

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

**Minutes**

**Friday January 20<sup>th</sup> 2017  
9:00 AM-11:00 AM**

**1. Introductions**

**Members Present:** Victoria Parmele (Northwood), Bill Connor (Somersworth), Tom Crosby (Madbury), Judy Nelson (Rollinsford), Brian Tapscott (Somersworth), Michael Williams (COAST), Sandra Keans (Rochester), Tony McManus (Dover), Tim White (NHDES), Dianne Smith (Brookfield), Mark Avery (Madbury), Sam Reid (Dover), Robert Jaffin (Rochester), Janet Hotchkiss (Middleton), Glenn Davison (NHDOT), and Beverly Cray (UNH)

**Staff Present:** Cynthia Copeland (Executive Director), Lynn Cherry (Regional Planning and Communications Assistant), Rachael Mack (GIS Planner), Colin Lentz (Regional Transportation Planner), Alexa Gozdoff (Transportation Planning Assistant), and James Burdin (Regional Economic Development Planner)

**Guests:** Elizabeth Strachan (NHDES)

The meeting was called to order with a quorum at 9:08 am.

**2. Staff Communications**

C. Copeland announced that a part-time position of editor has been created at request of the Executive Committee. She announced that there is another temporary position open for the third member of the SHRP2 team which will focus on communications and outreach for the project. C. Lentz introduced James Burdin as the Regional Economic Development Planner position. Over the next two months C. Lentz and J. Burdin will be meeting with municipalities in the Strafford region to solicit projects for transportation improvements and economic development.

**3. Action Items**

**3.1. Minutes from December 16<sup>th</sup> 2016**

T. Crosby made a motion to approve the January 20<sup>th</sup> 2017 Meeting Minutes  
Seconded by B. Tapscott  
Vote: Unanimous in favor

#### 4. Discussion Items

##### 4.1. 2018-2019 UPWP Budget and Scope of Work Development

C. Lentz presented on the next Unified Planning Work Program (UPWP) agreement which will comprise the next two fiscal years 2018-2019. The document is required to delineate staff tasks and hours for fulfilling the mandate of the Strafford MPO. The draft will be submitted to NHDOT in January 2017; no major changes are anticipated other than to add specific tasks for continuing performance-based planning. C. Lentz reviewed the overall organization of the UPWP, including primary work categories and tasks. He asked the Committee to recommend additional areas where the UPWP could refocus specific planning functions. C. Lentz noted that the travel demand model was brought up during the previous TAC Meeting. He explained that the model had not been used since the region and state had achieved air quality attainment, but that several TAC members requested that updating the model be a priority in the future.

C. Copeland added that she has been advocating for the development of a singular state-wide model, rather than separate ones for each MPO and NHDOT. She also noted that the model is a mandatory core function of the MPO. G. Davison added that the EPA could raise air quality standards at any time and that a model should be ready if that happens. S. Keans asked if the possibility of Pease International Airport expanding would have an impact on the traffic in our region and how that would be accounted for in the model. C. Lentz responded that he is unsure how Pease would specifically be incorporated into the model but that the impacts would be evident in the increased traffic volumes in the model.

J. Nelson commended the Commission on their work with the SADES Road Surface Management System (RSMS) and thanked them for selecting the Town of Rollinsford to pilot the program. She said that it has been an invaluable tool for the town and they have been able to create a rolling ten-year roadway maintenance plan. V. Parmele asked if the results from this project are available to view. C. Lentz responded that A. Gozdiff has written a report that was submitted to NHDOT and that this report could be distributed. He also added that this is an on-going project and that the Commission will most likely be able to complete one community a year.

V. Parmele asked what C. Lentz meant by "corridor planning" in his presentation. C. Lentz responded that corridor studies have been completed in the past on primary regional highways such as NH 16 and NH 125. G. Davison added that there is room for opportunity in the contact. He said that the UPWP Category 500 includes 10% of funding for special projects such as corridor studies. The MPO needs to provide NHDOT with the scope of work and an agreement can be made. D. Smith cautioned the Committee to balance the projects because more funding and time is necessary for additional projects.

C. Copeland explained that one of the functions of the open editor position is to develop document templates and development procedures to make plan and report writing more efficient.

#### 4.2. Volkswagen Settlement and Funding Opportunity

T. White from the New Hampshire Department of Environmental Services presented on the potential use of mitigation trust funds from the Volkswagen settlement. The final decision to proceed with the settlement will be made by the Governor with advice from the Attorney General's Office. T. White asked everyone to visit the NHDES website to review VW settlement information and contribute projects ideas for the potential funds. T. White focused his presentation on Appendix D of the Consent Decree, which aims to remediate environmental impacts. \$30 million of funds could be available to New Hampshire based on the five-six thousand VW vehicles in New Hampshire that are covered under the consent decree. V. Parmele asked if the state could perform a private lawsuit as well as the settlement. T. White responded that the state would have to choose between joining the consent decree or a private lawsuit (not both), and that the decision has not been made yet. B. Connor asked what qualifications are necessary in order to obtain the settlement funds. T. White responded that New Hampshire would need to file as a beneficiary and then would have 90 days to submit a mitigation plan. He also added that if New Hampshire moves forward with the settlement, that the funds would be accessible by the end of 2017.

T. White requested input on what should be included in the State's Beneficiary Mitigation Plan noting that only 15% of the funds can be used for administration costs. He provided an overview of the types of projects that are eligible under the decree:

- Replacement of freight trucks or their engines (1992-2009 or older)
- Replacement of school buses or their engines (2009 or older)
- Repower or replace ferries and tugs
- Ocean going vessel shorepower system
- Airport ground support equipment
- Forklifts and other port cargo handling equipment
- Projects eligible under the Diesel Emission Reduction Act (DERA)

T. White added that the purpose of Appendix D is to achieve reductions of Noxious Oxide (NOx) in the United States. NHDES hopes to focus their efforts on the improvement of the electric vehicle infrastructure in New Hampshire.

T. White provided a preliminary timeline for the settlement. B. Connor asked if the projects had to be within the state or if they could also be regional. T. White said that that is in consideration and would be decided by the NH Trustee when they are selected. He added regional projects would be beneficial such as projects on PanAm rail lines.

R. Jaffin asked if NHDES will be focusing on alternative fuel. T. White affirmed and read a passage from the Consent of Decree that mentioned electric and alternative fuels. R. Jaffin asked if a preference would be given to projects using fuels other than diesel. T. White responded that that would be determined by the Trustee when they are selected. C. Copeland asked about options for PanAm. T. White stated that in order to efficiently use funding and maintain the 15% administrative cap that proposed projects would need to be a minimum of \$300,000-500,000. T. McManus asked who will be appointing the Trustee. T. White responded

that the State Attorney General and Volkswagen will work together to determine the best fit and that the decision should be final by the end of the month.

S. Reid asked if COAST, Wildcat, and C&J would be eligible for this funding. T. White responded that government and private entities may vary in eligibility (most likely 40% for non-government and 100% for government.) B. Connor asked if existing emissions testing will be used. T. White responded that emissions information will need to be included for the Trustee. E. Strachan added that the Diesel Emissions Reduction Act has a model for calculating emissions.

V. Parmele asked if passenger vehicles would qualify for the funding since they are the cause of the problem. T. White responded that NHDES believes that the funds will do most good replacing older engines in large vehicles (primarily government vehicles, or those that run for long periods of time). V. Parmele asked if there are plans to allocate settlement funds to address environmental justice problems in areas with minority and low-income populations. T. White responded that it is the state's intention to allocate funds to support environmental justice projects. C. Copeland suggested that freight rail activity and the location of PanAm lines may be an environmental justice concern in the region. T. White asked if she would prepare a formal statement of the problem for NHDES to have on record.

## **5. Project Update(s)**

### **5.1. SHRP2 Project Updates**

L. Cherry gave an update on the SHRP2 Project. The workgroup recently met for the 7<sup>th</sup> time for a regular workgroup meeting and business meeting. The next step in the project is to draft methodology and strategy for implementing each measure. She added that the team has moved on to Phases III and IV and are on target and budget for completing the project. Also, a state Safety Target Workgroup has been formed for data compilation and analyzation of trends. The project will conclude in June 2017. If anyone has any more feedback they should contact her or Rachel Dewey on the SHRP2 team.

### **5.2. Ten Year Plan Project Solicitation**

C. Lentz said that he is setting up meetings with all of the communities and transit providers in Strafford Region over the next month. He mentioned that he and J. Burdin have already met with Somersworth staff and members of the Rochester Economic Development Committee, and that more meetings have been scheduled. C. Lentz reiterated that April 30<sup>th</sup> is the final deadline to submit a list of projects in the region to NHDOT for consideration for the draft Ten Year Plan. B. Connor asked for a summary of the Somersworth meeting. C. Lentz responded that he would be happy to discuss with him after the meeting. V. Parmele asked if there was enough time to complete the task. C. Lentz responded that he is confident that it will be completed on time.

**6. Other Business**

No other business was brought forward.

**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

No citizens brought comments forward.

**8. Adjournment**

B. Tapscott moved to adjourn

Seconded by T. Crosby

Vote: All in favor

The meeting was adjourned at 10:15 am.

Minutes submitted by,  
Colin Lentz & Alexa Gozdoff

Approved by  
Name Printed: Victoria Parnelle

Signed Victoria Parnelle

Date: 2/17/17

