

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

**Draft Minutes**

**Friday September 16<sup>th</sup> 2016  
9:00 AM-11:00 AM**

**1. Introductions**

**Members Present:** Bill Connor (Somersworth), Tom Crosby (Madbury), Robert Jaffin (Rochester), Sandra Keans (Rochester), Tony McManus (Dover), Brian Tapscott (Somersworth), Elena Piekut (Dover), Judy Nelson (Rollinsford), Suzanne Huard (Rollinsford), Glenn Davison (NHDOT), Victoria Parmele (Northwood), Tom Burbank (Madbury)

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

**Guests:** Shanna Saunders (Somersworth)

The meeting was called to order with a quorum at 9:07am

**2. Staff Communications**

**2.1. Ken Gross- new SHRP2 team member**

Copeland introduced K. Gross as the new SHRP2 team member. K. Gross will be working on outreach and data visualization aspects of the SHRP2 project.

**3. Action Item(s)**

**3.1. Minutes from August 19<sup>th</sup> 2016**

B. Tapscott made a motion to approve the July 15<sup>th</sup> minutes

Seconded by T. Crosby

Vote: unanimous in favor

**3.2. Review and approve SRPC Transportation Alternatives Program (TAP) scoring criteria and weightings**

C. Lentz gave an overview of the upcoming Transportation Alternatives Program (TAP) funding round. He said projects proposed by Dover, Somersworth, and UNH/Durham are all similarly focused on pedestrian and bicycle safety. NHDOT will review the applications and send them to respective RPCs for review and regional scoring, which will be conducted by the TAC and approved by the Policy committee. The regional scores will inform the NHDOT scoring process and final decision by the NHDOT commissioner. C. Lentz presented a document with scoring

criteria to the committee for its review. He said the scoring model and process could potentially be adapted for other competitive funding processes in the future. B. Connor asked how the funding process works. C. Lentz clarified that TAP is an 80/20 reimbursement program for which municipalities (or other eligible applicants) allocate funds for 100% of project costs and are reimbursed for 80% of the total cost. C. Lentz also mentioned that the scoring criteria had been approved by TAC and they were looking forward to using it as an engagement process.

B. Connor made a motion to approve the scoring criteria and weightings

Seconded by B. Tapscott

Vote: unanimous in favor

#### **4. Discussion Item(s)**

##### **4.1 Local Road Safety Audit Program- Michelle Marshall**

M. Marshall (a Highway Safety Engineer at NHDOT) presented on the Road Safety Audit Program (RSA). Municipalities can apply through the program for a safety audit of an intersection on state-owned and locally-owned roads. The RSA program operates as part of the larger HSIP funding source. The program targets significant and specific safety hazards, including crash history, turning movements, and visibility issues. M. Marshall explained that NHDOT works with selected applicants to conduct a safety audit, develop alternatives, complete engineering studies, and construct the selected alternative. She said about four RSAs are conducted each year and that the program is funded through federal funds and toll credits.

C. Lentz asked if DOT had any advice for growing communities that want to be proactive in addressing traffic safety issues. M. Marshall responded that RSAs can only be conducted on intersections that have had at least one fatal crash and have not had any improvements done within the previous 5 years. She said the RSA program is not meant for proactive planning but for addressing serious existing safety issues.

B. Connor asked how DOT ensures equity between smaller communities with limited resources and larger communities with greater technical and planning capacity. M. Marshall responded that the decisions are based on crashes reported in the application and that DOT works directly with the municipality and other consultants/contractors to complete design and construction work projects. This means that municipal resources and technical capacity are not a factor in successfully applying for and receiving RSA grants.

L. Cherry asked if the newly approved safety performance measures will feed into the Highway Safety Improvement Program (HSIP) project criteria. G. Davison responded that they will be integrated in the HSIP program.

M. Marshall showed examples of several successful RSA projects that had recently been completed in Rochester, Barrington, Lee, Lyme, and Lebanon. She gave a copy of the Federal RSA manual to C. Lentz to include in the SRPC reference library for the committee's reference.

#### **5. Project Update(s)**

##### **5.1 Progress update on SHRP2 project**

R. Dewey gave an update on the SHRP2 Project. The team is excited to have K. Gross joining the SHRP2 project and have already had two successful monthly workgroup meetings. She said the team has been working to finalize the criteria used to selected performance measures, R. Dewey encourages stakeholder engagement and feedback on the measures from the Policy Committee. V. Parmelle asked how they would like this feedback. R. Dewey explained that committee members can email anyone on the SHRP2 team (herself, Lynn Cherry, or Ken Gross) or call the office to speak with one of them. L. Cherry added that the team is working on a presentation of the measures list for the Policy committee and TAC.

### **5.2 Durham-Newmarket 108 bicycle shoulder expansion project**

C. Lentz gave an update on the recent request by the Durham Town Council to relocate guardrails along newly improved sections of NH108 between Newmarket and Durham. He explained that the guardrails were originally placed too close to the outside traffic lane marking (the fog line) and not in compliance with engineering and safety standards from the American Association of State Highway and Transportation Officials (AASHTO). NHDOT responded immediately to a formal request by Durham Town Council to move the guardrails to a point at least five feet from the fog line. The guardrails had been moved within a week.

C. Copeland mentioned that some Newmarket and Durham residents have asked about using guardrails with pre-rusted metal components and wood that would better match the historic and scenic nature of the route. She asked G. Davison to comment on the materials used for the guardrails. G. Davison explained the NHDOT has use the pre-rusted guardrails on other projects but found that they just rust more rapidly, are therefore less safe, and result in greater replacement costs. For this reason they were taken off the approved products list and they reverted to standard guardrail materials.

### **5.3 Dover-Rochester-Somersworth 108 Complete Streets project**

C. Lentz said that the three cities, COAST, and SRPC had sent a signed letter to Keith Cota (the NHDOT project manager) outlining their design vision and project objectives for the complete streets project along NH108 between Innovation Dr. near Skyhaven Airport in Rochester and Weeks Crossing in Dover. He said SRPC had been facilitating discussion with the three cities and COAST prior to NHDOT's consultant selection process which will begin early in the Fall of 2016. The next step for the project is to continue working with NHDOT to ensure that the project design is based on effective engagement of relevant stakeholders including local decision-makers, residents, business owners, and transit riders along the project route.

## **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 T. Crosby

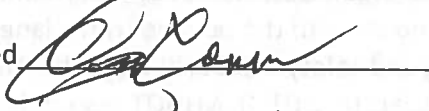
Vote: All in favor

The meeting was adjourned at 10:38AM

Minutes submitted by,  
Colin Lentz, Recording Secretary

Approved by

Name Printed: WILLIAM CONNOR

Signed: 

Date: 11-18-2016