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

**Friday, January 6th, 2017
9:00 AM-11:00 AM**

Draft Meeting Minutes

The meeting was called to order with a quorum at 9:10am

1. Introductions

Members Present: Jon B. Hotchkiss (Middleton), Michael Williams (COAST), Becky Ohler (NHDES), Martin Laferte (Farmington), Bill Watson (NH DOT), Gretchen Young (Dover), Seth Creighton (Rochester), Larry Brown (Milton), Steve Pesci (UNH), Shanna Saunders (Somersworth)

Staff Present: Colin Lentz (Regional Transportation Planner), Cynthia Copeland (Executive Director), Alexa Gozdoff (Transportation Planning Assistant), Lynn Cherry (Regional Planning & Communications Assistant), Rachael Mack (GIS Planner)

2. Staff Communications

C. Lentz announced that the updated NHOEP Land Use books are available for pickup in the office. He asked that anyone associated with their community's planning board to bring them back to their community.

C. Copeland announced that the new employee James Burdin started on Tuesday January 3rd. James had previously worked for the City of Columbus and the State of Ohio. SRPC is excited to have him be joining the team. C. Copeland also announced that Ken Gross has left his position of Performance Measures Planning Assistant and that SRPC is beginning the recruitment process to fill that position.

3. Action Item(s)

3.1. Minutes from November 4th 2016

M. Leferte made a motion to approve the Minutes from November 4th 2016

Seconded by L. Brown

Vote: All in favor

4. Discussion Items

4.1. 2018-2019 UPWP- Work program overview and approval schedule

C. Lentz gave a presentation on the 2018-2019 UPWP work program. The document is required to delineate staff tasks and hours for fulfilling the mandate of the Strafford MPO. C. Lentz provided a general description of the five primary work categories that include all planning activities and technical assistance completed by SRPC employees over the two year work contract.

C. Lentz presented a list of additional planning efforts and tasks that are included in the UPWP but have played a minor role in recent past. He asked that the committee review the list and propose additional UPWP tasks for SRPC to focus on during the upcoming UPWP period and others in the future. He explained that he will be putting together a survey for the TAC and Policy Committees in order to get input on their priorities.

L. Brown asked what C. Lentz meant by freight planning. C. Lentz responded that one of the first steps would be engaging private freight providers to be involved in SRPC planning efforts. L. Brown asked if freight has challenges with access to adequate highways. C. Lentz responded that overall the network is adequate but that there are challenges with east/west freight routes in New Hampshire. He explained that a lack of adequate rest areas for truck drivers is primary concern across the state. C. Copeland mentioned that recruitment of new truck drivers is a nation-wide issue. C. Lentz agreed saying that freight companies are having a hard time finding new certified drivers as older drivers retire. B. Watson added that the FAST Act has provided funding and that a statewide freight plan is beginning to be developed. B. Ohler said that there should be a greater emphasis on rail corridors for freight movement rather than relying on New Hampshire roadways, which deteriorate and become congested with heavier freight traffic. B. Watson responded that investing in rail in New Hampshire is a challenge for several practical political reasons. B. Ohler acknowledged the political conflict around rail but stressed that there needs to be more serious discussion about freight rail in the state. S. Pesci asked if supplying truck freight amenities is the public sector's responsibility. He added that he believes the focus for rail improvements should be on safety.

S. Pesci suggested that SRPC should focus on using historic and current data to analyze how traffic and travel times on regional highways are changing. He noted that this kind of information is critical for effective planning. S. Pesci also said that it would be up to NHDOT to determine how much assistance SRPC could provide to municipalities for local project management. B. Watson responded that there are restrictions for NHDOT and municipalities with regard to federal funding for local transportation improvement projects. He explained that NHDOT is concerned with improving the efficiency of locally-managed projects so they are completed on-time and on budget. S. Pesci noted that municipalities are intimidated by the complex LPA project requirements.

B. Ohler added that a travel model is a valuable tool regardless of whether the region is in attainment of air quality standards. It can be used for long-term planning and project development to see how projects rank against one another. B. Ohler said a traffic model is important for tracking air quality and achieving goals on human health and the environment. S. Pesci asked for clarification on whether the traffic model was discontinued once the region was in attainment of air quality standards. C. Copeland explained that the land use update is currently in progress, but that a household travel survey would be

required to update the traffic model. She mentioned that she had been promoting the development of a statewide travel model. S. Pesci reiterated that a travel model should be a top priority for SRPC and the state. B. Watson explained that NHDOT's model has also fallen into disuse since the state achieved air quality conformity. He said there is wide support for developing a statewide model. C. Lentz asked B. Ohler if she knew whether the upcoming Volkswagen settlement funds could be used to develop a statewide model. B. Ohler said the settlement funds could not be used in that way. C. Copeland also mentioned that SRPC was taking basic steps to prepare data that would be needed for an updated model, including training for staff on software.

B. Watson suggested that the committee prioritize their needs for funds for NHDOT. C. Lentz responded that that is a goal of this effort.

5. Project Update(s)

5.1. TYP project solicitation

C. Lentz said that he was starting to contact communities to set up meetings to talk about local transportation project priorities.

5.2. 2017 Update to the Coordinated Public Transit and Human Services Transportation Plan

C. Lentz explained that he was working on a draft of the Coordinated Plan with Rockingham Planning Commission and the Alliance for Community Transportation. It focuses on the needs of transit-dependent residents in southeast NH. L. Brown asked what Human Services Transportation is. C. Lentz responded that it includes Ready Rides, Meals on Wheels, and other transportation agencies that provide transportation services for non-emergency medical appointments, nutritional services, and social activities.

5.3. SHRPH2 workgroup

L. Cherry gave an update of the SHRP2 project. The interagency performance-based planning workgroup met for the 7th meeting last month. This meeting focused on the budget and Master Plan. Two-thirds of the methodologies for measure and target setting have been drafted. L. Cherry will also be working with the other MPOs to organize more public meetings to educate and receive feedback. The team recently completed the Semiannual Progress Report for the project on December 20th and is waiting for feedback from Federal Highway Administration. L. Cherry said a number of staff would be attending an upcoming FHWA workshop in Concord on Safety Target Setting. MPOs are required to set targets by February 2018 and NHDOT is required to set targets by August 2017.

C. Copeland added that if anyone is interested in having the team come and give Performance-Based Planning Presentation to gain a broader understanding that they should contact Lynn or Rachel. C. Copeland also commended the team on all of the great work they have done so far.

6. Other Business

6.1. Preview of 2017 agenda items of interest

C. Lentz ran through a list of scheduled and potential agenda items for 2017. The list includes a presentation on the VW settlement, the Coordinated Public Transit and Human

Services Transportation Plan, combining MPO and economic development, review of UPWP, TYP scoring, CMAQ, and SHRP2.

6.2. MPO Coordination and Planning Area Reform-Final Rule

C. Lentz gave an update on the Final Rule for MPO Coordination and Planning Area Reform. The June NPRM stated "If there are multiple MPOs designated within a single MPA they must adjust boundaries, merge into single MPOs, or coordinate to create unified planning products for the MPA (MTP, TIP, and performance targets). The new rule adds the option for an exception if the affected MPO and Governor(s) submit a joint request to maintain current boundaries. Newmarket and Maine are both areas where the current urbanized area boundaries may change. B. Watson explained that this is not a unique situation in the state; other MPOs in the state share multiple boundaries. In these cases RPCs and MPOs must coordinate to ensure appropriate communication. B. Ohler added that larger planning areas ensure informed and more coordinated planning. She also stated that overlapping boundaries are another reason for developing a statewide traffic model.

B. Ohler announced that Phase 1 of the Diesel Emission Reductions Program has closed but that more applications may be accepted in a later phase. Anyone looking for more information can go to a Diesel Emission Reduction Program page on the NHDES website or contact Tim White.

B. Watson announced that the final decision about TAP applications would likely be revealed later in the day.

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

L. Brown made a motion to adjourn

Seconded by M. Leferte

Vote: all in favor

The meeting was adjourned at 10:11am

Minutes submitted by,
Alexa Gozdoff & Colin Lentz

Approved by

Print Name: Jonathan B. Hotchkiss

Signed: Jonathan B. Hotchkiss

Date: 3 FEB 2017