

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

Minutes

**Friday October 21st 2016
9:00 AM-11:00 AM**

1. Introductions

Members Present: Bill Connor (Somersworth), Glenn Davison (NHDOT), Marcia Gasses (Dover), Rick Healey (Rochester), John Hotchkiss (Middleton), Robert Jaffin (Rochester), Sandra Keans (Rochester), Tony McManus (Dover), Stephen Pesci (UNH), Sam Reid (Dover), Brian Tapscott (Somersworth), Tim White (NHDES), Michael Williams (COAST)

Staff Present: Cynthia Copeland (Executive Director), Rachel Dewey (Data Analyst), Lynn Cherry (Regional Planning and Communications Assistant), Ken Gross (Performance Measures Planning Assistant), Rachael Mack (GIS Planner), Colin Lentz (Regional Transportation Planner)

Guests: Jill Hall (Seacoast Eat Local)

The meeting was called to order with a quorum at 9:06 am.

2. Staff Communications

2.1. Matt Sullivan

C. Copeland announced that M. Sullivan will be resigning from his position of Senior Planner from SRPC. M. Sullivan will be moving on to be the Director of Planning and Development for the Town of Wolfeboro New Hampshire. She highlighted his 5^{1/2} years of work at SRPC and thanked him for his significant and numerous contributions to the organization.

3. Action Item(s)

3.1. Minutes from September 16th 2016

B. Tapscott made a motion to approve the September 16th minutes
Seconded by S. Keans
Vote: unanimous in favor

3.2. Summary of Transportation Alternatives Program (TAP) scoring process and approval of SRPC summary of project scoring for submittal to NHDOT

C. Lentz gave a brief overview of the recent Transportation Alternatives Program (TAP) scoring process. A live scoring exercise was completed by the TAC during their meeting on October 7th. The projects submitted by Dover, Somersworth, and UNH/Durham were each scored according

to the process and criteria developed by SRPC staff and approved by both TAC and Policy Committee. C. Lentz reviewed the scoring results; all three projects were ranked very closely. 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 explained that he would write a memo describing the scoring process, explained the results, and highlighted each project's local value. C. Lentz said that he hoped to adapt the TAP scoring process for future funding opportunities (such as the Congestion Mitigation & Air Quality program). S. Pesci thanked C. Lentz for putting this process together and expressed that he thinks the process should continue to be fine-tuned and used in the future.

S. Pesci made a motion to approve the scoring results
Seconded by J. Hotchkiss
Vote: unanimous in favor

4. Discussion Item(s)

4.1 Transportation and Food Security

J. Hall (the Director of Programs for Seacoast Eat Local) described the work her organization does in order to make fresh and local food more accessible to residents in the region. She led a discussion that focused on how access to transportation can impact food security in the region. C. Lentz provided data and charts related to food access and transportation in the Strafford Region. He noted that Strafford County ranks highest in New Hampshire for food insecurity. In order to combat this food insecurity, Seacoast Eat Local conducts and supports programs like Seacoast Harvest, Winter Farmers Markets, working to get SNAP ["food stamps"] benefits accepted at farmers markets, and the Seacoast Area Mobile Market.

J. Hall led the committee in a group exercise in which committee members worked in groups of two/three to interpret the transportation and food access opportunities for hypothetical households from brief profiles describing individual factors (such as income, family size, vehicle or transit access, etc.). Each group was asked to determine whether the family could get to a winter farmers market (or access other sources of fresh and local food) and discuss what barriers might exist for them. S. Pesci suggested that Seacoast Eat Local work with the region's transit providers to educate populations that may be intimidated by public transit. M. Williams added that COAST offers ADA paratransit for seniors and people with mobility challenges. B. Connor asked if Seacoast Eat Local works directly with homeless populations in the region. J. Hall responded that the organization provides emergency food aid to food pantries. B. Connor also asked how the drought has affected the organization. J. Hall responded that it has been a major problem with fresh food production and that the region needs to continue supporting their local farmers through this challenging time.

C. Lentz added that New Hampshire has a lot of potential to tap into the opportunity of regional food production rather than importing food from other parts of the nation and the world. He suggested that the Strafford MPO could be an important facilitator in this discussion.

S. Reid said that the Southeast Land Trust (SELT) has been very successful in conserving land for the purpose of agriculture [known as “current-use easements”]. J. Hall responded that the efforts of land trusts like SELT have been extremely valuable in helping farmers access affordable land for agriculture. She noted that the vast majority of farms in New Hampshire consist of only a few acres.

5. Project Update(s)

5.1 Progress update on SHRP2 project

L. Cherry gave an update on the SHRP2 Project. She said the team had been working to finalize the criteria used to select performance measures and wrap up Phase II of the project. The potential measures were divided into subject areas and then given to experts in each field for feedback on whether the measures were relevant to the overall transportation planning process. The next meeting is on November 2nd. L. Cherry added that the team is working on a presentation for Phase II that will be presented to the TAC and Policy committee. If anyone has anymore feedback they should contact her or other staff on the SHRP2 team.

5.2 2017-2020 TIP Public Comment Period

C. Lentz explained that the draft 2017-2020 TIP is posted for the comment period on the SRPC website, at the SRPC front desk, and at the Dover, Rochester, and Somersworth libraries. He said the public comment period began on October 19th and will end on November 17th, just prior to the public hearing at the Policy Committee meeting on November 18th at 9:00am. He encouraged anyone with comments to email him or call the office.

5.3 UPWP Update process

C. Lentz explained that staff are beginning work on the next Unified Planning Work Program (UPWP) contract which will comprise the next two fiscal years 2018-2019. The document is required to delineate staff tasks and hours for fulfilling the mandate of the Strafford MPO. C. Lentz mentioned that SRPC is developing a work tracking process that will utilize a program called Team Work. The program is designed to help SRPC staff track their tasks and hours in the UPWP. L. Cherry added that the SHRP2 team has had great success using Team Work to manage tasks and communications for their performance measures work.

6. Other Business

No other business was brought before the committee

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

B. Tapscott moved to adjourn

Seconded by J. Hotchkiss

Vote: All in favor

The meeting was adjourned at 10:27 am.

Minutes submitted by,
Colin Lentz & Alexa Gozdiff

Approved by
Name Printed: Victoria Pamele

Signed Victoria Pamele

Date: 11/18/16