

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

**Friday, June 16, 2017
9 a.m.-11 a.m.**

1. Introductions

Members Present: Michael Amicangioli (UNH), Mark Avery (Madbury), Tom Crosby (Madbury), Marcia Gasses (Dover), Rick Healey (Rochester), Janet Hotchkiss (Middleton), Sandy Keans (Rochester), Martin Laferte (Farmington), John Law (Farmington), Judy Nelson (Rollinsford), Orzechowski (Somersworth), Victoria Parmele (Northwood), Elena Piekut (Dover), Elizabeth Strachan (NHDES), Michael Williams (COAST)

Staff Present: Cynthia Copeland (Executive Director), Colin Lentz (Regional Transportation Planner), Rachael Mack (GIS Planner), Rachel Dewey (Data Analyst), James Burdin (Regional Economic Development Planner), Cynthia Plascencia (Transportation Writer)

The meeting was called to order with a quorum at 9:05 a.m.

2. Staff Communications

C. Lentz announced that two new hires started in May, Molly Belanger and Mason Twombly. They will join Stef Castella and Derrick Bartlett as part of the summer field crew for culvert assessments, traffic counts, and transportation data collection.

C. Lentz also announced that he, along with Tom Reinauer (from the Southern Maine Planning % Commission), are on the short list for a potential training in Portland, OR. The training focuses on developing all-hazard transportation recovery plans, specifically utilizing transportation demand management techniques, social media, and rapid digital communications, and transit facilities and buses to respond to and recover from various emergencies. C. Lentz said that if selected, they would be participating in the development of an emergency plan for Portland, OR, and then adapt the plan-building exercise for implementation in the southern Maine-New Hampshire region.

J. Burdin stated that the Comprehensive Economic Development Strategy (CEDS) report, which is updated every year, is in the final stages of public comment and will be on the agenda for the

annual meeting to be voted on by the full body of the commission. He asked the committee to send him any comments they may have on the report.

C. Lentz stated that he has been working to put together a list of items for the policy agenda for the next fiscal year. One item he and James Burdin will be working on is a discussion on transportation and economic development. He mentioned that Elizabeth Strachan (NHDES) will also discuss the DERA (Diesel Emission Reduction Act) program, as well as other speakers.

3. Public Hearing

3.1. Transportation Improvement Program (TIP) Amendment #2

B. Tapscott made a motion to open the public hearing

Seconded by T. Crosby

Vote: Unanimous in favor

C. Lentz reviewed the projects in the TIP amendment. He discussed a Newmarket project that was removed from the TIP as it is in litigation. C. Lentz mentioned that other overarching issues were brought up during the TAC meeting that will be added to the list of items for future Policy and TAC meetings in FY2018. C. Lentz reviewed other project amendments, such as the rehabilitation of tier 2 roads throughout the state (a DOT program), which had an issue with the scope and has been amended, and pavement markings throughout the state, which required a shift in funding to support Preliminary Engineering (PE) work needed in 2018-2020. He mentioned that a comment was received to move the change notes to the top of the document. C. Lentz lastly reviewed the Rochester roundabout project at Strafford Square. He encouraged members to visit the Rochester website for a video on a modified roundabout (<https://www.rochesternh.net/public-works/pages/strafford-square-and-north-main-street-presentation>). The amendment for the roundabout was for additional PE funds to do utility work, such as undergrounding overhead utilities.

C. Lentz discussed the addendum regarding statewide projects for STIC (Statewide Transportation Innovation Councils). He stated that each state has a STIC, which is a focus group for innovation in state-level transportation planning. The New Hampshire STIC is currently working on using digital tools for project development and implementation, as well as documentation processing and management. C. Lentz stated DOT was obligating funds for 2017 to have funds available for the next fiscal year.

J. Nelson made a motion to close the public hearing

Seconded by R. Healey

Vote: Unanimous

4. Action Items

4.1 Minutes from May 19, 2017 [VOTE]

B. Tapscott made a motion to approve the May 19, 2017 Meeting Minutes
Seconded by T. Crosby
Vote: Unanimous in favor

4.2 Transportation Improvement Program (TIP) Amendment #2 [VOTE]

M. Gasses made a motion to approve the TIP Amendment #2
Seconded by J. Nelson
Vote: Unanimous in favor

4.3 Regional Transit Asset Management (TAM) targets [VOTE]

C. Lentz explained that state DOTs and transit providers had recently set internal targets regarding transit asset management performance. MPOs are required to set their regional targets for transit asset management (TAM) by June 30. He explained TAM targets will prioritize funding based on the condition of transit assets to ensure the assets are in the best possible state of good repair. The TAM targets specifically address rolling stock, equipment, facilities, and infrastructure owned by direct recipient transit providers.

C. Lentz described rolling stock as revenue-generating vehicles, such as mini-vans, larger busses, and over the road coaches. He stated that the useful life benchmark (ULB) is a measuring tool to provide a general idea of the operational life of buses (derived from the National Transit Database). C. Lentz noted that the condition of transit facilities is scored on a 1 to 5 scale; the national average is a score of 3.5. Facilities in the region are comparable or better than the national average. C. Lentz noted that Wildcat transit did not list any facilities. M. Amicangioli confirmed that UNH Wildcat Transit's facilities are not funded through federal funds and therefore do not apply under the federal TAM management rule.

C. Lentz gave an overview of rolling stock conditions for COAST and UNH Wildcat, and presented proposed targets for transit assets for the region. He noted that regional targets are based on combined assets from UNH Wildcat and COAST. C. Lentz referred to the COAST and Wildcat asset lists that were handed out for further explanation. C. Lentz stated that there are no defined penalties for MPOs or transit providers for failing to meet targets. He added that it is unclear how penalties will affect transit agencies in general as they depend on federal funding for capital and operating expenses.

C. Lentz stated that Strafford MPO's proposed targets were meant to match COAST and Wildcat targets for the most part. But in some cases, regional targets were set to a more conservative

level due to factors such as funding uncertainty. He added that these are preliminary target settings that will be reevaluated on an annual basis.

V. Parmele asked the overall implications for the TAM targets were. C. Lentz explained that this is a benchmark for the region that eventually will be included in the post 2018 Metro Plan to track goals regarding transit assets. He added that TAM measures are just one piece of the performance-based planning framework being implemented by states and MPOs, and that Strafford MPO will be working collaboratively with transit providers to reach regional performance goals.

C. Copeland asked that whoever makes the motion to approve the TAM targets give Strafford MPO permission to do a technical edit prior to final submission, including final calculations and revision of targets for Class 5 busses. She said that the final submission to the state would include asset lists from both providers.

M. Williams made a motion to accept the TAM targets allowing for technical edits

Seconded by M. Amicangioli

Vote: Unanimous in favor

5. Project Updates

5.1 Partnering for Performance NH Colloquium

R. Dewey gave an update on the Partnering for Performance NH Colloquium, which took place on June 7 in Concord, NH. It was an opportunity for funders, federal partners, state partners, and MPOs to show other attendees what had been done in the project over the past 11 months. It was also an opportunity to showcase tools for success, including materials for other who are going through performance based planning. There were over 40 transportation professionals from New Hampshire, Maine, and Massachusetts in attendance. One highlight was the breakout session wherein attendees were asked to fill in the gaps for areas that needed performance measures and identify projects that were feasible at that time. R. Dewey said that the colloquium spurred a lot of productive discussion.

R. Dewey explained that the MPOs will continue to meet monthly to work on performance based planning and other projects. She added Strafford MPO staff are under contract to have a website developed; she asked for photographs or video of transportation-related infrastructure from the region to be included on the website.

V. Parmele asked C. Copeland if it would be appropriate to discuss an upcoming Geographic Information Systems (GIS) project. C. Copeland referred the question to R. Mack who explained that Dover and Nashua both have local GIS viewers that enable community members to view detailed land-use information. She explained that SRPC is exploring how to develop something similar to house the region's GIS data so other community members can access that data on their own.

6. Other Business

C. Lentz said that at a future meeting he would be asking members for input to take back to the Transportation Planners Collaborative on how to ensure performance based planning will be used to select projects from the local/regional level for the Ten Year Plan and Transportation Improvement Program.

C. Lentz said he had recently attended his first HSIP committee meeting (Highway Safety Improvement Program) wherein the committee discussed safety projects in Northwood, Nottingham, and Lee. He learned more about the planning process that will help with project development. V. Parmele asked if HSIP looks at potential projects, or projects already in process. C. Lentz responded that the HSIP committee primarily looks at projects that are in process but also tracks projects that have been proposed or are early in the engineering process.

J. Law asked who to contact about how traffic gets detoured around construction on on Route 11. C. Lentz suggested that it could either be the NHDOT Bureau of Traffic, the construction project manager, or local law enforcement. M. Gasses added that she had experience with that issue when traffic was detoured onto a road that was not designed to take that amount of traffic. Members discussed the issues with the current traffic congestion on Rt. 11 and how communities should be better informed about changing traffic patterns during local construction projects on state highways.

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 B. Tapscott

Vote: All in favor

The meeting was adjourned at 9:52 a.m.

Minutes submitted by Cynthia Plascencia and Colin Lentz

Approved by: Name Printed Victoria Parnell

Signed: Victoria Parnell

Dated: 7/21/17