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

**Friday, June 2, 2017
9:00 a.m.-11:00 a.m.**

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

1. Introductions

Members Present: Larry Brown (Milton), Seth Creighton (Rochester), Michael Hoffman (Newmarket), Jon Hotchkiss (Middleton), Martin Laferte (Farmington), Michael Bezanson (City of Rochester), Shanna Saunders (Somersworth), Elizabeth Strachan (NHDES), April Talon (Durham), Michael Williams (COAST), Gretchen Young (Dover)

Staff Present: Cynthia Copeland (Executive Director), Colin Lentz (Regional Transportation Planner), Rachael Mack (GIS Planner), Cynthia Plascencia (Transportation Writer)

2. Staff Communications

C. Copeland gave an update on the SHRP2 Partnering for Performance NH website which will present tools and best practices resulting from the 15-month-long project. An RFP was made for the website design, and the firm Planeteria was selected. C. Copeland stated that the first meeting with the new firm was held on Wednesday, June 1st, and she gave an overview of the meeting. Planeteria asked the SHRP2 team to describe other websites they liked and those they didn't like, especially websites related to performance measures. C. Copeland presented an example of a website (www.infrastructurereportcard.org) that the SHRP2 team and Planeteria liked because of the graphics and active video background.

C. Copeland made a special request for any video footage the committee members may have, or access to a drone to use for the design of the website. She said they were looking for footage of infrastructure in any part of New Hampshire; it is not restricted to the Strafford region. She stated that the website design was an 8 week project, which will end in early August.

G. Young asked what kind of footage the team was looking for. C. Copeland listed a few of the topics covered in the measures: safety, congestion, transportation asset management, highways, bridges, buses, etc. G. Young replied that she had footage of construction and would share that with the SHRP2 team.

C. Lentz stated that new staff for field data collection had started in May: Molly Belanger, Mason Twombly, Stef Castella, and Derrick Bartlett will be working to set traffic counts, complete the regional culvert assessment, and continue local pavement condition and sidewalk assessments.

C. Copeland explained that traffic counts are typically set on Mondays, but due to consistent rain in recent weeks, she had spoken to DOT about setting counts on other days of the week (such as Fridays). She said she would let the committee know of any changes ahead of time. C. Copeland also stated that there were some changes at the UNH Technology Transfer Center (T²) which impacted training for the new field team. Due to this delay in training, C. Copeland asked committee members to let her or C. Lentz know so if the field crew could help with local data collection efforts.

3. Action Item(s)

3.1 Approval of the Minutes from April 7, 2017 [VOTE]

C. Lentz stated that there was no quorum at the May TAC meeting so meeting notes were recorded and did not require a vote. He said the April meeting minutes still required a vote.

M. Laferte made a motion to approve the Minutes from April 7, 2017

Seconded by L. Brown

Vote: All in favor

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

C. Lentz briefly revisited the Ten Year Plan submission and asked the TAC committee to have one more look at the seven regional projects selected by the ad hoc Ten Year Plan workgroup.

C. Lentz stated that the list was already at DOT awaiting review.

G. Young moved to accept the re-approval of the Ten Year Plan submission

Seconded by M. Williams

Vote: All in favor

3.3 Amendment #2 – TIP recommendation to Policy Committee [VOTE]

C. Lentz stated that the public comment period regarding an addendum to 2017-2020 TIP Amendment #2 had started. He said the public comment period for the TIP is 30 days, and the public comment period for the addendum is 10 days, but that they will run concurrently and end on Monday, June 12. C. Lentz went over the project amendments, starting with a Newmarket shoulder expansion project for a bike lane which has been taken off the project list.

C. Copeland asked M. Hoffman if he could elaborate on why this project was taken off the list. M. Hoffman explained that while it was a good project, DOT wanted local management of the project and Newmarket didn't have the expertise to manage the project. He stated that the town of Newmarket had not had a positive experience with managing DOT projects independently. M. Hoffman referred to a recent downtown crosswalk project that is yielding poor results. He stated that having a staff engineer who knows civil projects is vital, but a smaller town can't afford it. M. Hoffman stated he hoped that in the future, DOT will come forward to not only approve projects but manage them as well.

M. Hoffman and G. Young described statewide issues with a lack of recognition of bicyclist needs, such as improved infrastructure. E. Strachan noted that bike/ped infrastructure may be inadequate currently, but that it is starting to change. She sits on the Bicycle and Pedestrian Transportation Advisory Committee with DOT and is starting to see more recognition of bicyclist needs. E. Strachan said that a new sign has just been approved that states the 3-foot rule (3 feet between motorists and bicyclists) for towns to purchase. C. Lentz suggested having DOT and Bicycle and Pedestrian Transportation Advisory Committee members attend a TAC meeting to discuss what the communities can do to improve bicyclist/pedestrian issues.

M. Hoffman stated that local police departments could also be more aware about bicyclist-related laws on right-of-way. He gave the example of how DOT has put together 2 brochures about bicycle and vehicle safety detailing rules and laws, but there are local police officers who consider certain bicycle actions illegal when they are, in fact, legal (e.g. riding side by side with no approaching vehicles). E. Strachan stated that a new brochure is being created and that bicyclists will be encouraged to carry it with them in case they are pulled over or questioned to show they are following the law.

C. Copeland stated that Strafford MPO is looking for meeting topics for next year and suggested having DOT and Bureau of Planning and Community Assistance Bill Watson come to a meeting to discuss local administration of projects.

C. Lentz reviewed several other project amendments: the statewide programmatic for rehabilitation of tier 2 highways, the statewide pavement marking programmatic, the STIC (or the Statewide Transportation Innovation Councils program), and the Rochester roundabout project at Strafford Square. M. Benzanson stated that the project was thought of many years ago and cost estimates have needed to be updated as the project has evolved. M. Benzanson asked for the committee's support in the future as DOT pursues further construction funding.

Committee members discussed the learning curve that comes with introducing a roundabout, citing the roundabout in Dover and Lee. M. Benzanson agreed that there is a learning curve and that DOT has been anticipating it. E. Strachan stated that DOT has a video on roundabouts that could be shared via social media. M. Benzanson also suggested viewing a simulation video of the proposed partial 2-lane roundabout on the Rochester DPW website.

L. Brown made a motion to recommend Amendment #2 of the 2017-2020 TIP and its addendum to the Policy Committee.

Seconded by S. Saunders

Vote: Unanimous in favor

4. Discussion Items

4.1 Transit Asset Management Performance Measures

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 30th. He explained TAM as prioritizing funding based on the condition of transit assets to make sure they are in the best possible state of good repair. The TAM targets specifically address rolling stock, equipment, and facilities.

C. Lentz described rolling stock as revenue-generating vehicles, such as mini-vans, larger buses, and over the road coaches. He mentioned the useful life benchmark is the measuring tool, so the larger the bus, the longer it will last. For facilities, on a 1 to 5 scale, the national level of 3.5 means it is in good shape. C. Lentz gave an overview of DOT's numbers, as well as COAST's numbers, regarding whether their rolling stock has met or exceeded their benchmark. C. Lentz referred to the COAST Asset list that was handed out for further explanation. M. Williams noted that the list was missing class 6 vehicles; he apologized and said he would send an updated list.

C. Lentz explained that Strafford MPO is working with COAST and UNH Wildcat Transit to set its own targets. He stated that for now Strafford MPO will match COAST targets, or be a little more conservative. He added that UNH staff indicated that all Wildcat buses are within their useful life benchmark and the goal is to keep it that way. L. Brown asked what the penalty is if a target is not met. C. Lentz stated that there is no penalty to MPOs, and M. Williams added that COAST has not been informed of any consequences for failure to meet targets.

C. Copeland asked M. Williams if COAST is comfortable with Strafford MPO using their numbers for their targets. M. Williams said he was comfortable with that. C. Copeland added that SRPC would get a written statement from Wildcat explaining their position on the measures.

M. Williams made a motion to recommend the draft Strafford MPO TAM targets to the Policy Committee

Seconded by G. Young

Vote: Unanimous in favor

5. Project Updates

C. Copeland shared that Nancy Mayville from the Bureau of Planning and Community Assistance has retired and will be working 2 days a week on a special project restructuring the organization of the bridge program.

C. Copeland stated that she had asked about a possible deadline for applications to the CMAC program (Congestion Mitigation & Air Quality Improvement program) but there is still no specified date. She added that DOT may be asking for letters of interest for projects that could use CMAC funding. She encouraged members to be ready with eligible projects.

M. Laferte stated that Farmington is having a ribbon cutting for the new Public Safety building that Sunday across from the Farmington Country Club. He also asked C. Copeland to elaborate on the Strafford Regional Planning Commission's Annual Meeting coming up on June 22. C. Copeland explained the theme for this year's annual meeting is historic preservation and restoration. She listed the guest speakers: Dijit Taylor from the Land and Community Heritage Investment Program, Elizabeth Muzzey from the NH Division of Historical Resources & NH Department of Cultural Resources, and Jennifer Goodman of the NH Preservation Alliance. They will be speaking about the importance of preserving buildings and other important landmarks in New Hampshire communities.

J. Hotchkiss stated he will be retiring from the Strafford MPO at the end of June. He will be serving as President for the New Hampshire Farm Museum which is a 3 year term.

C. Lentz explained that on a related note it is time for nominations of TAC officers for the new fiscal year. He said the nomination and election process would be part of the July meeting.

L. Brown shared that the Milton Mills has received a grant for a library restoration project. He added that there are 6.5 miles of walking trails in the Moose Mountains region in the vicinity of McKenzie's Farm and the NH Farm Museum.

C. Lentz explained that he and Tom Reinauer (from the Southern Maine Planning & Development Commission) are on the short list for a potential training in Portland, OR. The training focused on developing all-hazard transportation recovery plans, specifically utilizing transportation demand management techniques, social media and rapid digital

communications, and transit facilities and busses to respond to and recover from various emergencies. C. Lentz said if their proposal is selected, he will be participating in an exercise to put together an emergency plan for Portland, OR, and then adapt the exercise for implementation in the southern Maine-New Hampshire region.

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

M. Laferte moved to adjourn

Seconded by L. Brown

Vote: All in favor

The meeting was adjourned at 10:20 a.m.

Minutes submitted by Colin Lentz and Cynthia Plascencia

Approved by

Name Printed: MARTIN G. LAFERTE

Signed: 

Dated: 7-17