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

**Friday, May 5th, 2017
9:00 a.m.-11:00 a.m.**

Meeting Notes

The meeting was called to order without a quorum at 9:10 a.m.

1. Introductions

Members Present: Martin Laferte (Farmington), Michael Williams (COAST), Tim White (DES), Michael Hoffman (Newmarket), Gretchen Young (Dover).

Staff Present: Colin Lentz (Regional Transportation Planner), James Burdin (Regional Economic Development Planner), Lynn Cherry (Regional Planning and Communications Assistant), Cynthia Plascencia (Transportation Writer), Derrick Bartlett (Data Collection Assistant).

2. Staff Communications

C. Lentz introduced Cynthia Plascencia, the new Transportation Writer. Cynthia will be working remotely to revise documents to improve their visibility and readability.

Lynn Cherry announced her resignation from SRPC to pursue other opportunities with the N.H. Department of Health and Human Services in Conway. She reassured members that the SHRP2 project, also known as Partnering for Performance NH, is on track and nearing completion. The remaining team members, Rachel Dewey and Nancy O'Connor will be prepped for any future presentations and meetings.

C. Lentz suggested skipping ahead to Discussion items since there were not enough members to vote on any action items, hoping to allot time for members who were running late to arrive.

3. Discussion Items

3.1 Report on SHRP2 progress and implementation of performance-based planning

L. Cherry gave a presentation on the SHRP2 project, which is now named the Partnering for Performance NH. She stated that this project began with the knowledge that there would be federally mandated goals and performance measures all MPOs would have to create targets for, per The Moving Ahead for Progress in the 21st Century Act (MAP-21) passed in 2012. This act set the framework for performance-based planning which requires state departments of transportation and MPOs to set targets for national performance measures and make transportation planning processes more outcome- and performance-based. She explained how this is meant to create more transparency and accountability regarding where funding is invested.

L. Cherry discussed the FAST Act, which was passed in 2014 and reinforced MAP-21. L. Cherry stated that this act prompted the Workgroup of New Hampshire MPOs, NH DOT, FTA, and FHWA, NHDES to get together and think about how to manage the shift to performance-based planning. L. Cherry discussed how the workgroup focused on how to create SMART measures [S (specific), M (measurable), A (attainable), R (relevant), and T (time bound)] to better understand the federally mandated measures that were to come. She defined performance measures as ways to measure ongoing progress towards meeting an objective or goal.

L. Cherry discussed a funding opportunity given by Plan Works which allotted the Strafford Metropolitan Planning Organization \$300,000 to reinforce the collaboration between the Workgroup agencies and advisors from the region. She elaborated that the goal of this project was to make the decision-planning process more collaborative between decision-makers and stakeholders. L. Cherry listed all the decision-makers as: Rockingham Planning Commission, NH Department of Transportation, Strafford Regional Planning Commission, Nashua Regional Planning Commission, Southern New Hampshire Planning Commission and the Federal Highway Administration. She also listed the advisors as: US Federal Housing Administration, Federal Transit Administration, Southwest Regional Planning Commission, and NH Environmental Services.

L. Cherry described the two types of measures as the federally mandated measures and the supplemental measures, which address gap areas not included in the federally mandated measures. She emphasized the importance of these supplemental measures that although not mandated, are vital to the region's transportation needs. L. Cherry discussed the value of performance-based planning to TAC members, which allows decision-makers to make more informed decisions through the use of a data-driven approach. She elaborated that it is important to look at what is happening in the region in order to evaluate what is functioning efficiently. This data-driven analysis leads to more effective decisions that ultimately improve infrastructure and increase transparency and accountability.

L. Cherry reiterated the Planning for Performance NH project improves collaboration between agencies to share resources regarding these performance-based measures. The use of this SMART framework could potentially help other MPOs, RPCs, and stakeholders assess their own performance-based measures. L. Cherry referred to a process chart that outlined the process Strafford MPO took to narrow down the measures to the final seven. She mentioned how measures that did not make the final round would be reviewed in the future to be reevaluated using newly available data, needs, or technology.

L. Cherry stated that the total number of federal measures was not yet finalized, but that they would need to be completed by 2018. Moving forward, L. Cherry stated that the workgroup would begin data collection, agree on a schedule update for measures, develop and implement a long-term strategy, and monitor and evaluate these measures where possible. She went on to discuss the federal performance measures that were available: work with DTS, DOT, and MPOs to set safety targets; begin coordination efforts w/DOT for system performance and infrastructure performance measures; and write a System Performance Report and incorporate into respective Metro Plans by May 27, 2018.

L. Cherry ended her presentation by announcing an upcoming colloquium on the Partnering for Performance N.H. project for June 7, 2017, from 12 p.m. – 4 p.m. at the NHMA Complex in Concord, N.H. She invited members to attend, and emphasized the importance of TAC and Policy Committee members to review the System Performance Report and give feedback on the targets being proposed. She mentioned that in order to increase our NH online presence, an RFP was sent out to research and design a website as a central repository of the project's best practices for performance-based planning.

M. Williams asked if the result of the process would be included in the report. L. Cherry responded affirmatively. Since the report was part of the requirements for the Plan Works award, it will include a case study and process document. The report will be released at the end of September 2017.

M. Williams asked how the annual reevaluation process would take place. He also asked what would happen to these measures that did not get approved due to simply a lack of data. L. Cherry replied that due to the shortened list of questions with which to analyze performance-based measures (SMART), it will be a bit easier to analyze the measures yearly. She added that some plans have been set in place to begin collecting data for some of the 74 measures that did not get approved this year. M. Williams offered to collaborate on transit-related measures, as COAST has a lot of data that may be relevant to these performance-based measures.

4. Action Items

4.1 Minutes from April 7th 2017 [VOTE]

Due to the low number of member attendance, no vote was held due to lack of quorum.

4.2 Ten Year Plan Project organization – re-approval [VOTE]

C. Lentz went over the progress of the Ten Year Plan and how it was put to a vote to a subcommittee. C. Lentz referred to a letter submitted to DOT along with the seven regional projects chosen by the policy committee. He discussed how the subcommittee focused on projects that had regional significance and addressed issues regarding public transit, rails, bridges, or studies. C. Lentz commented that while it was important to choose projects that were politically viable, it was also important to choose those that were a good fit for the Ten Year Plan.

C. Lentz wanted to run the Ten Year Plan by TAC members, even though it has been submitted to DOT, since there is some time to make small adjustments if needed. Member asked when DOT would come out with a Ten Year Plan draft. C. Lentz replied that he was not sure but there would be opportunities in the fall for the public to talk about the plan and advocate if needed.

5. 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.

6. Adjournment

M. Hoffman moved to adjourn

Seconded by G. Young

Vote: All in favor

The meeting was adjourned at 9:47 a.m..

Meeting notes submitted by Colin Lentz, Cynthia Plascencia, and Stef Casella