

Strafford MPO Policy Committee Meeting

Friday, August 19, 2022 9:00 – 10:30 AM

Hybrid Meeting (Conference Rm 1A, SRPC Office & via Zoom)

In accordance with RSA 91:A, the Commission requires a minimum of an in-person quorum. To organize this, the Commission staff will confirm the necessary in-person attendance. It is the preference of the Commission that others participate via Zoom, however, guests may attend the meeting at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously. View the remote access information below.

Meeting URL: <https://us02web.zoom.us/j/85802372877>

Meeting ID: 858 0237 2877

Telephone-only Access: +1 646 558 8656

These instructions have also been provided at www.strafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@strafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Pre-Meeting Task/Notes
1) Introductions	1 minute	
2) Staff Communications	5 minutes	
3) Action Items [require a vote] a) Approve draft minutes from July 15, 2022 b) Approve Ten Year Plan criteria weighting recommended by TAC	15 minutes	Review draft minutes and criteria weighting in packet.
4) Discussion Items a) Next steps in the Ten Year Plan process b) Commission Engagement and Opportunities	30 minutes	Review TYP information in packet, and commissioner opportunities in the memo
5) Other Business	5 minutes	None
6) Commissioner Roundtable Updates, from your community	10 minutes	None
7) Citizen's Forum		
8) Adjourn		

Reasonable accommodations for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org.



RULES OF PROCEDURE

*Strafford Regional Planning Commission
Strafford Metropolitan Planning Organization, and
Strafford Economic Development District*

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.



Memo

Strafford MPO Policy Committee meeting

August 18th 2022

Preview of agenda items

Ten Year Plan scoring criteria weighting

The TAC reviewed and voted to recommend the draft criteria weightings included in the packet.

Ten Year Plan Process

The same criteria from the previous TYP round will be used to score candidate projects this round (attached in the packet). SRPC will be able to weight criteria according to regional goals/objectives. Review of all candidate TYP projects by a licensed engineer is now required.

SRPC staff have been meeting with municipal staff to discuss projects and several candidates have been submitted for engineering review. Staff are developing summary “snapshots” of each project to go with an online survey form to score them. A general schedule of Ten Year Plan process steps is included in the packet.

Critical first deadline: ranked list of project due to NHDOT by November 11th 2022.

- NHDOT will review RPC projects from November-December.
- SRPC staff will be meeting with NHDOT staff in January/February to discuss results of NHDOT project review.
- Final prioritized (and fiscally constrained) project list due to NHDOT by March 31st 2023

NHDOT is currently discussing regional allocations of funding for candidate projects. More information will be provided at the meeting.

Future Engagement Opportunities for SRPC Commissioners

Last month during the Strategic Plan update and other conversations during the Policy Committee meeting we discussed Commissioner Engagement. This year, we would like to focus on strengthening engagement. There are many exciting opportunities right now, and building that pipeline of communication between SRPC and it’s member communities is even more important.

Some upcoming opportunities to touch base on at the meeting include:

- SRPC’s Regional Housing Needs Assessment (RHNA) and upcoming engagement opportunities
- InvestNH housing grant opportunities for municipalities
- SRPC’s pending HUD Grant to work on RHNA implementation and updating the regional plan

Additionally, we currently have seats open to represent SRPC on the following committees:

- SRPC’s Developments of Regional Impact Committee
- NH Association of Regional Planning Commissions

Please also be sure to complete the SRPC Commissioner Skills Matrix:

<https://www.surveymonkey.com/r/SRPC-Skills>

STRAFFORD

Metropolitan Planning Organization

Policy Committee Meeting
Combined Meeting of the Stafford EDD & Strafford MPO
Meeting Minutes
Friday, July 15, 2022
9:00 – 11:00 AM
Strafford Regional Planning Commission
Hybrid Meeting
Rochester, NH

1. Introductions

9:05 Chair David Landry called the meeting to order. and asked for introductions.

Committee Members Present: Bill Fisher, Farmington; Katrin Kasper, Lee; Barbara Holstein, Rochester; David Landry, Dover; Tom Crosby, Madbury; Michael Bobinsky, Somersworth; Mark Richardson, Somersworth; Michael Williams, COAST; Donald Hamann, Rochester; Joe Boudreau, Rochester; Peter Nelson, Newmarket; Larry Brown, Milton;

Committee Members participating remotely: Steve Diamond, Barrington; Ricky DiCillo, DES; Laurie Ridenour Patterson, DOT, Dawn Genes, Lee

Staff members present: Jen Czysz, Colin Lentz,

Staff attending remotely: Rachel Dewey, Stephen Geis, Tyler Distefano, Megan Taylor-Fetter

Guest attending remotely:

2. Staff Communications

J. Czysz reported that it is officially the new fiscal year, SRPC is starting on new projects, including a new contract with HUD, along with the other nine regional planning commission, to look at funding.

3. Public Hearing-2022 Nondiscrimination Plan

M. Williams Motioned to open the Public Hearing, Seconded by B. Fisher. A vote was conducted by a show of hands. All members in favor with a unanimous show of hands. The Public Hearing opened at 9:11 a.m.

C. Lentz explained that this plan has been open for public comment for 30 days. He further explained that it covers our responsibility under Title VI, in the Civil Rights Act. As a federally funded agency, we have a duty and responsibility to be as engaged as

possible with all populations in our region and for our programs to be accessible and representative. C., Lentz provided a summary of the plan including information on demographics, updates as a result of public comment, limited English proficiency, environmental justice, and transportation.

The members engaged in discussion on topics including the recent round of ARPA funds and how a site is determined for certain high impact projects. Using the census data from every ten years. as a source for Data for Trends in race and ethnicity,

D. Hamann Motioned to close the Public Hearing Seconded by M. Williams. A vote was conducted by a show of hands. A vote was taken. The Public Hearing Closed at 9:30 a.m.

4. Action Items

a. Approve Draft Minutes from June 17, 2022

D. Hamann motioned to approve the Minutes of June 17, 2022 seconded by T. Crosby. A vote was taken by a show of hands: B. Fisher, K. Kasper, B. Holstein, M. Richardson D. Landry, T. Crosby, M. Bobinsky, M. Williams, D. Hamann, J. Boudreau, P. Nelson, L. Ridenour-Patterson, D. Genes, R, DiCillo in favor. L. Brown Abstain. The motion passed with a majority of members in favor.

b. Approve the 2022 Nondiscrimination Plan

D. Hamann motioned to approve the 2022 Nondiscrimination Plan seconded by M. Bobinsky, A roll call vote was taken: B. Fisher, K. Kasper, B. Holstein, M. Richardson D. Landry, T. Crosby, M. Bobinsky, M. Williams, D. Hamann, J. Boudreau, P. Nelson, L. Ridenour-Patterson, D. Genes, R, DiCillo voting in favor. L. Brown Abstain. The motion passed with a unanimous vote in favor.

5. Discussion Items

a. Updated to the Ten-Year Plan Process

C. Lentz explained that the timeline for submitting projects is fast accelerating. The first critical deadline is to submit ranked list of projects to DOT by November 11, 2022. . The same criteria from the previous TYP round will be used to score candidate projects this round. SRPC will be able to weight criteria according to regional goals/objectives.

Members were asked to review the four ready projects and to weight the criteria, The next step in the process is to hire a licensed consultant engineer to review the projects, come up with a scope to send to DOT for review.

The members will vote on the criteria by this body by October. The criteria weighting and the ranked list of projects.

Discussion ensued on how to keep the commissioners informed and up to date so that they can inform the residents in their communities. Also discussed was the process for the selection of engineers and how inflation will impact projects in the future.

b. Updates to the SRPC Strategic Plan

J. Czysz provided a high-level update on the strategic plan. The Strategic Plan guides the agencies internal operations and the services we provide. Some things got shifted because of pandemic, The plan outlines where we are and what we will be working on in the upcoming fiscal year. One of the projects in the queue is an IT plan. To prepare, staff has been working with a consultant on a cyber security audit and IT assessment.

6. Other Business and Updates from Staff

J. Boudreau, reported on the resiliency committee and its value it has to communities. A future focus will be on what can local people do. Recordings of the meetings are available to view on the SRPC YouTube channel accessible through the SRPC website.

7. Commissioner Roundtable

M. Bobinsky reported that the City of Somersworth after 4-5 years, through TAP/CMAC grants, finally gained approval to bid on pedestrian-oriented projects. The bid came in over 40 percent higher than planned. All parties are having conversations on where to go from here.

D. Hamann reported that the bids for Strafford square infrastructure and utility bids came in much higher than expected.

8. Citizens Forum


There were no citizens present

9. Adjourn

Motioned to adjourn seconded by. By a show of hands, all members voted in favor to adjourn.

Below is a general schedule of the first steps in the Ten Year Plan project development process. They apply to both TAC and Policy so any votes noted below are assumed for both committees. First task is to weight the scoring criteria ideally, TAC and Policy will approve weightings at their August meetings, but September is an option if more time is needed.

Our immediate deadline is November 11th; that’s when we need to send NHDOT a preliminary ranked list of projects for consideration. That leaves three months to weight criteria, review candidate projects, complete at-home scoring exercise, and make a final vote on a ranked project list.

	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
Review and vote on criteria weighting		If needed						
Consultant engineer review of candidate projects								
Committee review and score candidate projects								
First opportunity for discussion and initial vote on candidate projects ranking								
Last opportunity to vote on initial ranked project list								
Initial project list due to NHDOT by Nov. 11th								
NHDOT review of candidate RPC projects								
SRPC staffs meet with NHDOT to discuss projects								
Final project ranking and constrain to \$4.9M allocation. Final opportunities to vote on projects								
FINAL ranked and fiscally constrained project list due to NHDOT by March 31 st , 2023								