

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

**Friday, June 5, 2015
9:00 AM – 11:00 AM**

FINAL MINUTES

1. Introductions

Members Present: Martin Laferte (Farmington), Rad Nichols (COAST), Steve Pesci (UNH), Gretchen Young (Dover), Marcia Gasses (Barrington), Larry Brown (Milton), Paul Lockwood (NHDES), Jon Hotchkiss (Middleton), Diane Hardy (Newmarket), Leigh Levine (FHWA), Jen Hale (Rochester).

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

2. Staff Communications

N. Leuchanka noted that the meeting memos provide a brief description of what staff is working on. The memos are used for updating TAC members on SRPC projects.

3. Action Item(s)

3.1. Draft Minutes- 5/1/15

P. Lockwood made a correction to the last sentence in section 5.4 of the May Minutes changing the last sentence from “collecting culverts” to inspecting culverts. *M. Gasses motioned to approve the minutes from April 1, 2015 as amended, second by M. Laferte.*
VOTE: Unanimous, one abstention from S. Pesci.

4. Discussion Item(s)

4.1 Park n Ride Toolkit Analysis

L. Durfee presented the main sections of the Park and Ride Toolkit for TAC to review and consider. Mark Ambrosi, a prior staff member, helped create the toolkit with staff from two other regional planning commissions. The toolkit includes tools and strategies to guide a municipality in developing park and ride projects. Next steps include

reporting the findings to Southwest Regional Planning Commission and Central RPC, revising the toolkit, providing findings to the NHDOT and making the toolkit available to the public. Southwest RPC has piloted the toolkit. After the presentation L. Durfee asked several follow up questions to guide the discussion during the TAC meeting.

Comments

R. Nichols commented that points of access are important to any park and ride as well as bus shelter placement and pull over space. L. Durfee pointed out design samples in the toolkit.

J. Hotchkiss asked about security at park and rides and if studies have been conducted. L. Durfee said she did not know of any studies but that there are regulations on how many hours a car can be parked at a park and ride facility. Security is site specific based on factors such as evaluation of lighting.

S. Pesci noted that some park and rides are more rural and might not get as much use as urban park and rides which may be used in ways not initially intended. He cited examples of these types of uses. S. Pesci added that parking could possibly be used as an income generator. J. Hale said that maintenance and upkeep could be offset by user fees.

R. Nichols said that income generation for park and rides is a policy question for the state. S. Pesci added that Portsmouth has a fee for parking after a certain period of days. Their policy is to charge a fee after a car has been parked for longer than 21 days.

P. Lockwood commented that air quality was not addressed in the section of the toolkit explaining why communities should invest in a park and ride. P. Lockwood said that as an added benefit, park and rides reduce Vehicle Miles Traveled (VMT). With the use of park and rides the number of vehicles that are parked and off the road can be counted. The amount of carbon dioxide that is not being created can then be calculated as the cars are not operating. L. Durfee opined that there could be a greater emphasis placed on the environmental benefits of a park and ride.

Challenges to building a Park and Ride

J. Hale stated that one challenge may be how the process is managed. She asked about the Park and Ride in Rochester.

C. Copeland said the Rochester Park and Ride was created as part of mitigation from the Dover-Newington project. R. Nichols said that the Rochester Park and Ride was driven by the NHDOT. The community could have used the toolkit to understand the project better and provide input. J. Hale asked who COAST reaches out to with park and ride issues. R. Nichols said that he was not involved in the planning but is able to talk to the NHDOT Bureau of Rail and Transit to provide information. C. Copeland said there were conversations on the design of the Rochester park and ride with C&J, Wildcat and COAST staff.

L. Durfee asked if there were design guidelines for transit providers. R. Nichols said turning radius is supplied as well as lot amenities relative to where buses are stopping. S. Pesci commented that this is standard for engineering but that there should be site visits.

D. Hardy suggested looking at other partnerships with state agencies other than NHDOT. D. Hardy asked to remove Route 7 from the COAST sections mentioned in the toolkit. D. Hardy opined that there was useful information provided in the toolkit.

S. Pesci suggested including a list of existing park and rides, and areas where park and rides could be useful, at the end of the toolkit. M. Gasses asked if there was any Planning Board review of the park and ride in Rochester. C. Copeland explained that there was review.

Partners for small communities

J. Hale said that she did not think a community should try to use the toolkit without consultation.

Additional tools and resources

J. Hotchkiss asked if there is a system for matching commuters. P. Lockwood said that *Rideshare* partnered with commute SMART Seacoast. R. Nichols said that commute SMART Seacoast is actively working with the NHDOT to promote the program.

C. Copeland stated that commute SMART Seacoast was also part of the mitigation for the Newington-Dover project.

Is the toolkit user friendly?

P. Lockwood asked to forward the discussion questions to the group. L. Durfee said that next steps are to summarize the conversation from the meeting, talk with Southwest Regional Planning Commission, and prepare a final draft of the toolkit.

C. Copeland explained that staff need to write a final report by the end of the fiscal year including comments from the Policy Committee. The report would then be forwarded to NHDOT.

L. Durfee said she will put together a timeline with the report.

4.2 Metropolitan Transportation Plan—Outreach

C. Lentz reported that work on updating the 2015-2040 Metropolitan Transportation Plan is in its early stages. C. Lentz said there are a number of documents and directives that need to be incorporated including mandates from MAP-21 with an emphasis on performance measures. The Granite State Future project (Regional Master Plan) will also be linked to the plan.

4.3 Subcommittee on economic benefits of transportation investment

C. Lentz shared that the subcommittee held a conference call recently. S. Pesci said that the group will be meeting face to face soon. The committee is looking to measure projects in Newmarket and Somersworth. M. Gasses gave an example on Route 125, where rumble strips have made a safety improvement. S. Pesci said the goal is for members to bring example to the next meeting with the overall purpose of reminding legislators of the benefits of transportation investment.

5 Project Update(s)

5.1 Performance Based Planning

N. Leuchanka reported that interviews for the interagency performance based planning project are coming to a conclusion. The most recent interviews were conducted with: advocacy and non-profit groups (CLF, Transport NH, Bike-Walk Alliance of NH), UNH Stormwater Center, Infrastructure and Climate Network (ICNet)/UNH Engineering, State Police of the Department of Safety (DOS), the Fatal Crash Unit of the Department of Motor Vehicles/DOS, the Federal Transit Administration (FTA), municipal planners from Cities of Dover and Somersworth, and C&J Trailways.

N. Leuchanka said measures could be implemented without stakeholder input but the goal is to obtain feedback from other stakeholders to give a voice to various groups. N. Leuchanka stated that she has interviewed around 87 people.

Interview transcripts, a list of performance measures, and other data sources are currently being formatted for use in NVivo, qualitative research software. NVivo will be used for coding, analysis, qualitative data organization, and interpretation of results. SRPC is establishing a collaborative partnership with QSR International –to further enhance its use of the software in performance based planning and other planning emphasis areas to ensure that the qualitative research process within SRPC is transparent, rigorous, and valid.

C. Copeland added that SRPC is one of the first governmental organizations to use the NVivo software for this type of work.

SRPC staff S.McGraw and N.Leuchanka facilitated the Mills Scenic Byway public meeting on May 19th and the Branch River Valley Trail Scenic Byway public meeting on June 3. The formation of Advisory Committees for both byways is in the works. Participating communities of both byways have been proactive in formally nominating members to serve on the Committee. The next Mills Scenic Byway meeting is June 24th at 5:30pm at the Rollinsford Public Library. The next Branch River Valley Trail Scenic Byway meeting is July 15th at 5:30pm (location TBD).

N. Leuchanka explained that the quality of the participation has been high because of enthusiasm from the meeting participants. N. Leuchanka said that they attended the state Scenic and Cultural Byway Council where other byway organizers were present to ask questions and present challenges. N. Leuchanka said it has been a good learning opportunity to see what is going on across the state.

5.3 Data Collection

T. Brown said that data collection season is currently underway. For traffic data collection, Somersworth, Rollinsford and Lee should be wrapped up next week and Milton, Wakefield and Lee by the end of the month. T. Brown said that SRPC does accept requests from communities but asked for any requests to be submitted with sufficient time for planning.

C. Copeland said that she was concerned with the safety factor for staff to be out in the roads and asked if NHDOT has another counting mechanism to mitigate safety concerns including permanent counts on some roads. T. Brown said that SRPC does try to take every precaution they can. L. Levine said that NHDOT offers safety seminars.

6 Other Business

C. Scheiner reported that at the last interagency meeting, there was talk about updating the TIP and other plans. He said that staff is creating a database to smooth out the update process.

C. Copeland said that on their first EPA Brownfields application, SRPC received a \$400,000 grant to go towards projects in Somersworth, Milton, and other communities. The Town of Berwick received a \$600,000 grant to clean up Prime Tanning.

S. Pesci said that there will be a TIP amendment project (FTA 5307) to replace 6 buses and with UNH providing 20% local match. C. Copeland confirmed this would be included in TIP Amendment #1.

R. Nichols said that COAST is restoring the Route 7 service between Exeter and Newmarket. The service hours would be between 9:30 am-5:00 pm Monday, Wednesday, Thursday and Saturday. COAST is selling more monthly Clipper

Connection passes to the Portsmouth Naval Shipyard. R. Nichols added that COAST's administrative office is moving to a new space at 6 Sumner Drive in Dover.

D. Hardy reported that Newmarket's downtown safety project is out to bid; they are concerned that contractors are all busy for the summer.

G. Young said that Dover is updating their transportation chapter of the master plan and will be contracting with VHB as their consultant. The focus will be on traffic calming.

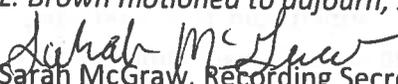
L. Brown asked for clarification on the difference between a bus rider's shelter and a site user's shelter. R. Nichols explained the difference.

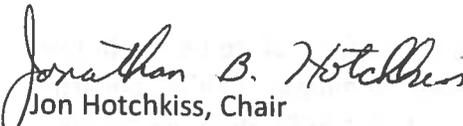
L. Durfee said that she participated in a bike rider review of Portsmouth and learned about incentives for employees choosing to bike to work.

7 Citizen's Forum – None

8 Adjournment

L. Brown motioned to adjourn, second by Mr. Laferte. **VOTE: Unanimous**


Sarah McGraw, Recording Secretary


Jon Hotchkiss, Chair