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**Strafford Policy Committee Meeting
November 21, 2014
Rochester Community Center, Conf. Rm. 1A, Rochester, NH
Minutes**

FINAL

SMPO Policy Members Present: Paul Lockwood(NHDES),Linda Dusenberry(NHDOT),Kenn Ortmann(Rochester) Brian Tapscott (Somersworth),Bill Connor (Somersworth),Tom Crosby(Madbury),Rad Nichols(COAST), Beverly Cray (UNH), Sandy Keans (Rochester)

SMPO Staff Present: Cynthia Copeland (Executive Director), Marilyn Barton (HR Specialist/Events Coordinator), Natallia Leuchanka (Planner), Thomas Brown (Planning Technician) , Sarah McGraw (Planning Technician), Chris Scheiner (GIS & Technical Analyst) and Colin Lentz (Regional Transportation Planner)

1. Introductions:

Chair B. Tapscott opened the meeting at 9:02 a.m. and introductions were given around the room.

2. Staff Communications

M. Barton stated that the SRPC office will be closed Thursday and Friday (27+28) due to the Thanksgiving holiday. M. Barton noted going forward she would no longer be the recording secretary for Policy Committee as she will be focusing on administrative duties. M. Barton stated S. McGraw would be taking over as Recording Secretary.

3. Action items(s)-motioned required

3.1 Draft MPO Minutes of October 17, 2014:

B. Connor motioned to approve the minutes of October 17, 2014, second by B. Cray. All were in favor. Motioned Carried.

3.2 Transportation Alternatives program Projects:

C. Lentz described the two projects from Somersworth and Dover that applied for TAP funding from the region. Dover's application was for improvements and extension of the Community Trail. Somersworth's application was for improvements to sidewalks along Washington Street and parts of Main Street by the GE plant.

L. Dusenberry said there were 42 applications statewide. R. Nichols asked if applications were divided up by size of region. L. Dusenberry said that NHDOT ultimately decides on the projects. TAP funding available for NH was \$5 million dollars. L. Dusenberry discussed the TAP funding distribution and that the projects fall under the population areas 5,000 and 200,000 which receive \$.9 million dollars.

B. Connor asked about biking on the Dover project trail. C. Lentz said that biking will be accessible on the trail. T. Crosby asked where people would park to get to the trail. C. Lentz said the Dover

Transportation center would be the best area. R. Nichols asked if there was ADA access. C. Scheiner replied the trail is not ADA accessible.

K. Ortmann noted the parking at the Dover Transportation Center is paid parking now and suggested looking into designating free parking or making an incentive for people to use the trail.

K. Ortmann moved to endorse the recommendation by TAC for the two projects in Somersworth and Dover, second by T. Crosby. All were in favor to the motion and the motion was carried.

4. Discussion Items

4.1 2015-2024 Transportation Improvement Program (TIP):

C. Scheiner said the draft 2015-2018 Transportation Improvement Program and the draft 2013-2040 Metropolitan Transportation Plan updates are out for public review and comment. Work will be done to the plans during the 30 day public comment period that started on November 20, 2014.

C. Copeland commented that because of turnovers in staff in both the NHDOT and the SRPC, there should be a protocol for how to write a TIP and now that the process changed recently.

4.2 Performance Measures Updates:

N. Leuchanka presented on the progress of performance measures for transportation planning. There was a November 5, 2014 meeting that was attended by Southern Maine, Rockingham, and Strafford MPOs. N. Leuchanka said a draft Memorandum of Understanding was presented between Strafford, Rockingham and Southern Maine that will formalize collaboration between the groups. The group will meet on December 15th to create an action plan.

R. Nichols commented that he would like to see the initial considerations for the performance measures and how they get narrowed down. He also suggested including Federal Transit Association (FTA) in the meetings.

4.3 Annual Listing of Obligated Projects

C. Lentz said that this will be the next project to work on. C. Copeland stated the SRPC is waiting on the NHDOT for the necessary information to move forward.

5. Project Updates:

T. Brown talked about his work on the State-wide Asset Data Exchange System with NHDOT and UNH. He said the project focuses on pedestrian infrastructure, ADA compliance, and safety and over all conditions of sidewalks. An I-Pad application had been created to collect data on the conditions of the sidewalks, with a future goal to give municipalities access to the information for project budgeting.

C. Scheiner reported on the long term project organizing data within SRPC. He noted that past employees specifically with GIS data have organized data in different ways. C. Scheiner this will be helpful in finding data for projects.

C. Copeland stated that C. Scheiner was hired for this specific task of data organization along with his other skills.

K. Ortmann asked how it will be decided on disposing of some data. C. Scheiner said most data is archived because it may have future use but redundant data will be deleted.

R. Nichols reported on the meeting he attended with the Transit Advisory Commission for Safety.

K. Ortmann asked B. Cray if the pickup location for Wild cat transit changed because of the Park and Ride move and about any design challenges and how the ridership was for the Rochester to Durham. B. Cray responded Wildcat Transit did cut back two routes with the 8:30 AM and 4:30 PM routes being utilized the most. K. Ortmann asked for an update on ridership and B. Cray said they are currently conducting a productivity analysis.

6. Other Business

C. Copeland reported the Local Solutions for the Strafford Region (Regional Plan) will be available for public comment on December 7. Copies will be available to every community in the Strafford region.

K. Ortmann asked L. Dusenberry to relay a question to Glenn Davison (NH DOT) about the progress report information about pedestrian recommendations for minor modifications to TIP projects and ability to understand changes made.

L. Dusenberry said that the MPOs add to the modifications for minor amendments.

B. Connor inquired about funding for the two TAP projects. C. Lentz said he did not have that information at the meeting but that the minimum requirement for projects was \$200,000 and maximum of \$800,000.

7. Citizen's Forum: There were no comments from the public.

8. Adjournment

K. Ortmann moved to adjourn the meeting, second by R. Nichols. All were in favor and the motion was carried. The meeting was adjourned at 10:13 am.

Minutes submitted by,

Sarah McGraw
Recording Secretary



Brian Tapscott
SMPO Chair

