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SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**Strafford Policy Committee Meeting**  
**March 21, 2014**  
**Rochester Community Center, Conf. Rm. 1A, Rochester, NH**  
**Minutes**

**FINAL**

**SMPO Policy Members Present:** Tom Clark (Dover), Dirk Timmons (UNH), Glenn Davison (NHDOT), William Connor (Somersworth), Ed Comeau (Brookfield), Paul Lockwood (NHDES), Marcia Gasses (Dover), Tom Crosby (Madbury), Robert Jaffin (Rochester), Rick Healey (Rochester), Terry Chabot (New Durham), Victoria Parmele (Northwood) and Brian Tapscott (Somersworth)

**SMPO Staff Present:** Cynthia Copeland (Executive Director), Marilyn Barton (HR Specialist/Events Coordinator), Dan Camara (Senior GIS/Transportation Analyst) and Marc Ambrosi (Transportation Planner), Greg Jones (Regional Planner), Shayna Sylvia (Communications/Outreach Intern, Colin Lentz (Planner) and Elizabeth Durfee (Planner)

**Guest(s)** Mac Kittredge (Rochester)

**1. Introductions**

The Chairman opened the meeting at 9:00 AM and introductions were given around the room.

**2. Staff Communications**

M. Barton reminded the Commissioners in attendance the upcoming Commissioners meeting would be Thursday, March 27, 2014 at 7 PM. M. Barton stated SRPC hired two new Planners, Colin Lentz and Elizabeth Durfee. Colin and Liz gave a brief history of their backgrounds and the projects they are working on.

**3.1 Draft MPO Minutes of January 17, 2014**

The Chairman asked for a motion to approve the draft MPO minutes of January 17, 2014. T. Clark made a motion and W. Connor seconded that motion. M. Barton noted there was an error in the minutes under staff communications. In that section it stated there was a motion to extend best wishes to E. Comeau. The motion was for approving M. Barton as the Title VI Coordinator. R. Jaffin made a motion and W. Connor seconded that motion to approve the minutes with the change noted. It was noted there was one abstention. All others were in favor and the motion carried.

**3.2 Public Participation Plan updates**

M. Ambrosi reviewed the updates, performance measures and appendices added to the Plan. He also reviewed comments received and the strategies and goals. He stated if anyone had any questions or comments to please contact him. The Chairman asked for a motion to approve the updates to the Public

Participation Plan. M. Gasses made a motion and T. Crosby seconded that motion. All in favor, motion carried.

### **3.3 2013-2016 TIP Amendment #5**

M. Ambrosi reviewed the regional projects included in the amendment as well as the statewide projects and any changes. The Chairman asked for a motion to approve the 201-2016 TIP Amendment #5. T. Clark made a motion and R. Jaffin seconded that motion. All were in favor and motion carried.

### **4. Discussion item(s)**

#### **4.1 Intelligent Transportation Systems (ITS)-Architecture & Plan Update**

D. Camara gave an update to the Architecture and Plan, as was requested by the Committee. He reviewed the document and opened the discussion for comments and questions.

#### **4.2 Regional Underrepresented Demographic Profile**

S. Sylvia gave an informative PowerPoint presentation on compiled data from the SRPC Fair Housing and Equity Assessment. She explained as part of the FHEA, an in-depth regional profile is required and reviewed the data collected.

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

M. Ambrosi noted the MPO is in process in planning for the upcoming Bike Walk to Work Day, which is in the third week of May. He noted there would be communities in the region hosting breakfasts on that Friday of that week and noted C. Lentz would be handling that project.

There were no other project updates.

### **6. Other Business**

M. Ambrosi thanked everyone for their support at the FHWA/FTA Planning Review. He noted it went very well. There was no other business.

### **7. Citizen's Forum**

There were no comments from the public.

### **8. Adjournment**

The Chairman asked for a motion to adjourn the meeting at 9:40 A.M. T. Crosby made a motion and T. Clark seconded that motion. All were in favor and motion carried.

Minutes submitted by,



**Marilyn Barton, PHR**  
**Recording Secretary**



**Brian Tapscott**  
**SMPO Chair**