

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

**Final Minutes
Friday, April 21, 2017
9 a.m.–11 a.m.**

1. Introductions

Members Present: Gary Anderson (Nottingham), Tom Crosby (Madbury), Glenn Davison (NHDOT), Rick Healey (Rochester), Janet Hotchkiss (Middleton), Suzanne Huard (Rollinsford), Robert Jaffin (Rochester), Fred Kaen (Lee), Sandra Keans (Rochester), Martin Laferte (Farmington), John Law (Farmington), Tony McMannus (Dover), Judy Nelson (Rollinsford), Peter Nelson (Newmarket), Elena Piekut (Dover), Steve Pesci (UNH), Elizabeth Strachan (NHDES), Brian Tapscott (Somersworth), Michael Williams (COAST)

Staff Present: Cynthia Copeland, executive director; Rachael Mack, GIS planner; Colin Lentz, regional transportation planner; James Burdin, regional economic development planner; Stef Casella, data collection & analysis assistant; Cynthia Plascencia, transportation writer.

The meeting was called to order with a quorum at 9:03 A.M.

2. Staff Communications

C. Copeland introduced Stef Casella and Derrick Bartlett, the summer data collection & analysis Assistants, and Cynthia Plascencia, the transportation writer. Stef and Derrick will be setting traffic counts and collecting other transportation asset data. Cynthia will be creating documents and visuals for SRPC to distribute information to the public in an informative and engaging way.

3. Public Hearing

3.1 Draft of the 2017 Coordinated Public Transit & Human Services Transportation Plan for Southeast NH (Coordinated Plan).

B. Tapscott made a motion to open the public hearing
Seconded by G. Anderson
Vote: All in favor

C. Lentz gave a presentation on the 2017 Coordinated Public Transit & Human Services Transportation Plan for Southeast NH. The coordinated plan was developed by the Strafford Regional Planning Commission, the Rockingham Planning Commission, and the Alliance for Community Transportation (ACT), which is the regional coordinating council for southeast NH. The plan describes the need for public and demand-response transportation services. It proposes planning efforts and projects that expand service and reduce duplication of service and costs for providers. C. Lentz gave a general overview of the goals in the plan, highlighted transit funding sources, and described the various needs for transportation services based on demographic information. He cited data from the U.S. Census and from surveys distributed during the development of the plan.

P. Nelson noted that some categories in the survey results seemed similar and suggested they could be grouped together to make the data easier to interpret. M. Williams acknowledged that the categories seemed similar, but that some categories need to be broken out to get more detailed data. He noted the distinction between specific survey questions “service is too infrequent” (where COAST may have scheduling restrictions) and “services aren’t available when I need them” (where COAST doesn’t operate on Sundays).

G. Anderson noted that one of the greatest challenges identified in the survey results was a lack of awareness by citizens about the types of service available. C. Lentz said that was a primary issue that COAST and ACT are actively addressing through advertising and engagement programs.

C. Lentz highlighted areas where ACT and the region have made progress in improving transportation services, including funding support, centralized ride scheduling software, and volunteer driver programs expansion. He reviewed findings from surveys and recommendations for service improvement specified in the plan.

P. Nelson asked for greater detail about the funding sources for these programs. C. Lentz responded that he provided basic information for the presentation and that more detail was included in the plan. C. Lentz acknowledged that he was developing his understanding of the complicated landscape of transit funding. J. Hotchkiss commented that more outreach might be needed to some of these smaller communities, like Middleton, which may not be informed about the transportation services offered. C. Lentz agreed and noted programs like travel training that are organized by COAST staff.

M. Williams made a motion to close the public hearing

Seconded by S. Keans

Vote: All in favor

4. Action Items

4.1 Minutes from March 17, 2017

P. Nelson requested an edit be made to change Cedar Street to Beech Street in the March 17, 2017, policy meeting minutes. C. Lentz acknowledged the edit and said he would make the change following the meeting.

G. Anderson made a motion to approve the March 17, 2017, minutes with the aforementioned edits.

Seconded by S. Keans

Vote: All in favor

4.2 Coordinated Public Transit & Human Services Transportation Plan—Recommended for approval by the TAC [VOTE]

S. Keans made a motion to adopt the draft Coordinated Plan

Seconded by M. Williams

Vote: all in favor

4.3 Ten Year Plan Project Scoring – Recommended for approval by the TAC [VOTE]

C. Lentz reviewed the final draft of materials organized during the project solicitation process for developing the Ten Year Plan. He explained that he had met with all 18 communities, as well as transit providers and NHDOT maintenance districts. He provided an overview of the resulting information regarding overall planning goals, spreadsheets of projects, and project rankings (based on criteria weights established by TAC and Policy Committee members).

S. Pesci noted that a project proposed jointly by Northwood and Nottingham was listed twice in the project ranking sheet. C. Lentz agreed that it made more sense to combine the duplicate listings to match the established project naming convention used by NHDOT. C. Copeland asked G. Davidson to comment on the process the Ten Year Plan would go through once sent to NHDOT. G. Davidson responded that once SRPC submitted information about the region's top projects and planning goals, they would be invited to work with NHDOT staff from planning, project development, and the Commissioner's office to present details of projects to aid in the

development of the first draft of the Ten Year Plan. He noted that approximately \$5 million of federal funding is theoretically allocated for new Ten Year Plan projects for the Strafford region.

S. Pesci commented that the current project list contained too many projects, many of which were strictly local projects that did not require federal funding. He expressed concern that the current organization of projects did not fully identify the needs of the whole region, and those regional needs would not successfully move through the political process of the Ten Year Plan development. J. Hotchkiss thanked C. Lentz and the SRPC staff for visiting all the communities in the Strafford region and including their voices in the Ten Year Plan, but agreed that the plan needed to highlight projects that were of higher importance to the region as a whole and had a higher chance of getting federal funding.

Committee members continued to discuss how to improve SRPC's submission to NHDOT for the Ten Year Plan and the process for developing new projects.

C. Copeland invited S. Pesci and other committee members to meet the following week (April 24–28, 2017) to pare down and reorganize the list of projects before the due date of April 28, 2017. The following committee members volunteered to meet to work on the Ten Year Plan project list: S. Pesci, J. Hotchkiss, P. Nelson, G. Anderson, S. Huard, F. Kaen, E. Piekut, and J. Law.

S. Pesci made a motion that the current list of proposed Ten Year Plan projects be accepted on the condition that 1) the official Policy Committee vote be delayed; 2) the Policy Committee grant the [ad-hoc] ten year plan workgroup the authority to meet the following week to reorganize the list and select projects of regional significance to be submitted to NHDOT along with the other existing project information; and 3) the full submission would be re-approved by the Policy Committee at its May meeting.

Seconded by J. Law

Vote: All in Favor

4.4 2018-2019 UPWP Agreement – Updated budget and scope of work since March Policy Committee [Vote]

C. Lentz explained that the TAC and Policy Committee had reviewed the draft Unified Planning Work Program (UPWP) at their meetings in March, but NHDOT had requested changes to the organization of tasks. He reviewed the changes and noted that the proposed budget had been reduced by approximately \$10,000 in each year. C. Lentz said the content and work tasks of the UPWP had not changed, but the change in organization was requested to align the UPWPs of all RPCs in the state.

J. Hotchkiss made a motion to approve the amendment to the draft UPWP.

Seconded by M. Williams

Vote: All in favor

5. Project Updates

5.1 SHRP2 Project Updates

C. Lentz gave an update on the SHRP2 project, noting that it had been renamed "Partnering for Performance N.H." He added that the project team had recently issued a request for proposals to develop a performance-based planning website.

6. Other Business

E. Strachan advised members to submit proposals for Diesel Emissions Reduction Act (DERA) funding, which has a deadline of June 20, 2017.

C. Copeland brought up a scheduling issue regarding the SRPC annual meeting on May 25, 2017, and asked members for ideas on how to address the scheduling conflict. She commented that several other large meetings were taking place on the same day at the same time; some of which would be inviting the same audience for the SRPC meeting. Members suggested she speak with the location staff and guest speakers to consider a new meeting date. C. Copeland said she would be in touch shortly with the commissioners about the possible rescheduling of the meeting.

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. Williams moved to adjourn

Seconded by J. Hotchkiss

Vote: All in favor

The meeting was adjourned at 11:12 a.m.

Minutes submitted by Colin Lentz, Ken Mayo, and Cynthia Plascencia

Approved by: Name Printed Victoria Pasmela

Signed: Victoria Pasmela

Dated: 4/21/17