

# STRAFFORD

Metropolitan Planning Organization

**Policy Committee Meeting**  
**Combined Meeting of the Stafford EDD & Strafford MPO**  
Meeting Minutes  
Friday, January 20, 2023  
9:00 – 11:00 AM  
Strafford Regional Planning Commission  
Hybrid Meeting  
Rochester, NH

## 1. Introductions

Chair Dave Landry called the meeting to order at 9:04 A.M. and declared that, due to a weather emergency, the committee is meeting virtually so that the members may conduct essential business. He then asked for introductions.

**Committee members attending remotely:** Bill Fisher, Farmington; Peter Nelson, Newmarket; Dawn Genes, Lee; Barbara Holstein, Rochester; Mike Bobinsky, Somersworth; Mark Richardson, Somersworth; Michael Williams COAST; David Landry, Dover; Joe Boudreau, Rochester; Caren Rossi, Lee; Katrin Kasper, Lee; Wayne Burton, Durham; Steve Diamond, Barrington; Herb Ueda, Rollinsford; Sophie Robinson, Dover; Tom Crosby, Madbury; Bill Watson, DOT; Jessica Wilson, DES; Beverly Cray, UNH; Steve Pesci, UNH.

**Staff attending remotely:** Colin Lentz, Jen Czysz, Rachel Dewey, Megan Taylor-Fetter, Mark Davie

At 9:06 am, the meeting convened as the SRPC Commission. The Commissioners moved forward to Item #5 in the agenda: Mid-Year Budget Amendment:

## 5. Mid-Year Budget Amendment

J Czysz explained that the Executive Committee moved to recommend the Mid-Year Budget as presented. She summarized the changes in revenue and expenses.

### REVENUE:

- Minor adjustments to the Municipal and Non-Profit Agreements to reflect current funding levels and three new small contracts:
  - Lee trail maps
  - Nottingham trail maps
  - Explore Moose Mountains market study
- Adjustment of to reflect balances carried forward on multi-year projects including:
  - EDA CARES Act
  - EPA Brownfields
  - ARPA Housing Needs Assessment
  - Various DES Grants
  - DOT funding levels
- Shift a portion of HUD grant funds originally budgeted for FY2023 into FY2024
- Add the new Housing Navigator Grant

Summary of Changes – EXPENSES:

- Adjustments to several personnel related lines to reflect actual staffing levels, the loss of our Sr. Regional Planner (Economic Development) and hiring of a Housing Navigator
- Reduction in health and dental as one employee had a plan change at the beginning of the year.
- Adjustment of equipment to reflect software subscriptions for adjusted staffing
- Increase in Office Expense to extend the staff \$25/pay period phone stipend through to the end of the fiscal year
- Increase of travel funds to reflect projected expenses
- Adjustment of outsources contracts to reflect actual carryforward contract amounts on multiyear projects
- Reduction of HUD grant pass through to shift expenses from FY2023 to 2024

A brief discussion ensued on staffing.

M. Bobinsky motioned to accept the Mid-Year Budget Amendments as presented. J. Boudreau seconded the motion. A roll call vote of the Commissioners was taken B. Fisher, D. Genes, B. Holstein, M. Bobinsky, Mark Richardson, D. Landry, J. Boudreau, C. Rossi, W. Burton, K. Kasper, S. Diamond, H. Ueda, S. Robinson, T. Crosby, P. Nelson voted in favor. Motion passed with a unanimous vote in favor.

**At 9:19 the Commission meeting adjourned, and the Policy Committee meeting convened.**

## **2. Action Items**

### **a. Minutes from November 4, 2022**

B. Fisher motioned to approve the Draft minutes of November 4, 2022 as written seconded by S. Diamond. A roll call vote was taken: B. Fisher, D. Genes, B. Holstein, M. Bobinsky, Mark Richardson, M. Williams, D. Landry, J. Boudreau, C. Rossi, W. Burton, K. Kasper, S. Diamond, H. Ueda, T. Crosby, B. Watson, J. Wilson, B. Cray, Steve Pesci, voted in favor. P. Nelson and S. Robinson abstained, stating they were not present at the meeting. Motion passed with a unanimous vote in favor. D. Landry noted that members can vote on the approval of minutes regardless of if they were present or not.

### **b. Performance Target Setting**

#### **Highway Safety**

#### **Transit Safety and Assets**

C. Lentz presented on the performance target setting. He explained that Strafford MPO is required to set quantitative targets for several performance measures. Targets for three performance areas will be updated and included as part of the updated 4-year Transportation Improvement Program: highway safety, public transit safety, and public transit asset conditions. There are detailed memos in the meeting packet on each of the following performance target area.

There are five highway safety targets for all public highways in the region:

- Number of Fatalities
- Rate of Fatalities
- Number of Serious Injuries
- Rate of Serious Injuries
- Number of Non-Motorized Fatalities and Non-motorized Serious Injuries

There are seven targets related to passenger safety on federally funded public transit vehicles:

- Number of Fatalities
- Rate of Fatalities

- Number of Injuries
- Rate of Injuries
- Number of Safety Events
- Rate of Safety Events
- System Reliability

There are three target categories related to federally funded public transit assets:

- Rolling stock (revenue-generating vehicles that transport fare-paying customers)
- Equipment (non-revenue vehicles that support transit operations)
- Facilities (buildings and parking lots).

Motion: M. Richardson motioned to accept the Performance Target Setting as presented. K. Kasper seconded the motion. A roll call vote was taken: B. Fisher, D. Genes, B. Holstein, M. Bobinsky, Mark Richardson, M. Williams, D. Landry, J. Boudreau, C. Rossi, W. Burton, K. Kasper, H. Ueda, S. Robinson, T. Crosby, B. Watson, J. Wilson, B. Cray, Steve Pesci, UNH all voted in favor. S. Diamond voted not in favor. Motion passed with a majority of votes in favor.

### **3. Discussion Items**

#### **a. 2024-2025 Unified Planning Work Program development**

C. Lentz presented a brief update on the Unified Work Program. The UPWP is a comprehensive program of all transportation-related tasks to be completed over the next two years. Strafford MPO is in the process of preparing the next UPWP with NHDOT which will cover state fiscal years 2024 and 2025 (beginning July 1st of calendar year 2023). Staff will be meeting with NHDOT in the next few weeks to discuss draft updates. Staff will provide a summary of the updates and major projects anticipated for that two-year period,

#### **b. 2023-2026 Transportation Improvement Program**

C. Lentz reported that the update on TIP is currently out for Public Comment. Copies have been distributed to Town halls, libraries and is posted to the SRPC website.

The TIP contains all federally funded projects in-process in the Strafford region of the next four years. Strafford MPO works with NHDOT and the three other MPOs to update the TIP every two years. This includes adding new projects, removing projects that have been completed, updating funding information (including public transit), and ensuring that federal funds are fiscally constrained over the four-year period. Updates to the TIP also require an update to the Strafford MPO's Metropolitan Transportation Plan (MTP), which considers the next 20 years of transportation projects and planning. When the TIP is updated, all projects programmed in the TIP through the last year of the MTP shift forward two years and get updated financial information.

There will be a full review at a future TAC meeting.

### **4. Other Business**

No other business was discussed.

### **6. Commissioner Roundtable Updates.**

M. Richardson reported that the Somersworth, Planning Board approved a plan for a childcare center on 108 for 240 kids managed and operated by Wentworth Douglass. Started ASAP. Shooting for next fall if not sooner. DOT complete streets to incorporate.

W. Burton reported for Durham that Portsmouth Water Department is looking to construct on an easement in the Wagon Hill area; this will eat up a large area of sensitive land. They have proposed taking private owners' property by eminent domain. This is a 50-year-old easement. W. Burton suggested allowing more time for the Commissioner Roundtable on the agenda and proposed moving it to the top of the agenda.

J. Boudreau reported that the Resiliency Committee is hosting a roundtable on energy Monday, January 23, 2023 from 1:00 P.M. to 2:00 P.M. Information is available on the SRPC website.

#### **7. Citizen's Forum**

There were no citizens present.

#### **8. Adjourn**

At 10:34 A.M., P Nelson motioned to adjourn, seconded by S. Diamond. Motion passed with a unanimous vote in favor.