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NEWMARKET
NORTHWOOD
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ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

**Friday October 7th, 2016
9:00 AM-11:00 AM**

MINUTES

The meeting was called to order with a quorum at 9:00am

1. Introductions

Members Present: Bob Belmore (Somersworth), Michael Bobinsky (Somersworth), Larry Brown (Milton), Seth Creighton (Rochester), Wallace Dunham (Madbury), Jon B. Hotchkiss (Middleton), Martin Laferte (Farmington), Leigh Levine (FHWA), Chris Parker (Dover), Victoria Parmele (Northwood), Steve Pesci (UNH), Shanna Saunders (Somersworth), John Storer (Rochester), Gretchen Young (Dover)

Staff Present: Rachel Dewey (Data Analyst), Colin Lentz (Regional Transportation Planner), Cynthia Copeland (Executive Director), Alexa Gozdoff (Transportation Planning Assistant)

Guests: Donna Benton (Dover), Mary Ellen Humphrey (Durham), Jeni Mosca (Somersworth), Benjamin Touchette (UNH)

2. Staff Communications

3. Action Item(s)

3.1. Minutes from September 9th 2016

C. Parker made a motion to approve the September 9th 2016 Minutes as written
Seconded by S. Pesci
Vote: All in favor

3.2. Transportation Alternatives Program (TAP) Review and scoring of projects

C. Lentz reviewed the scoring goals and process, and explained that the scoring process would begin with presentations from each of the three applicants (Dover, Somersworth, and UNH/Durham) and then move on to the live scoring with electronic clickers.

The first presentation was made by S. Saunders of Somersworth. Somersworth's proposed project included the rehabilitation of sidewalk along High Street, improved pedestrian safety at the intersection of High Street and Memorial Drive, paving a walking trail through the woods,

and improved lighting along Memorial Drive. She said the project would improve safety for pedestrians and bicycles and expand Somersworth's network of bicycle- and pedestrian-friendly streets. C. Copeland asked if the new sidewalks downtown [recently completed under a *Transportation Enhancements* grant from Federal Highway Administration] have led to increased pedestrian use. S. Saunders responded that she believes the project has resulted in more walking and bicycling downtown. S. Pesci asked if Somersworth had prioritized the different components in case they had to modify the scope of the project. S. Saunders responded that the first priority was the intersection of High Street and Memorial Drive due to pedestrian and vehicle conflict; the second was improving sidewalks along High St and in the residential neighborhoods, and the trail paving and lighting were the final priorities.

D. Benton gave a presentation on Dover's proposed TAP project. The proposal focused on enhancing the existing community trail in Bellamy Park, improving sidewalks and wayfinding to connect the proposed project to existing portions of the community trail, and improving the trail's connection to abutting multi-family housing and apartment complexes. C. Copeland commented that there was a fatality on 155 in the 2000s and that that incident would be worth mentioning in their proposal. M. Bobinsky asked for clarification about the surface material for the various sections of the proposed project. D. Benton explained that the connections along 108 and through the high school up to the entrance to Bellamy Park would be paved and maintained by the city, and that the forested portions of the proposed project would remain a natural surface. She said the Dover Community Trail Advisory Committee would be performing regular maintenance and monitoring of the trail as well. S. Creighton asked if sidewalks existed along NH155 from the western end of the trail to Progress Drive. He also asked whether the Dover Planning Department had considered working with NHDOT to improve pedestrian connections across NH155 to several children-oriented businesses (such as a gymnastics facility). C. Parker said there were sidewalks on the southern side of NH155 (in front of the apartment complexes), that Dover was in favor of improvements to the pedestrian crossings across the highway, and that discussions with NHDOT were ongoing. C. Copeland suggested that Dover talk to pedestrians who use the trail to ask about lighting and safety. D. Benton said all paved sidewalks would be lighted, and only the forested sections of the trail would be unlit.

L. Brown asked all project applicants whether street lights would be lit during all dark hours, or whether they would have a cut-off in accordance with recommended "dark-skies" best management practices. D. Benton and S. Saunders said Dover and Somersworth lighting has a cut-off time; S. Pesci said Durham's lights are on all night.

The last presentation was by S. Pesci on Durham/UNH's TAP proposed project. The project proposed by the town and university would extend a sidewalk down Main Street to the traffic circle and add a cross walk in front of the field house to Sage Way. These improvements would help to improve the pedestrian network of the university. The proposed project would particularly improve safety for the high numbers of pedestrians crossing Main St. from parking facilities to the recently expanded football stadium. L. Brown asked whether UNH had considered adding the sidewalk at the same time as the stadium improvements. S. Pesci said the stadium project expanded many surrounding sidewalks. He said the UNH master plan emphasizes a "walking campus", but that it is difficult to foresee every possible contingency and include every opportunity with individual projects. M Bobinsky asked for clarification on

the dimensions and material of the proposed sidewalks. S. Pesci responded that the sidewalk would be 8-10 feet, and would be 90% asphalt with granite curbing. C. Copeland asked about pedestrian crossing locations in the proposed project and others nearby. S. Pesci said new crossings would resemble existing crossings which include painted lines and bollards with flashing lights.

C. Lentz reviewed the scoring procedures briefly and the committee scored each of the three proposed projects with clickers based on the predetermined criteria. He displayed results that showed projects were ranked very closely, but Somersworth's project had slightly higher scores for criteria in the safety and community benefits categories. Overall the projects were ranked (out of a possible 100 points):

1. Somersworth (79.33)
2. Dover (75.11)
3. Durham (70.11)

C. Lentz then asked for any suggestions or comments about the scoring process. C. Parker mentioned that some of the scoring slides only contained yes/no questions that could have been addressed during presentations and reduce the time required for voting. M. Humphrey suggested that each project should be scored directly follow its presentation to allow voters to keep information fresh and make objective decisions about the projects individually, rather than trying to compare them all in a row. J. Hotchkiss said some of the titles of the slides during the voting portion were very similar and it was difficult to track when the slides changed. He suggested that there could be a sound of visual cue when the slides changed. M. Bobinsky stated that the group scoring and group decision-making process is useful for planning on the regional level. D. Benton asked if C. Lentz would explain the process to NHDOT and how close the projects were ranked in the group. C. Lentz said that he will be sending a detailed review of the process used and details about the projects to NHDOT. S. Pesci suggested to C. Lentz that he describe individual strengths of the projects in the report he sends to NHDOT. C. Lentz agreed and said he would. C. Copeland clarified that the Policy Committee will be receiving this information packet and approving it before it is sent to DOT. C. Lentz thanked the committee and guests for their participation and input on the process.

4. Project Update(s)

4.1. SHRP2 workgroup

R. Dewey explained that the interagency performance-based planning workgroup has been narrowing down the overall list of potential performance measures. Their goal is to agree on a final list with fewer than 50 (including the 19 federally-required measures that have already been approved). Outside of the workgroup the SHRP2 team is looking for stakeholder input. R. Dewey stated that if anyone on the committee had input on the list of performance measures to get in touch with the SHRP2 team of herself, Lynn Cherry, and Ken Gross.

4.2. 2017-2020 STIP- review and approval in November

C. Lentz explained that he would soon be finalizing the draft 2017-2020 Transportation Improvement Program and the Financial Plan of the Metropolitan Transportation Plan, and that they would be going out for comment on October 19th. He said the TAC would review it at their

November meeting, and the Policy Committee would review it during a public hearing at their November meeting.

4.3. 2018-2019 UPWP process

C. Lentz explained that SRPC is beginning to think of the next UPWP contract with DOT and FHWA. A requirement of the contract is to outline specific tasks, including which staff will be working on the tasks and for how many hours. He said SRPC had sent a preliminary draft to NHDOT and would be working with them to refine it. S. Pesci commented that TAC members and the commission should be conscious of how much money is going into process and how much is being used to complete projects and studies in the region. C. Parker added that performance planning will be a good use of money as a results-driven system.

5. Other Business

C. Parker announced that Dover recently updated the transportation chapter of their Master Plan. He added that the City reviewed the Capital Improvements Plan and is planning a new complete streets project for Court/Middle Street.

S. Creighton announced that the City of Rochester had hired a new GIS specialist, Dan Camera (who used to work at SRPC) who will be focused on transportation mapping.

S. Pesci mentioned that the Amtrak DownEaster will have schedule changes and service reductions coming up due to construction on the tracks. Once this update is completed, the train will run to Freeport Maine. He suggested that this should be added as an agenda item so that the committee can discuss regional implications of this update.

6. 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

7. Adjournment

L. Brown made a motion to adjourn,

Seconded by C. Parker

Vote: all in favor.

The meeting was adjourned at 10:58am

Minutes submitted by,
Colin Lentz, Recording Secretary

Approved by

Print Name: J. B. Hotchkiss

Signed: J. B. Hotchkiss

Date: 4 NOV 2016