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STRAFFORD
WAKEFIELD

**Strafford Policy Committee Meeting
January 16, 2015
Rochester Community Center, Conf. Rm. 1A, Rochester, NH
Minutes**

FINAL

SMPO Policy Members Present: Steve Pesci (UNH), Ed Comeau (Brookfield), Carol Macuch (NHDOT), Sandy Keans (Rochester), Tony McManus (Dover), Victoria Parmele(Northwood), Tom Clark(Dover), Rick Healey (Rochester), Kenn Ortmann(Rochester), Glenn Davison (NHDOT), Garret Gauthier (Office of Frank Guinta), Tom Crosby (Madbury), Bill Connor (Somersworth), Brian Tapscott(Somersworth), Rad Nichols (COAST), Bob Jaffin (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), Liz Durfee (Regional Planner)

1. Introductions:

Chair B. Tapscott opened the meeting at 9:05 a.m. and introductions were given around the room.

2. Staff Communications

M. Barton stated there will be a commissioners meeting on January 29, 2015 for the final presentation of Local Solutions for the Strafford Region.

B. Jaffin communicated that there will be an SRPC Rail Working Group at 5 pm on January 21, 2015 in Conference room 1A. B. Jaffin said this is an inaugural effort. The State of NH has received proposals for operating rail service to Conway.

Garret Gauthier a representative from Frank Guinta's office introduced himself.

3. Action items(s)-motioned required

3.1 Draft MPO Minutes of December 19, 2014:

B. Jaffin made a motion to amend the minutes second by S. Pesci. VOTE: Unanimous. S. Pesci made a motion to make a correction to add "non-federal" on page four on the motion to approve the TIP second by K. Ortmann. VOTE: Unanimous Mr. Pesci motioned to approve the minutes second by T. Crosby. VOTE: Unanimous

4. Discussion Items

4.1 Update of the 2015-2018 Transportation Improvement Program (TIP) and 2015-2040 Metropolitan Transportation Plan

C. Lentz said the TIP was ready to go and they had received the questions and comments to make adjustments. C. Lentz referred to the memo provided at the meeting and the email from Glenn Davison that described the changes to the projects sent by NHDOT.

S. Pesci commented on page two, the first paragraph, to consider when the region receives major funding it should be listed as regionally significant as it is a big investment. G. Davison said there is opportunity to discuss what regionally significant means for projects and provide as much transparency as possible.

K. Ortmann asked what the process was for determining a project regionally significant.

G. Davison said there is a formal process for determination. The project in consideration was a Federal Rail Association (FRA) project, not transit. G. Davison said the reason the project may not be considered significant, was because it was improving not impacting service or quality. G. Davison said the project should be out there for people to see and suggested as an appendix if not included in the project listing.

C. Copeland stated there is an interagency meeting once a month with New Hampshire Department of Transportation (NHDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Regional Planning Commissions (RPCs). C. Copeland said the group makes decisions on whether small airports like Skyhaven are regionally significant. At the meeting they decide based on what's happening at the airport that this could make it a regional significant. C. Copeland said the confusion is in the process.

G. Davison said in the STIP amendment it explains what is regionally significant.

4.2 Ten Year Plan Project Solicitation

C. Lentz stated he had updated the previous solicitation letter and will send it to SRPC municipalities to receive the regional and local priorities.

4.3 UPWP Budget and Scope of Work

C. Copeland referred to the hand out (attached to the minutes), about the Unified Planning Work Program. C. Copeland said she had been researching how other Metropolitan Planning Organizations (MPOs) adhere to the requirements of MAP-21 and UPWP in their budget. C. Copeland said the MPOs fund certain projects with 80% funded by federal funds and the rest by local match which was funded by toll credits. NHDOT decided that MPO can receive a maximum of 10% local match with all toll credits and 10% from local dues. The hand out describes the currently paying dues members and currently not paying dues members split into FY 2015 approved dues and portion of dues required for UPWP. Numbers come from a per capita rate of .33 cents per person. C. Copeland said the goal was to figure out how to equitably share out the costs. C. Copeland said equity was not an issue up until now.

K. Ortmann commented that Rochester is paying a higher rate as dues-paying member caused by non-paying members. At the Executive Meeting it was discussed to have the State bill the non-dues paying members for UPWP to get the work that needs to be done.

C. Copeland commented the UPWP is a large portion of the budget. A larger percentage goes towards the transportation planning function.

T. Clark asked how to move the suggestion by Mr. Ortmann forward.

C. Copeland replied the Policy Committee can endorse the suggestion of the Executive Committee.

T. Clark motioned to endorse Mr. Ortmann's request, second by R. Healey.

E. Comeau asked how the proposal would look to the State. K. Ortmann said to the extent the NHDOT had changed the rules, the RPC would explain the problem with non-dues paying members and asking the State to bill them instead.

C. Macuch asked if it would possible for the request to have other federal agents that awards grants and how they came up for those grants to compare.

C. Copeland said they just closed down several major projects and any new grants that have large components that have local match would have to go through the same process.

VOTE: Motioned passed with 1 nay.

5. Project Updates:

5.1 Performance Measures:

N. Leuchanka described the working group that would come up with a list of interagency measures. The list would be made of measures was not mandated by MAP-21.

C. Copeland stated this was a mandated process.

B. Jaffin asked to include freight operation in the performance measure discussion. B. Jaffin asked about Federal Motor Carrier Safety Administration (FMCSA) included in the discussion.

C. Macuch said the Department of Motor Vehicles deals with FMCSA.

G. Davison commented that the goal is to report on performance measures with dollars that the NHDOT has.

S. Pesci asked to not forget the passenger rail side of performance measures. He encouraged considering transit and rail advocacy. B. Jaffin also suggested contacting the highway building companies (Pike, Severino).

B. Jaffin asked if performance measures would have to drive the private contractors as well.

N. Leuchanka said with the group they hope to establish a "doable" list that can be accomplished and achievable. N. Leuchanka stated the final list will not be very long.

C. Copeland said everyone should be working together so all the agencies can show how the system is performing in New Hampshire.

5.2 Annual Listing of Obligated Projects

C. Lentz said the completed document is available on the website with some minor edits to be made.

5.3 Transportation Alternatives Program Grants

C. Lentz described the status of the grants and stated that they had not received word yet by the NHDOT on the outcome. C. Lentz also described the Dover Community Trail Projects and Somersworth sidewalk improvements.

5.4 Park n Ride Toolkit-Pilot with Community

L. Durfee said she had been reviewing the toolkit made by SRPC and other RPCs and overviewed the contents of the document. New Durham will be the pilot community.

5.5 Scenic Byways

S. McGraw discussed the two scenic byways that SRPC is working on completing Corridor Management Plans, the Branch River and The Mills Scenic Byways. S. McGraw and N. Leuchanka attended the Upper Lamprey Scenic Byways meeting on January 14, 2015 to gain an understanding of the status of their progress and offer technical assistance.

6. Other Business

C. Copeland mentioned there would be a Regional Impact Committee meeting on a housing project in Somersworth that overlaps into Rollinsford. C. Copeland asked if COAST had any comments on the shelters and bus routes near that location.

R. Nichols had attended a meeting with the Transit Safety Committee. R. Nichols is on the Hours of service Committee. R. Nichols said the new route is in service to the Shipyard and Pease Air force.

S. Pesci said that UNH had received the CNG fuel storage equipment. There will be construction in Durham during the summer. S. Pesci also mentioned the route 108 project and the project manager working with the community with a ground breaking in the spring.

G. Davison introduced Carol Macuch who will be spearheading the project planning group. G. Davison talked about putting together an overview group of the STIP and TIP processes with SRPC being the first group to try it out. G. Davison also mentioned there will be new aerial imagery taken of New Hampshire.

B. Jaffin mentioned about the update on the route 16 maintenance shed truck wash and brine facility. G. Davison said the truck wash can extend the life of trucks by 10 years.

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

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

The meeting was adjourned at 10:25

8. Adjournment

Minutes submitted by,

Sarah McGraw
Recording Secretary



Brian Tapscott
SMPO Chair

