

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFIELD
WAKEFIELD

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

**Friday, February 6, 2015
9:00 AM – 11:00 AM**

FINAL MINUTES

1. Introductions

Members Present: Wally Dunham (Madbury), Jon Hotchkiss (Middleton), Glenn Davison (NHDOT), Martin Laferte (Farmington), Larry Brown (Milton), Carol Macuch (NHDOT), Gretchen Young (Dover), Chris Parker (Dover), Marcia Gasses (Barrington), Dave Sharples (Somersworth), Diane Hardy (Newmarket)

Staff Present: Tom Brown (Planning Technician), Sarah McGraw (Planning Technician), Cynthia Copeland (Executive Director), Colin Lentz (Transportation Planner), Chris Scheiner (GIS and Technical Analyst), Shayna Sylvia (Communications and Outreach Specialist), Natasha Leuchanka (Regional Planner)

2. Staff Communications:

C. Copeland announced SRPC's recognition as an Economic Development District since applying a year ago. This recognition will also allow access to more funding opportunities.

3. Action Items

3.1 Draft Minutes -1/9/15:

W. Dunham moved to approve the minutes of 1/9/15 second by D. Sharples. VOTE: Unanimous

4. Discussion Items:

4.1 UPWP Budget and Scope of Work

C. Copeland explained how MPO work tasks are funded through the enabling legislation as defined by 49 USC §5305 Planning Programs (see attached sheet). C. Copeland emphasized the role of SRPC as a planning organization and receipt of federal funding for planning purposes. C. Copeland discussed the chart distributed at the meeting with the Unified Planning Work Program (UPWP) Contract. The chart broke down the municipalities currently paying dues by community, population, FY 2015 approved dues and portion of dues required for UPWP. The second chart showed the same attributes of currently non dues paying. C. Copeland explained MPOs in the next biennium would be responsible for 10 % of the budget. C. Copeland said at the previous Executive Committee and Policy

meetings it was decided to draft a letter to NH Department of Transportation asking them to bill the non-dues paying communities as a way to equitably cover the budget shortfall.

C. Parker suggested instead of asking NHDOT to bill the communities, to show the community the breakdown of numbers as shown at the meeting.

M. Laferte commented that paying the dues partially was better than nothing.

M. Gasses said the letter was not a positive way of receiving dues from the communities.

C. Copeland said that the letter has not been sent out and asked TAC to advise EC and Policy Committee.

K. Pollard commented that for less than \$20,000 they [Rochester] are making an investment with the highest value it could be. She thinks that Dover should pay their full share.

Diane Hardy said Newmarket is pleased with the services they get in transportation planning.

M. Gasses said Barrington needs help in explaining to the town how the dues work.

C. Parker stated that dues and participation should be separated because Dover participates in meetings and other tasks with SRPC.

C. Copeland agreed that Dover has been available for requested meetings.

L. Brown asked about having the power to change the funding policies. Milton is an example of the economy slowing down and not recovering yet .

C. Copeland stated the response by the EC and Policy Committee was a reaction to no longer having access to 20% toll credits and the frustration of non-dues paying communities who still receive federally funded planning services

G. Davison explained that the NHDOT cannot do 20 percent with toll credits because of the economic times. He said it was not really downshifting as it has been the responsibility of MPOs to come up with the 20 % and NHDOT had covered that for some time but they cannot do that anymore.

K. Pollard asked what happens when the NHDOT bills the municipality but the municipality doesn't pay.

M. Gasses said that she does not think it is legal to bill the municipality.

C. Parker stated that the SRPC and Strafford MPO should almost be treated like two separate organizations with dues for the MPO and dues for SRPC. Instead of a dues letter for a bill, to look at two dues letters that has dues from both organizations. C. Parker continued, NH DOT has offered this service and everyone has to be more accountable and responsible for benefits.

He stated the clearer and more accurate it is for communities the more support SRPC will receive. He wants to make a strong case that there is money coming from the regional transportation side instead of the planning side. The reason they stopped paying dues was because they laid off a planner.

D. Hardy was concerned that communities will decide to pay half the dues.

C. Parker said that he and C. Copeland in the past met with the City Manager of Dover to discuss projects that SRPC does for Dover.

C. Copeland said that she thinks the conversation has been valuable and moved on to a hand out on the Unified Planning Work Program.

C. Copeland explained, MAP-21 is the latest enabling legislation since July 2012. SRPC is working on performance measures and targets as included in the legislation. The hand out described by C. Copeland was derived from the national performance goals .C. Copeland stated that this set of standards set by MAP-21 has been the most comprehensive to date and the NH Planning Emphasis Areas.

C. Copeland said they are applying for FHWA funds requiring no match and NHDOT is also applying for the same funds. SRPC is ensuring they are not in competition with NHDOT by applying separate areas.. The implementation funds would fund two personnel to work on integration of performance measures and targets and standardizing data files, and greenhouse gas emission at two projected level scales.

4.2 Ten Year Plan Project Solicitation

C. Lentz said he is working on the project solicitation process. He gave an overview of the state and MPO process for projects starting with long range transportation planning at 20 years, the next level is the 10 year plan, with the last level being the Transportation Improvement Plan TIP over 4 years. The Ten Year Plan for this current cycle is for the years 2017-2026. C. Lentz said he was working on setting up meetings with municipalities on local transportation projects which would be provided to the State.

K. Pollard asked when will there be a NHDOT Commissioner selected.

G. Davison reported as of right now there is no nominee for commissioner.

C. Copeland said they are doing project solicitation and in April, TAC will help with priority setting for the projects selected.

D. Hardy commented as a resident of Nottingham, that there was a school bus accident on Deerfield road between Deerfield and Nottingham. She said there isn't a guardrail for that road. D. Hardy suggested putting that on the priority list for project solicitation and with the NHDOT.

G. Davison provided additional information on the ten year project process. The projects go to the NHDOT for ranking where staff focus on roads, bridges, and maintenance and safety issues.

G. Davison further stated the projects then go to the statewide Governor's Advisory Council on Intermodal Transportation (GACIT), and then the project list goes out to public hearings for residents to bring up projects they feel strongly about.

4.3 Complete Streets Committee

C. Lentz presented on Complete Streets and the possibility of starting a group to discuss future complete streets policies in the Strafford Region. There was discussion about the obstacles of integrating complete streets into rural areas. C. Lentz emphasized the reason for creating a committee to discuss the very issues of complete streets fitting into unique situations.

C. Parker commented on Dover's complete streets policies. C. Parker said that Dover added pull off lanes for mass transit. C. Parker suggested creating complete streets with resiliency and long-term planning.

G. Young inquired about integrating snow storage in designs.

K. Pollard mentioned that Rochester has wide streets to implement complete streets but the town does not want to create barriers to city maintenance.

4.4 Citizens Advisory Group

S. Sylvia discussed future outreach to municipalities focusing on attending existing events and talking with people to start citizen's outreach. This will be similar to the process SRPC used for outreach for the regional master plan which worked well. S. Sylvia said she plans on starting with the Dover Adult Learning Center. The goal is to provide outreach on transportation processes and solicit comments from the public. For more information contact Shayna Sylvia, Outreach and Communications Specialist at ssylvia@strafford.org.

5. Project Updates:

5.1 2015-2018

The Transportation Improvement Plan (TIP) and Metro-plan have been approved. The TIP was sent off to the DOT and copies will be provided.

5.2 Scenic Byways

S. McGraw and N. Leuchanka are working on keeping the Mills Scenic Byway and Branch River Scenic Byway in compliance as designated New Hampshire Cultural and Scenic Byways. To stay in compliance the byways need an appointed organizational body and a Completed Corridor Management Plan (CMP). N. Leuchanka added they are trying to reestablish the CACs and asked to contact them if anyone is interested in either being a part of The Mills (Rollinsford, Durham, Madbury , Newmarket) or Branch River (Milton and Wakefield).

5.3 Park n Ride toolkit-Pilot with Community

C. Lentz spoke on behalf of Liz Durfee who was not able to attend the meeting. C. Lentz she has been working on the toolkit and reaching out with New Durham to evaluate the potential of a Park n Ride in New Durham.

5.4 Performance Measures

SRPC has been interviewing members of the newly formed working group. Eighteen people have been interviewed from Federal Highways, 3 NH MPOs and NHDOT. They also plan on interviewing other stakeholders, MPOs and experts.

5.5 New Growth Report

T. Brown said the New Growth Report is the inventory of building permits from communities. He is putting together a report for each municipality. He will geocode the inventory into a GIS map and is developing a method for presenting the new information.

6. Other Business:

G. Davison announced NHDOT will be flying aerial imagery this spring. NHDOT hopes to be able to fly 6 inch aerial imagery in 2020. The one foot scale was the best that could be done at the time given scheduling deadlines.

7. Citizen's Forum-
No members of the public were present.

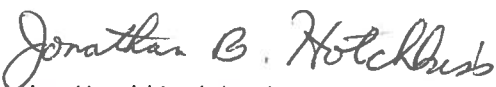
8. Adjournment

M. Laferte motioned to adjourn the meeting, second by D. Hardy. VOTE: Unanimous

The meeting was adjourned at 10:43 am.

Respectfully submitted


Sarah McGraw


Jon Hotchkiss (Chair)