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# Strafford Metropolitan Planning Organization Technical Advisory Committee Meeting

Friday, May 1, 2015

9:00 - 11:00 AM

#### FINAL MINUTES

### 1. Introductions

Members Present: Jon Hotchkiss (Middleton), Wallace Dunham (Madbury), Martin Laferte (Farmington), Marcia Gasses (Barrington), Seth Creighton (Rochester), Gretchen Young (Dover), Brian Deguzis (COAST), Victoria Parmele (Northwood), Larry Brown (Milton)

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

# 2. Staff Communications

- C. Copeland announced the annual meeting is scheduled for May 28, 2015 at the Madbury Town Hall. The theme of this year's meeting is Work Skill Development.
- C. Copeland said staff watched a demo of Grant Maker that will help narrow down the search for grants. SRPC is looking to share the software with other municipalities and organizations in the region.

# 3. Action Item(s)

## **3.1.** Draft Minutes- 4/3/15 and 4/10/2015

M. Laferte moved to approve the minutes of April 3, 2015 and April 10, 2015, second by W. Dunham. VOTE: Unanimous

# 4. Discussion Item(s)

### 4.1. Safety Analyst

C. Scheiner discussed Safety Analyst software which will be used in the future but there are glitches in the software. Staff plan to use the software for cost estimates on safety improvements.

# 4.2. Ten Year Plan Projects Update

- C. Scheiner reported that staff sent everything to NHDOT.
- M. Gasses asked about a Barrington project dropping down in the project list. C. Scheiner said he will look into it.
- M. Laferte said congratulations to staff who wrote the letter outlining concerns of the region.

# 4.3. Working group on developing outreach materials on the economic impacts of investment in holistic transportation enhancements

C. Copeland read an email by Steve Pesci about the sub-committee open to TAC, Policy and interested parties. C. Copeland added projects relevant to transportation enhancements.

# 5. Project Update(s)

### 5.1. Performance Measures

N. Leuchanka reported on recent interviews with Concord Coach Lines, Business and Industry Association, Department of Health and Human Services, and also upcoming interviews with, SABR, Transport, HEAL, UNH Storm water Center, State Police, and Fatal Crash Unit at NHDOT. N. Leuchanka has been working on the methodology for analyzing the interviews. Interviews will be finished by the third week of May and analysis in June.

# 5.2. Park n Ride toolkit -Pilot with Community

S. McGraw reported that SRPC is asking TAC to review the toolkit and provide comments and edits because of the short deadline for completing the process. C. Copeland added the next TAC meeting will be a working session to complete the task of reviewing the toolkit.

# 5.3. Scenic Byways

The first meeting for the Branch River Valley Trail Scenic Byway (Milton and Wakefield) was held on April 29, 2015 at the Wakefield Town Hall. The next meeting for The Mills Scenic Byway (Rollinsford, Durham, Madbury and Newmarket) will be May 19th at 5:30 pm at the Durham Town Hall. Agenda items include discussing appointees from the Board of Selectmen and updating the Corridor Management Plan. Members of the public are welcome to attend.

- J. Hotchkiss commented that there are new rules to establish a Byway since the Branch River Valley Trail was established.
- C. Copeland added that the Byways were not meant to be regulatory but a volunteer driven process.
- L. Brown commented that in Milton, industrial signage has come out near Plummer's Ridge. C. Copeland said that the municipalities zoning and regulation influence land use decisions and that Byway Committees do not have regulatory power.

N. Leuchanka said that the April 14<sup>th</sup>, Mills Scenic Byway meeting went well and potential committee members came out of the meeting as well as a next meeting date on May 19.

# 5.4. Data Collection

C. Scheiner said SRPC is now collecting field data that includes bicycle counting, and traffic counting. Staff is looking into other traffic counting equipment to extend the season. C. Scheiner said T. Brown is developing protocol for assessing sidewalk condition. SRPC will also be starting a pavement condition assessment; NHDOT has requested that RPCs conduct a pilot assessment in one municipality in the RPC region. C. Scheiner said they will not be collecting data on many culverts this summer but conducting quality checking of older data sets.

### 6. Other Business

- C. Scheiner added that to be more efficient with updating tax parcel data, SRPC will be moving to an annual schedule to keep up with changes.
- L. Brown asked if this was a fee for service or bid for service. C. Scheiner said that in some cases it is a fee for services and in some cases covered under dues. He did not believe SRPC does not compete for services. C. Copeland confirmed.
- 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

# 8. Adjournment

M. Laferte moved to adjourn, second by W. Dunham. VOTE: Unanimous

The meeting was adjourned at 10:00 am.

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call (603) 994-3500 or email <a href="mailto:strafford.org">strafford.org</a>.

Minutes Submitted by,

Sarah McGraw, Planning Technician

Jonathan B. Hotelhess Jon Hotchkiss, Chair