the Somersworth projects that can use Safety Analyst to work out costs.

W. Burton asked to look at a UNH project. C. Lentz pointed out the project. W. Burton said that Durham is hoping to add a roundabout. This would keep them in the process for reviews.

K. Ortmann pointed out a Rochester project where he thought that the roundabout had already been funded. C. Scheiner said the roundabout is not part of the project but a location description. W. Burton mentioned the new student housing in downtown Durham and that they may not have permission to bring cars. There may also be a tiered parking garage in the west end of Durham.

*K Ortmann motioned to close the public hearing, second by B. Jaffin. VOTE: Unanimous*

#### **4. Action Item(s)**

##### **4.1. Approve 2017-2026 Statewide Ten Year Transportation Improvement Plan -Project Listing- End of Public Comment Period**

*K. Ortmann motioned to approve 2017-2026 Statewide Ten Year Transportation Improvement Plan -Project Listing-, second by M. Gasses. VOTE: Unanimous*

#### **4.2. Approve UPWP Budget and Scope of Work**

NHDOT had asked the nine regional planning commissions to make a 10% reduction in the total budget. C. Copeland showed the budget with the reduction. In the last two cycles of the Federal budget, SRPC used 20% toll credits. For this next cycle, NHDOT said the regional planning commissions could use up to 10 % toll credits and a minimum 10 % local match. NHDOT was going to use the 10% reduction in their budget. Federal Highways determined that NHDOT would not be able to use that funding. In a meeting with B. Watson he asked what the nine regional planning commissions would like to do with the 10% and the Executive Directors asked to put the 10 % reduction back into the budgets. C. Copeland said SRPC has not heard back on from NHDOT for a confirmation.

G. Davison suggested that when increasing the contract by 10%, SRPC would need to show what additional work would be added.

C. Copeland said SRPC asked NHDOT to carry over funds from the FY 2014-2015, UPWP in a no cost extension of that contract. These funds haven't been expended yet and don't expect to be expended by June 30, 2015. SRPC wanted to use the funds for performance measures project. The NHDOT did not approve the use of funds because of constraints within the State budget system. NHDOT recommended applying for the use of these unexpended UPWP contract funds in calendar year 2016 rather than on a cost extension of existing UPWP contract. The funds would be used for performance measures project.

*K. Ortmann motioned to adopt the budget and scope of work associated with the \$488,506 total with the provision that upon clarification from NHDOT that budget amount be increased to the \$542,785 amount with the corresponding modifications and explanations that need to be included under the categories 100-500 as far as personnel costs and in terms of the non-personnel costs, with the understanding that the contract may be further amended in calendar year 2016 for specific purposes of the performance measures project.*

P. Lockwood asked if the performance measures project would be able to continue without the amendment. C. Copeland said the project is not fully funded. It is clear that federal legislation mandates are to transform all the MPOs State DOTs into performance based planning entities; it is not possible to do all of the work for this project without these additional carry over funds.

*For meeting process procedures the motion was seconded by M. Gasses*

M. Gasses asked if this was the total budget, she asked what tasks this covers.

C. Copeland reviewed the UPWP tasks 100-500.

B. Tapscott asked for a vote for the motion made by K. Ortmann, VOTE: Unanimous

#### **4.3. Approve Draft MPO Minutes of March 20, 2015**

*K. Ortmann moved to approve the minutes of March 20, 2015, second by V. Parmele.*

*VOTE: Unanimous 1 abstention by W. Burton*

## **5. Discussion Item(s)**

### **5.1.Complete Streets Sub-Committee**

C. Lentz said he will be putting a committee together. Complete streets can be a broad topic, and he wanted to broaden the scope to accessibility, increasing transportation access, and public outreach. C. Lentz outlined topics and questions that will be included in a survey to be sent to the SRPC Complete Streets Committee.

W. Burton discussed a major housing change in New Hampshire, Senate Bill 146, accessory dwelling units, and permits for single family dwellings with special exception. W. Burton said this would also work with work force housing. The hearing is May 28, 2015 at 11 am. There was other discussion about housing. K. Ortmann suggested further discussion on the topic under Other Business.

## **6. Project Update(s)**

### **6.1.Citizen's Advisory Committee**

The Communications and Outreach Specialist, Shayna Sylvia, will be meeting with Colin Lentz, Regional Transportation Planner next week. They will discuss how to best plan for and integrate outreach processes into multiple upcoming planning documents and committees. SRPC's Communications and Outreach Specialist will utilize the Title VI Goals Report to ensure that planned outreach is in line with the identified goals. An outcome of the meeting between SRPC's Regional Transportation Planner and Communications Outreach Specialist, will be an outline and timeline for outreach events. Shayna will assist Colin in creating a survey to reach out to potential Complete Streets Committee members.

If you have suggestions for potential outreach opportunities please contact Shayna Sylvia, [ssylvia@strafford.org](mailto:ssylvia@strafford.org).

### **6.2. Performance Measures Updates**

N. Leuchanka discussed that the Interagency Workgroup for Performance Based Planning met for the second time in late March for its quarterly meeting. The Workgroup discussed the project timeline and work plan, vision for final product, scale of final measures, and received an update on stakeholder interviews. The most recent interviews conducted for inter-agency performance based planning include those with the NH Rail Transit Authority, Eagle Companies (truck freight), intercity bus operators (Concord Coach Lines), public transit bus providers, NH Motor Transport Association, the State Coordinating Council, and the DOT Division of Aeronautics, Rail, & Transit. N. Leuchanka said they hope to have the interviews complete by next month and then analyze the data with software called NVivo.

### **6.3. Scenic Byways**

Natasha Leuchanka and Sarah McGraw facilitated The Mills Scenic Byway Informational Meeting at the Madbury Town Hall on Tuesday April 14<sup>th</sup>. Meeting attendees represented all four Byway municipalities with town staff attendance as well. There was a general overview presentation and then a discussion on concerns/comments about the Byway. The next meeting will be held on May 19<sup>th</sup> at the Durham Town Hall at 5:30 pm. There is also a Branch River Valley Trail Scenic Byway meeting on April 29<sup>th</sup> at 6:00 pm at the Wakefield Town Hall. If interested in learning more about the Byways please contact Sarah McGraw [smcgraw@strafford.org](mailto:smcgraw@strafford.org). N. Leuchanka added the two main tasks for approval from State Advisory is to create a Corridor Advisory Committee and plan.

R. England asked why Dover was not a part of the Mills Scenic Byway. N. Leuchanka responded that there was lack of community support. M. Gasses said there was a political avoidance of the issue. N. Leuchanka said that there is a possibility for Dover to be a part of the Bway again.

### **6.4. Park n Ride Toolkit-Pilot with Community**

SRPC is discussing a Park n Ride with the Town of Newmarket. They will be meeting with Newmarket to go over the toolkit and talk about next steps. C. Copeland clarified that Newmarket has an interest in a specific site in the Town associated with Rockingham Junction. Durham is also interested, in the Park n Ride. At this point there will be an assessment of the toolkit to complete the contract. L. Durfee will be completing the assessment.

### **6.5. Rail Working Group (Bob Jaffin)**

B. Jaffin said at the last meeting they discussed mission and goals. There is also a TIGER grant available. There will be an April 30<sup>th</sup> meeting at the Dairy Bar at 4 pm to discuss the grant and potential projects. K. Ortmann thanked B. Jaffin for his work.

## **7. Other Business**

B. Jaffin talked about the Presidential Declaration for the winter storm in January for Rockingham, Hillsborough and Strafford Counties. B. Jaffin said there is a need for evacuation routes. The hazard mitigation funding could be used for evacuation planning.

C. Copeland mailed the memo to Executive Council, House Public Works & Highways Committee and Senate Transportation Committee from SMPO Policy and TAC Committees. C. Lentz discussed the body of the letter with its focus on funding for transit

and accessibility, environment and public health, and economic development in the Ten Year Plan scoring criteria. A working group was created at the last TAC meeting to create a fact sheet for the benefits of public transportation to the economy.

V. Parmele said she liked the changes made. K. Ortmann made a comment about a sentence on the second page in the second paragraph from the bottom about losing ground in the battle to maintain infrastructure. He suggested rephrasing the sentence.

*K. Ortmann motioned to endorse the submission of the joint letter with TAC, second by M. Gasses.*

P. Lockwood said the same issue has come up with other RPCs and discussion about coordination with each other. **VOTE: Unanimous**

B. Cray mentioned that Wildcat Transit has been doing a route productivity analysis and will hold the following meetings:

**Public hearings:**

**Mon. 4/20, 12:30-1:30p.m.**

Durham, UNH Memorial Union Building, Room 156

**Tue. 4/21, 6-7p.m.**

Dover, McConnell Center, Room 323

**Mon. 4/27, 6-7p.m.**

Newmarket Public Library

**Wed. 4/29, 4-6p.m.**

Portsmouth Chamber of Commerce

**8. Citizen's Forum** – No members of the public were present

**9. Adjournment**

*K. Ortmann motioned to adjourn, second by B. Jaffin. VOTE: Unanimous*

The meeting was adjourned at 11:00 am.

Minutes submitted by,

Sarah McGraw, Planning Technician



Brian Tapscott, Chair

