

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, March 3<sup>rd</sup>, 2017  
9:00 AM-11:00 AM**

**Draft Meeting Minutes**

*The meeting was called to order with a quorum at 9:02am*

**1. Introductions**

**Members Present:** Jon B. Hotchkiss (Middleton), Michael Williams (COAST), Martin Laferte (Farmington), Wallace Dunham (Madbury), Gretchen Young (Dover), Seth Creighton (Rochester), Larry Brown (Milton), Steve Pesci (UNH), Shanna Saunders (Somersworth), Elizabeth Strachan (NHDES), Marcia Gasses (Barrington), Carol Macuch (NH DOT), Chris Parker (Dover)

**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), James Burdin (Economic Development Planner), Nancy O' Connor (Communications and Engagement Assistant)

**2. Staff Communications**

C. Lentz announced that recruitment for the Editor position is wrapping up and that a team of two people will be hired. He said the recruitment for the Data and Analysis Assistant had also begun. C. Copeland introduced Nancy O'Connor, the new SHRP2 team member, who had started as the *Communications and Engagement Assistant* the previous week.

**3. Action Item(s)**

**3.1. Minutes from February 3<sup>rd</sup> 2017**

M. Leferte made a motion to approve the Minutes from February 3<sup>rd</sup> 2017

Seconded by C. Parker

Vote: All in favor

**4. Discussion Items**

**4.1. 2018-2019 UPWP Scope of Work and Budget**

C. Lentz and C. Copeland gave a presentation on the Unified Planning Work Program (UPWP.) The document is required to delineate staff tasks and hours for fulfilling the mandate of the Strafford MPO. C. Copeland explained that this is a two-year budget with 21,000 hours which supports approximately six and a half staff members. The document is currently out for a 30-day public comment period and will become effective July 1, 2017.

C. Copeland 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. Copeland then described the federal planning factors, which drive transportation planning focus areas for all MPOs in the country. She noted that much of cutting-edge transportation planning is focused on how autonomous vehicle technology will impact the future. C. Copeland also presented on the New Hampshire planning emphasis areas, which now include performance measures and other areas closely linked with Commission work tasks.

C. Lentz described the MPO core planning functions and their connection to work tasks in the UPWP. C. Copeland added that staff are organized into functional teams. Transportation planning staff include qualitative and quantitative focus teams, and Outreach & Communications staff.

C. Lentz described specific areas of the UPWP that support the MPOs assistance to public transportation providers, and regional corridor studies.

S. Pesci stated that the Commission should be specific and strategic in regard to future corridor studies. C. Lentz agreed and explained that he will be engaging NHDOT and municipalities regarding studying the region's corridors through the Ten Year Plan process and beyond. He said he would ensure to discuss the importance for corridor studies to include multiple elements in addition to transportation and access management. C. Copeland explained that NHDOT places an importance on regional corridors and C. Macuch confirmed this statement.

C. Copeland then presented the UPWP budget. She explained that there are 18 weeks left in the fiscal year and Strafford MPO is using that time to finish work tasks and prepare for the coming fiscal year. L. Brown highlighted concerns he had about future changes to how transportation improvement revenues are generated at the state level. C. Copeland addressed his concerns, saying that the MPO operates from a strict code of ethics and works to ensure state revenues are generated equitably and invested wisely.

C. Parker commended SRPC for linking the UPWP to other work tasks such as economic development. C. Copeland thanked Mr. Parker and added that C. Lentz and J. Burdin have been working together on project solicitation. This effort helps Strafford MPO to identify core and overlapping goals of transportation planning and economic development. C. Copeland noted that staff will be working on the Strafford MPO prospectus in the coming months and explained that MPO is working to transition more fully into the digital world. She said the new editor will be working to make primary MPO documents more consistent and readable.

C. Parker made a motion to endorse the 2018-2019 UPWP Scope of Work and Budget  
Seconded by M. Gasses  
Vote: All in favor

#### 4.2. Ten Year Plan Project Scoring Criteria Weighting

C. Lentz said that project solicitation is beginning to wrap up for the Ten Year Plan development round. He explained that the TAC and Policy committees have the opportunity to adjust the weightings of the criteria and sub-criteria used to score projects to best reflect the needs and goals of the region. C. Lentz said Glenn Davison from NHDOT will be using Decision Lens to establish criteria weights through a voting process at the next Policy Committee meeting. He invited members of the TAC to participate and vote. He briefly presented the criteria and their 2015 weights and encouraged members once again to attend the upcoming Policy committee meeting.

S. Pesci asked how the numbers for the set weightings were determined. C. Copeland responded that they are statewide weightings. S. Saunders stated that NHDOT has warned against changing the weightings too much in the past because it is how they rank them. C. Macuch confirmed this statement and said that the original weightings were determined through state-wide collaboration. C. Lentz noted that NHDOT, Federal Highway Administration and Federal Transit Administration, NHDES, and the nine RPCs had agreed regional weightings of a standard set of criteria was a valuable approach for this Ten Year Plan round.

S. Pesci asked for clarification on what the "Support" category entails. C. Lentz responded that it is based on a community's support for a project. C. Copeland added that it is also based on whether the community has the cash-match for the project. She stated that this should be a yes or no answer rather than a weighting. S. Pesci responded that he feels it is an important criterion because no project can be successful without the community's support in order to avoid issues in the future. S. Pesci added that more emphasis should be put on transit in the region because the Strafford region operates more public transit than other regions in the state (including COAST, Wildcat, C&J, and Amtrak). He said that many of these trips are long-distance, inter-regional, or inter-state, and that more categories should be added to the criteria in order to reflect these different types of trips. C. Lentz agreed but said unfortunately criteria cannot be changed or added at this time. S. Pesci said that there should be a discussion to more accurately determine the weighting for the *Alternative Modes* category given the importance of transit in the region. C. Copeland agreed and added that GACIT [Governor's Advisory Council on Intermodal Transportation] needs to be updated on the unique transportation needs of the region, the importance of transit, and why the project selection process should reflect southeastern NH. C. Lentz said that the Transportation Planners Collaborative had been discussing the limitations of the current project scoring and selection approach, and would be meeting to incorporate performance based planning into a new approach. C. Parker suggested that the criteria weighting should focus on mobility and alternative modes.

C. Lentz explained that linking communities together through shared transportation projects is a goal as he works on project development with municipalities and agencies. He said one goal was to encourage more regionally significant projects. He added that this supports the need for

conducting regional corridor studies. M. Gasses agreed and described a major traffic incident in NH125 in Barrington which caused traffic, including large freight trucks, to be diverted onto local roads that were not built for the extreme loads. She added that if a study had been done to identify alternative routes, that damage to local roads could have been avoided. E. Strachan suggested that the town implement weight limits on those roads. L. Brown stated that time, convenience, and comfort drive transportation planning.

C. Lentz said that more information on the selection criteria is to come and reminded the Committee that they are welcome to attend the Policy Committee meeting on March 17<sup>th</sup> for NHDOT's Decision Lens process.

M. Gasses commended C. Lentz and the Commission for improvements with the project ranking process.

#### **4.3. 2017 Congestion Mitigation and Air Quality (CMAQ) funding round**

C. Lentz presented highlights from meeting notes from a recent CMAQ Advisory Committee meeting.

- All communities are eligible to apply for CMAQ funding.
- Project proposals must be 80% federal and 20% local match and are capped at 1.2 million. More local match may be proposed beyond the 20% match.
- Each project requires air quality analysis and must send letters of interest to their respective Regional Planning Commission and NHDOT.
- 50% of available funds will be allocated to transit while remaining funds from the last round will go to maintenance.
- The projects will be scored by the RPC, NHDOT, and the CMAQ Committee, each agency with an even weight toward the final score.

He referred members to a handout with expanded notes and said he would provide more information on the upcoming CMAQ round as he received it.

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

#### **5.1. 2018-2019 UPWP Scope of Work and Budget**

Staff recognized that this item had been discussed at-length earlier in the meeting.

#### **5.2. SHRP2 workgroup**

L. Cherry gave an update on the SHRP2 project. The group had just held their 9<sup>th</sup> workgroup meeting. There will be two more workgroup meetings and the End of Project Colloquium is scheduled for June 7, 2017. The project recently experienced a breakthrough when the NH MPOs agreed to continue meeting monthly as a workgroup following the project end. The FHWA measures will become effective on March 21<sup>st</sup> 2017 and the group is awaiting guidance set targets. L. Cherry also announced that she will be giving a formal SHRP2 presentation at the May TAC meeting. She asked that anyone with questions contact her or the other members of the SHRP2 team.

## 6. Other Business

C. Parker announced that the Dover Community Trail project was selected for TAP funding. S. Pesci noted that all of the TAP projects proposed for the Strafford Region were selected.

C. Lentz announced that the TIP amendment is out for public comment and gave an overview of project changes it proposed. He highlighted an amendment to transit funds that was requested by COAST. They requested that a small portion of operating funds be moved to support a new mobility management program. C. Lentz explained that the new program will support TriLink, which is COAST's newly rebranded demand-response ride scheduling call-center. He encouraged members to contact him with comments or questions, and stated there would be a public hearing on the amendment at the next Policy Committee Meeting on March 17<sup>th</sup>.

E. Strachan provided an update on the Volkswagen Settlement. She said a state Trustee for the funds had not been chosen and therefore the settlement had been delayed 3-6 months.

C. Copeland stated that COAST and Wildcat have reached an agreement with NHDOT for an extension of CMAQ funds for peak-hour route expansion. She explained that these funds were allocated through the Newington-Dover Little Bay Bridges construction project to mitigate the congestion it caused.

## 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

M. Leferte made a motion to adjourn

Seconded by W. Dunham

Vote: all in favor

*The meeting was adjourned at 10:21am*

Minutes submitted by,  
Alexa Gozdoff & Colin Lentz

Approved by

Print Name: Jonathan B. Hotchkiss

Signed: Jonathan B. Hotchkiss

Date: 7 APR 2012

