

# Strafford Metropolitan Planning Organization Policy Committee Meeting



**Friday, November 20<sup>th</sup> 2020 9:00 – 10:30 AM**  
Remote Zoom Meeting

The Chair of SRPC has found that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-21, SRPC and committees thereof are authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

SRPC is utilizing Zoom for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting as follows:

Online Access: <https://us02web.zoom.us/j/83329379249>

Telephone-only Access: +1 312 626 6799 and Meeting ID: 833 2937 9249

These instructions have also been provided on the SRPC website at [www.strafford.org](http://www.strafford.org). If anybody is unable to access the meeting, please email [clentz@strafford.org](mailto:clentz@strafford.org). In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

- |  |                |
|--|----------------|
| <b>1. Introductions</b>  | <b>5 mins</b>  |
| <b>2. Staff Communications</b>   |                |
| <b>3. Public Hearing – [Motion Required]</b><br>Draft Updates to the Public Participation Plan (New virtual public involvement language)                             | <b>10 mins</b> |
| <b>4. Action Item(s) [Motion Required]</b><br>4.1. Draft minutes from October 16 <sup>th</sup> , 2020<br>4.2. Draft Updates to the Public Participation Plan         | <b>5 mins</b>  |
| <b>5. Commissioner Roundtable – Updates from your community</b><br>What should SRPC be focused on for COVID-19 recovery planning that would help your community?     | <b>10 mins</b> |
| <b>6. Other Business</b>   | <b>5 mins</b>  |
| <b>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</b> |                |
| <b>8. Adjournment</b>  |                |

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow 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](mailto: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.

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.

## Strafford Metropolitan Planning Organization Policy Committee

### Meeting Minutes

**Friday, October 16<sup>th</sup> 2020 9:00 – 11:00 AM**

Strafford Regional Planning Commission  
Virtual Meeting Via Zoom  
Rochester, NH

The meeting was called to order at 9:05am

Prior to beginning the meeting, the Chair read the following statement:

As Chair of the Strafford MPO Policy Committee I have found that, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-18, this Committee is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-558-8656 and meeting ID 852 4088 7267, or by clicking on the following website address:

<https://us02web.zoom.us/j/85240887267>

*b) Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the SRPC website at [Strafford.org](http://Strafford.org), and clicking on the link for the May Policy Committee.

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 603-559-3500 (ext. 102) or email Colin at:

[clentz@strafford.org](mailto:clentz@strafford.org).

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time. Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

### 1. **Attendance:**

#### Committee Members

Don Hamann (Rochester), Tim White (NHDES), Leslie Schwartz (Durham), Michael Williams (COAST), Mark Richardson (Somersworth), Bill Fisher (Farmington), David Landry (Dover), Richard Michaud (Somersworth), Victoria Parmele (Northwood), Barbara Holstein (Rochester), Peter Nelson (Newmarket), Michael Bobinsky (Somersworth), Joe Boudreau (Rochester), Glenn Davison (NHDOT).

#### Staff

Jennifer Czysz, Colin Lentz, Nancy O'Connor, Jackson Rand,

### 2. **Staff Communications**

J. Czysz announced that SRPC had hired Natalie Moles as the Economic Recovery Coordinator, and she'll start on November 2<sup>nd</sup>. She said Natalie had a planning degree and had worked in a county planning office in Virginia, then recently in the hospitality industry. J. Czysz said her combined experience was going to be great for economic recovery planning related to the COVID-19 pandemic.

### 3. **Action Item(s)**

3.1 Minutes from September 18<sup>th</sup> 2020 [VOTE]

M. Bobinsky made a motion to approve the minutes as written.

Seconded by S. Diamond

Vote: unanimous in favor (via roll call vote)

### 4. **Discussion Items** - Provide feedback on draft Metro Plan theme content (see memo included in packet)

C. Lentz provided a brief summary of the role of the Metro Plan, the goals and progress on the update process, and the purpose of the discussion (also provided in a meeting prep memo). He noted that the deadline for the Metro Plan update was the end of June, 2021. The goal for the update and reorganization of the plan is to reduce the volume of text, increase data visualization, and better tie the goals, objectives, and projects together through data analysis. C. Lentz explained that he would be presenting individual parts of the plan for committee review between now and June so they could review them separately instead of trying to read the whole document at once.

C. Lentz said the first piece to review was the draft “themes”. Previous versions of the plan are very text-heavy and a goal of the update was to reduce the amount of text substantially. The themes were designed to discuss the core issues affecting transportation planning in the region – to set the context for data analysis and proposed projects later in the plan. They are meant to be readable for a wide audience and:

- Organize the plan into major topic areas (economics, housing, modes, infrastructure conditions, etc.)
- Describe central issues being addressed (e.g. senior population growth, funding sustainability for transit)
- Provide a reference point for readers to interpret the data and analysis in the plan and recognize why specific projects were programmed

C. Lentz explained that each theme will focus on a single topic have a standardized outline:

Example topic: Infrastructure Conditions

- Topic-specific goals
- Major issues (central challenges and trends)
- Implementation – “what we can do”
- Policy actions (how SRPC can affect this issue through advocacy and engagement)

He asked members several questions in the meeting prep memo for their review of the draft themes:

- Are they readable for a wide audience?
- Do they provide adequate context of the major planning issues?
  - Are there major planning issues you think we missed?
- Is there enough content for people to connect it with the metrics and projects in the plan?
- Do they give you a clear idea of how Strafford MPO is going to address the planning challenges discussed?
- The goals are primarily based on feedback from outreach and previous discussion with SRPC committees. Do you feel they are accurate and reflective of the individual topics?

M. Bobinsky said they were readable and said the bulleted goals at the top of each theme were well-stated. He said he had additional comments on the goals that he would bring up earlier.

V. Parmele asked how the themes would discuss the effects of the pandemic – in particular, the demographic shifts that had been observed or were more anecdotal at this point. R. Dewey explained that she’s working on analysis of available demographic data so SRPC can show emerging trends and COVID-19 impacts. Data for 2019 from the American Community Survey will be available in December. SRPC can then show population estimates from 2014, 2016, and 2019. Those figures can be compared with populations projections for NH. J. Czysz added that the data stop just before the pandemic hit so there will have to be caveats with the data analysis. S. Diamond noted that the demographic changes will take years to emerge fully.

S. Diamond asked if there was room for additional graphics in the themes. C. Lentz said he intended the themes to be very short and focused, and include most of the quantitative charts and graphs in the section dedicated to metrics. That section will include snapshots for many metrics related to transportation. For instance, there will be individual snapshots for several demographic issues (population projections, senior populations, minorities, etc.). S. Diamond asked if more detail could be added on the demand for passenger rail and its potential impact on the multimodal network.

M. Richardson noted that the issue of school transportation is missing. He explained that schools in NH struggle to get competitive bids for buses [one company dominates the market] and struggle to find drivers. He added that Northwood had to start school late in 2019 because they could not find enough qualified drivers. C. Lentz added that availability of commercial drivers is a national workforce issue. There are fewer drivers who are certified to drive commercial vehicles (CDL) and even fewer who have the additional qualification to carry passengers. M. Williams added that commercial vehicle mechanics are also scarce; COAST has had an advertised position for a mechanic posted for 6 weeks with no applications. W. Burton said that along with the driver shortage, there's a lack of support for and emphasis on people entering the skilled/technical trades. There are well-paying jobs available, but people (especially young people) are not generally encouraged to seek those jobs. Training for those jobs is also less available. M. Williams added that Great Bay Community College had been uninterested in developing a CDL training program and the CDL school in Concord doesn't offer the additional certification for passengers. COAST is unable to develop its own in-house training program because insurance won't cover it.

C. Lentz said skilled technical training had been discussed at weekly seacoast economy calls and he would follow up with them. He said he would be adding more content related to COVID-19 to the themes.

W. Burton asked how local strategic plans are linked to the Metro Plan. C. Lentz said the Metro Plan projects come directly from municipalities. SRPC staff also review local plans as part of the early Metro Plan development, and outreach is designed to solicit local priorities. W. Burton noted that local strategic and emergency plans are all obsolete at this point because of COVID-19. He said Durham is refocusing on self-reliance for energy, food, etc.

M. Bobinsky suggested that some of the discussion in the themes could be bulleted. He suggested that impacts from local planning and zoning changes should be included and discussed in greater detail in the "Policy in Action" sections. He asked if there had been any advancement on the P3 project at the Dover C&J lot. C. Lentz said he hadn't heard any updates and suspected that was a project that had been stalled due to COVID-19. M. Bobinsky explained that Somersworth was in discussion with COAST on upgrading traffic signals with transit prioritization technology.

C. Lentz thanked members for their input and said this would not be the last time for review of the themes and other Metro Plan content.

##### 5. **Project Updates** - Current SRPC projects and progress

C. Lentz reminded members that applications for NHDOT's road safety audit program were due on December 1<sup>st</sup>. He said he can help put together applications but needs local crash data. S. Diamond asked whether local data (such as assessing card data) had become available for regional mapping

efforts that SRPC leads. C. Lentz said he wasn't sure, but he would follow up with staff and municipalities about regional mapping. Specifically, on the safety data, C. Lentz said there was a large difference between communities in their resources and capabilities for recording, storing, and submitting crash data.

**6. Commissioner roundtable – Updates from your community - What should SRPC be focused on for COVID-19 recovery planning that would help your community?**

C. Lentz invited members to provide local updates on COVID-19 impacts and recovery.

S. Diamond noted that there will have to be more decentralization of services for local and regional resilience [e.g. distributed generation of electricity rather than centralized power plants].

W. Burton said there were local discussions in Durham about zoning modifications in the downtown. He added that the town is working on adjustments of agricultural zoning to expand the range of things people could grow. W. Burton complimented NHDOT on the recent Bunker Creek bridge that was recently replaced.

C. Lentz mentioned that he had been thinking about the fires out west and that he knew many people who were leaving the west coast because of the impacts to quality of life (in addition to out of control housing prices). He said he expected a surge of climate refugees from the west and New England could see even greater demand for housing than currently.

M. Bobinsky agreed with C. Lentz's point about climate refugees. He said Somersworth had been interviewing new city engineers and a candidate had said they wanted to move from northern California to escape the increasing environmental impacts from wildfires. M. Bobinsky explained that the transition to winter will have a new impact on outdoor public spaces that had been used for outdoor dining up to this point during the pandemic. How local businesses that have relied on outdoor public infrastructure will survive the winter is unresolved. He added that most predictions are of a rise in COVID-19 cases heading into the late fall and winter; that could have a huge impact on city operations if staff contract and spread the virus throughout an entire department. State agencies face the same problem. Somersworth will be meeting regularly with neighboring municipal staff about mutual aid and support in case one town or city's staff are reduced due to infection. On top of all this, building and development have not slowed down at all during the pandemic, so pressure has remained on city staff. M. Bobinsky said workloads have increased approximately 50% due to small scale residential permitting requests and large public works projects that were already in process.

W. Burton noted that he recently sold his condominium in Durham and got three cash offers from across the country with no inspection within days. S. Diamond suggested that New Hampshire will have to make investments to improve major sectors (e.g. housing affordability and jobs) if it's going to provide an attractive location for young people moving from other states. This is related to the observed large numbers of students who finish a 4-year college and immediately move to neighboring states to find or accept jobs. C. Lentz agreed, saying NH (and most of the country) has a shortage of affordable housing that will only get worse with a large, sudden migration of people. V. Parmele highlighted the "Cottage Homes" development in Dover that is designed as a cluster of smaller homes in a compact area that might be a model for new housing.

D. Hamann noted that Sig Sauer was opening a new facility in Rochester that would have several skilled trades positions. W. Burton highlighted this as another example of the need for technical

training. When he directed a community college in Massachusetts, a group of colleges focused on collaborating with workforce development boards to align educational programs with the regional inventory of needed skills and professions. M. Richardson suggested that SRPC communicate with the multiple vocational centers in the region about this issue. C. Lentz agreed and said they might be a good group to host and one of James Burdin's weekly seacoast economic development meetings. Members noted the importance of transportation for students to technical and skilled trades schools. M. Williams said it's often a challenge for public transit to serve large employers and other facilities because they're usually built away from densely populated areas where land is cheaper. That makes it very inefficient and expensive to serve such a site with transit.

#### 7. **Other Business**

T. White notified members that NHDES had opened a new round of funding available through their Clean Diesel program. This grant solicitation uses Diesel Emissions Reduction Act (DERA) funds matched with Volkswagen settlement funds and EPA funds. \$750,000 is available and applications are due November 16<sup>th</sup> at 4:00. If there is funding left over after that date, there will be an immediate second round of applications due on January 19<sup>th</sup> 2021. T. White said all information about submitting applications is on the NHDES website and he is available to answer questions.

C. Lentz said he was working with Jessica Wilcox at NHDES to host a webinar on siting and permitting electric vehicle charging stations. They're working on finding a date that doesn't conflict with other events, but it will likely be in mid-November.

J. Czysz said the NH Municipal Association conference is November 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>. The November Policy meeting is on the 20<sup>th</sup> so C. Lentz said he would follow up to make sure a quorum of members would be available for the 20<sup>th</sup> because there is a scheduled public hearing for the draft Public Participation Plan.

S. Diamond asked if there was any public data on local water supply and use volumes. C. Lentz said it was most likely recoded at the local level. J. Czysz said it would be a good question for NHDES.

C. Lentz said he would send Kyle Pimental an email with that question.

8. **Citizen's Forum** – Citizens of the Strafford region are invited to speak on the subject matter of the meeting. Statements should be limited to three minutes.

No members of the public were present to provide comments

#### 9. **Adjournment**

M. Bobinsky made a motion to adjourn; seconded by D. Hamann

The meeting was adjourned at 10:19am





**Strafford Regional Planning Commission  
Summary of updates to the draft Public Participation Plan**

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The global COVID-19 pandemic continues to have a national impact on daily life. Strafford Regional Planning Commission and other agencies that hold regular public meetings have had to adapt to continue their critical work while maintaining public involvement and transparency. This update to the Public Participation Plan is focused on incorporating language and procedures for holding public meetings electronically (over the phone and through online meetings).

There is new language on pages 8 and 19 noting that SRPC may, in accordance with state right-to-know laws (NH RSA 91-A:2) hold meetings electronically without a quorum physically present under emergency situations. Additionally, remote meetings may be conducted as authorized through emergency declarations by the Governor.

There are additional updates and edits on the following pages:

- Several “Strafford MPO in Action” stories were updated of on pages 18, 28, 29, and 37
- Consolidation of some repetitive content in the “Opportunities for Public Participation” section starting on page 25
- Updated public outreach and engagement performance measures on page 41.

# Strafford Metropolitan Planning Organization

## Public Participation Plan

2020 Update

*DRAFT for Public Comment*



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# Introduction

Dover Apple Harvest Day 2019 Source: SRPC



## Executive Summary

The 2005 *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* established the requirement for a public participation component of metropolitan transportation planning processes to ensure fair and equitable public input opportunities in transportation planning. *SAFETEA-LU* required implementation of a public participation process throughout transportation plans and programs and required consideration of all modes of transportation. The legislation used the “continuing, cooperative and, comprehensive” (3Cs) approach to transportation planning. In addition, *SAFETEA-LU* emphasized broadening public participation to include stakeholders who had not been involved previously.

These practices have also been required in subsequent transportation legislation, including the *Moving Ahead for Progress in the 21st Century Act (MAP-21)* and the most recent federal transportation authorization bill, *Fixing America’s Surface Transportation Act (FAST)*.

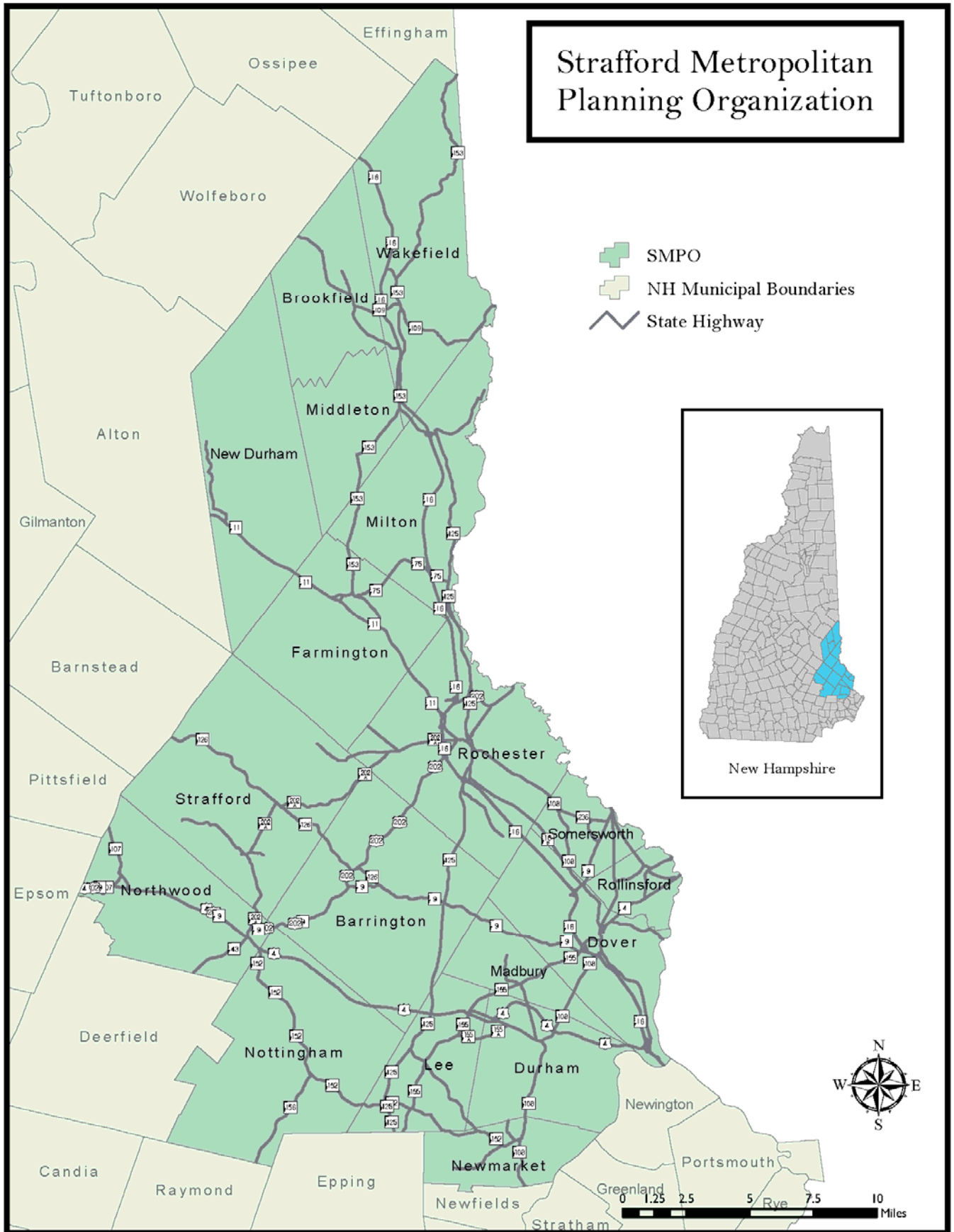
The Public Participation Plan outlines the strategy and goals of the Strafford Metropolitan Planning Organization (Strafford MPO) for engaging members of the public in the Strafford region and ensuring their fair and equitable representation. This plan is reviewed as part of the 4-year certification process conducted by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to ensure the planning process is fully accessible to the public.

## Strafford MPO and Public Participation

Strafford MPO is the metropolitan planning organization for southeastern New Hampshire and includes 18 communities (See Figure 1).

The *Strafford Public Participation Plan* documents the actions to be carried out by Strafford MPO to ensure that opportunities exist for the public to be involved in transportation planning activities, pursuant to Title 23 CFR 450.316 of *Statewide Planning; Metropolitan Planning and Criteria and Procedures for Determining Conformity to State or Federal Implementation Plans of Transportation Plans, Programs and Projects*; and *Statewide Transportation Planning Rules*. The *Strafford Public Participation Plan* policies have been adopted by the Strafford MPO Policy Committee.

Public participation is essential for shaping the transportation planning activities of Strafford MPO. This document will serve as the organization’s public participation guide for implementing transportation policy and conducting project planning and development.



The Strafford MPO area and member municipalities. Source: SRPC





# What is a Public Participation Plan?

Public participation during the *Somersworth Natural Resource Inventory* event. Source: SRPC

A public participation plan is a document that:

...defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. (23 CFR 450.316(a))

*Transportation projects help determine the shape and character of a region.*

In addition, the plan lays out the outreach techniques Strafford MPO uses to provide information and opportunities for feedback from the public (See Appendix A).

Transportation projects help determine the shape and character of a region. The transportation system and transportation policies play a major role in determining where people live, how they get to work, what modes of travel they choose, and where businesses develop. Transportation also plays a significant role in the environmental quality and livability of an area.

Public involvement creates opportunities for the public to be informed about transportation decisions being made in the region and across the state. This is particularly true in situations where certain populations will be directly affected by a transportation decision. Public involvement enables a MPO to identify issues, priorities, needs, and other factors that may affect a transportation decision.

*Public involvement creates opportunities for the public to become informed about transportation decisions being made in the region and across the state.*

Not only is it important for an agency to understand a community's values, it is equally important for the community to understand the constraints associated with planning for transportation projects. When members of the public are involved in the planning process, they gain insight into the role of government, including limitations on development such as lack of revenue.

Strafford MPO aims to solicit comments and engage the public through the processes outlined in this document and the plan identifies a variety of new virtual and traditional engagement techniques. These include in-person engagement, social media, remote access to virtual platforms, targeted stakeholder interviews, and online survey and meeting options that can supplement and not replace traditional survey and meeting opportunities.

## Public Participation Policy

The *Fixing America's Surface Transportation Act (FAST)* builds on the foundations of transportation planning provided in *Moving Ahead for Progress in the 21st Century Act (MAP-21)* (P.L. 112-141), *SAFETEA-LU*, and other transportation authorizing statutes preceding it. The statute requires a public participation component for the metropolitan transportation planning process.

The metropolitan planning process must “include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and early and continuing involvement of the public in developing plans.” (23 CFR part 450; 49 CFR part 613)

Additional metropolitan planning organization public participation requirements and criteria are presented in Appendix A, Federal Regulation on MPO Public Participation Process.

### Review of Public Participation Process

Strafford MPO's planning processes, including public participation practices, are reviewed every four years by FHWA/FTA. Strafford MPO was reviewed in 2014 and again in 2018. In the past, Strafford MPO completed a self-assessment to monitor public participation processes by answering the following questions:

- What was the success of specific strategies in attracting the public and associated comments?
- What level of public input was received for various planning products?
- Was public input considered by decision-makers?
- Should any new strategies or adjustments be considered in the following year?
- Are any changes or amendments necessary to the *Public Participation Plan*?

Strafford MPO also maintains this *Public Participation Plan* document on a four-year cycle and tracks progress via performance measures and indicators.

## Requirements Addressing Low-Income Communities and Minority Communities

Strafford MPO works to ensure that all citizens in the region are given the opportunity to participate in transportation planning processes. The Strafford Regional Planning Commission's *Assurance of Non-Discrimination* states:

The Strafford Regional Planning Commission does not discriminate in its programs, activities, or employment against individuals based on race, color, religion, creed, age, sex, sexual orientation, or national origin.

SRPC provides, upon request, reasonable accommodations for people with disabilities, including impaired vision and hearing. It is requested that anyone with a need for accommodations contact the Commission prior to meetings and other activities where assistance will be needed.

### Title VI

These practices are in line with *Title VI/Civil Rights Act of 1964*, which states:

No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”  
(Title VI of the Civil Rights Act [42 USC 2000d])

*Federal Actions to Address Environmental Justice in Minority and Low-Income Populations*, (Executive Order 12898), reinforced the requirements of Title VI of the Civil Rights Act of 1964. It was signed by President Clinton on February 11, 1994, and was published on February 16, 1994 in the Federal Register, Vol. 59, No. 32. Executive Order 12898 and the accompanying memorandum focus federal attention on the environmental and human health conditions in minority and low-income communities.

Strafford MPO's practices follow environmental justice protocols. Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

On April 15, 1997, U.S. DOT issued its *Final Order to Address Environmental Justice in Minority Populations and Low-Income Populations*. Among other provisions, the order requires programming and planning activities to:

- Include explicit consideration of the effects of transportation decisions on minority and low-income populations.
- Provide meaningful opportunities for public involvement by members of minority and low-income populations.
- Gather, where relevant, appropriate, and practical, demographic information (race, color, national origin, and income level) on the populations served or affected by transportation decisions.
- Minimize or mitigate any adverse impact on minority or low-income populations.

## Requirements Addressing Populations with Disabilities

The Americans with Disabilities Act (ADA) of 1990 includes requirements regarding the involvement of persons with disabilities in the development and improvement of transportation services. The ADA includes provisions that ensure those with disabilities have accommodations included in transportation facility development, are able to access the sites where public participation activities occur, and are guaranteed access to information available at those forums.

Strafford MPO's public participation methods to address the ADA are described in Ensuring Equity in Engagement (See [Appendix F](#)).

## State Mandates

In New Hampshire, there are certain laws for public access that relate to the planning process. Right to Know legislation conveyed in RSA 91-A:1 general preamble states that:

Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.

Governmental records include all writings made, maintained, or kept by the state or any agency, institution, or political subdivision for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds. Strafford MPO's procedures for distributing information in accordance with the public records law of New Hampshire are discussed in the following sections.

NH RSA 91-A:2 enables governmental entities to hold electronic or telephonic meetings, without a quorum physically present, under emergency situations where there is imperative businesses to be conducted and as determined by the chair.



## **Strafford MPO and Public Participation Strategies**

Strafford MPO’s practice is to adopt strategies that enable the organization to meet state and federal policies for public participation procedures and encourage a robust public participation process. The contents of this plan provide the framework in which Strafford MPO will meet the state and federal requirements for public participation and outreach.



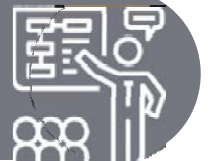
Public participation strategies. Source: SRPC

## Strafford MPO Public Participation Goals

Transportation decision-makers must consider the concerns of the public and users who may be affected by a proposed project. Strafford MPO's goals incorporate the outreach techniques in 23 CFR 450.316(a) (See Appendix A) and aim to:

1. Educate and inform the public about transportation planning processes.
2. Solicit public input to identify transportation-related needs, desires, issues, and concerns.
3. Advocate on behalf of regional communities, acting as a conduit between municipalities and statewide/federal entities.
4. Foster collaboration between citizens, municipalities, and statewide organizations by providing forums for input and discussion.

### GOAL 1: Educate and inform the public about transportation planning processes



#### Partners

- Provide partners with information relative to funding programs that could be beneficial.
- Educate partners on the regional transportation planning processes via presentations, meetings, outreach materials, and reports,
- Serve as a conduit between state and federal agencies to disseminate information to partners relative to transportation planning.
- Provide information about meetings and public hearings to provide opportunities for partners to participate in the planning process.
- Create informational materials for events, projects, programs, and other transportation planning.
- Communicate best practices for transportation planning to partners, the public, and decision-makers.

#### Public

- Provide timely, adequate, and understandable information to the public.
- Educate the public on the regional transportation planning processes via presentations, meetings, outreach materials, and reports.
- Explain the MPO structure including committees & tasks of the planning organization.
- Provide information about meetings and public hearings to provide opportunities for the public to participate in the planning process.
- Create informational materials for events, projects, programs, and other transportation planning.
- Communicate best practices for transportation planning to the public and decision-makers.

## GOAL 2: Solicit public input to identify transportation -related needs, desires, issues, and concerns.



### Partners

- Emphasize participation from partners early and often for planning efforts, key decision points, & when final draft products are released.
- Ensure availability of draft documents so that partners may share public comments and express concerns during the planning process.
- Schedule and organize meetings for partners to provide comment opportunities and facilitate information sharing.

### Public

- Emphasize public participation early and often particularly at key decision points and release of public review documents.
- Ensure availability of draft documents to citizens to share public comments and concerns during the planning process. These comments will be considered and documented.
- Schedule and organize meetings for public comment opportunities and information sharing

## GOAL 3: Advocate on behalf of regional partners, acting as a conduit between municipalities and statewide/federal entities.



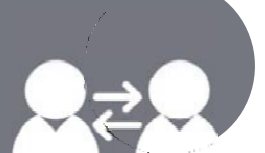
### Partners

- Devise transportation plans, programs, and projects that reflect local and regional priorities and needs.
- Represent partner concerns to state agencies such as the New Hampshire Department of Transportation.

### Public

- Devise transportation plans, programs, and projects that reflect local and regional priorities and needs.
- Ensure availability of draft documents to citizens to share their comments and express concerns during the planning process. These comments will be considered and documented.

## GOAL 4: Foster collaboration between citizens, partners, and statewide organizations through providing forums for input and discussion.



### Partners

- Provide opportunities for partners to voice their concerns to state and federal agencies at meetings and other events for public comment.
- Facilitate opportunities for teamwork among regional communities, organizations, and entities.
- Encourage the integration of transportation planning with other areas of planning (economic development) via linked opportunities.

### Public

- Provide opportunities for citizens to voice their concerns to state and federal agencies at meetings and other opportunities for public comment.





## Informing the Public

SRPC Commission Meeting, February 2017 Source:SRPC

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*Strafford MPO events enable staff to educate and solicit information about a wide array of planning topics including transportation, land use, economic development, energy, and the environment.*

Strengthening public awareness of the services provided by Strafford MPO and sharing information developed through transportation planning activities are main points of emphasis for the organization. The development of required federal documents remains a major component of the Strafford MPO work program, and these documents are one of the primary tools for informing the public about transportation planning in the region. However, data collection and analysis are taking on a larger role in the day-to-day activities at Strafford MPO.

Strafford MPO creates numerous planning documents to track regional transportation activities. Most plans provide a framework for achieving planning goals outlined in the documents or by federal regulations. Topics can range from reporting four years of federally funded transportation projects, to laying out a 25+ year vision for regional transportation development.

Along with creating and maintaining required planning documents, Strafford MPO is collecting, standardizing, analyzing, and sharing a variety of transportation data. Finding ways to make data more useful and accessible to communities, regional organizations, and the public is a primary focus of Strafford MPO.

Data is playing a more significant role in everyday life. While data once was collected and stored, often for limited purposes, today's technology makes it possible to widely distribute data. Finding ways to efficiently and effectively communicate and share data using online tools allows others to find meaningful uses for data that can go beyond the original purpose for its collection.

## Documents

Documents remain an important way Strafford MPO communicates with the public. Much of the work Strafford MPO does in the region can be understood by reading the transportation documents created by the organization, which are available online ([www.strafford.org](http://www.strafford.org)) and in our office.

### Document Update Schedule

Each document prepared by the Strafford MPO is updated on a set schedule, or as needed. The following chart details the schedule for updates.

**Purpose:**

The Performance Measures annual report allows transportation planning metrics to be tracked, rated, and compared on an annual basis.

**Purpose:**

The Annual Listing of Obligated Projects is a requirement of the federal government. Each year, MPOs report on the total amount of federal funds that were obligated during the preceding fiscal year.

**Engagement Opportunity:**

The public can attend an MPO Policy or Technical Advisory Committee meeting to learn about the process. They also can review reports on the SRPC website.

**Engagement Opportunity:**

The public can attend an MPO Policy or Technical Advisory Committee meeting to learn about the document.

**Purpose:**

The TIP is a fiscally constrained four-year program of multi-modal transportation projects selected from the state's Ten Year Transportation Improvement Plan. In order to move from the Ten Year Plan into the TIP, projects in the TIP must be fully developed with engineering scopes of work and cost estimates.

**Purpose:**

The projection solicitation process for the Ten Year Plan verifies project priorities submitted through past project solicitation rounds and solicits proposals for new transportation improvement projects.

**Purpose:**

The UPWP identifies the specific planning priorities and work tasks that the MPO will address during a particular program period.

**Engagement Opportunity:**

There is a public review period that lasts between 10 and 30 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.strafford.org](http://www.strafford.org), and at the three city libraries in the region.

**Engagement Opportunity:**

There is a public review period that lasts between 10 and 30 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.strafford.org](http://www.strafford.org), and at the three city libraries in the region.

**Engagement Opportunity:**

There is a public review period of 30 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.strafford.org](http://www.strafford.org), and at the three city libraries in the region.

**Purpose:**

The metro plan is a long-range plan with a 20+ year horizon that encourages and promotes the safe and efficient management, operation, and development of surface transportation systems in the region.

**Purpose:**

Intelligent Transportation Systems (ITS) are interrelated systems that work together to deliver transportation services. Integration of these systems requires an architecture to illustrate and gain consensus on the approach to be taken by a group of stakeholders regarding their particular systems. An ITS Architecture defines the systems and the interconnections and information exchanges between these systems.

**Purpose:**

The public participation plan documents the actions to be carried out to ensure opportunities exist for the public to be involved in transportation planning activities.

**Engagement Opportunity:**

There is a public review period of 30 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.strafford.org](http://www.strafford.org), and at the three city libraries in the region.

**Engagement Opportunity:**

There is a public review period of 30 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.strafford.org](http://www.strafford.org), and at the three city libraries in the region.

**Engagement Opportunity:**

There is a public review period of 45 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.strafford.org](http://www.strafford.org), and at the three city libraries in the region.

Coordinated Human Services Transportation Plan

**Purpose:**

The “Coordinated Plan” identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes. It provides strategies for meeting their needs and prioritizes transportation services for funding and implementation

**Engagement Opportunity:**

There is a public review period of 30 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.strafford.org](http://www.strafford.org), and at the three city libraries in the region.

Transportation  
Related Studies (Route 125  
Corridor Study, Park and Ride  
Toolkit, etc...)

Prospectus

New Hampshire State  
Plans and Processes (HSIP,  
Ten Year Plan, other Plans)



needed

**Purpose:**

These studies provide information on potential projects that are to be included in the planning documents SRPC creates.

**Purpose:**

The Prospectus defines the roles of various federal, state, and local agencies and entities involved in the transportation planning process. It also documents the interagency agreements that have been entered into between Strafford MPO and other organizations (COAST, NHDOT, etc.).

**Purpose:**

Statewide plans encompass planning processes and projects from each of the four MPOs and allow for the expansion of current and future transportation planning in the state.

**Engagement Opportunity:**

There are public meetings and potential public review periods depending on the document or report. During public comment periods the document is available in the Strafford MPO office, online at [www.trafford.org](http://www.trafford.org), and at the three city libraries in the region.

**Engagement Opportunity:**

There is a public review period of 30 days ending with a public hearing. During this time the document is available in the Strafford MPO office, online at [www.trafford.org](http://www.trafford.org), and at the three city libraries in the region.

**Engagement Opportunity:**

There are public meetings and potential public review periods depending on the document or report. During public comment periods the document is available in the Strafford MPO office, online at [www.trafford.org](http://www.trafford.org), and at the three city libraries in the region.

## Public Notices & Public Hearings

As discussed in the previous chapter, public notices and public hearings are long-standing ways Strafford MPO informs and engages the public. Public notices are primarily used to announce public comment periods and public hearings. Notices are distributed widely to ensure the public is well informed about opportunities to participate in reviewing documents, projects, and plans. Strafford MPO maintains a comprehensive mailing list of elected officials, public officials, special interest groups, and others to ensure the widest distribution of documents. A list of interested parties includes the following:

- Boards of Selectmen and Town/City Councils.
- Planning Boards, Traffic Safety Committees, Public Works Officials/ Road Agents.
- Public and private transit and taxi operators, including demand-responsive operators.
- Human Service agencies with low-income, elderly, and disabled clients.
- Representatives from adjoining MPOs.
- Traffic safety and enforcement agencies.
- Chambers of Commerce, economic development organizations.
- Members of the State legislature.
- Appropriate state and federal agencies, including NHDOT, NHDES- Air Resources, NH Department of Business and Economic Affairs, and the Department of Natural and Cultural Resources, Pease Development Authority, FHWA, FTA, FAA, EPA.
- Individuals and groups with a demonstrated interest in transportation issues.
- Major businesses and business and industry associations.



### **Strafford MPO IN ACTION**



On January 10th 2020, SRPC held a regional workshop on the linkages between transportation, housing, and economic development. A diverse group of stakeholders from around the region participated. They started out by proposing what they would want for the region without worrying about funding or feasibility constraints. Participants then refined those ideas from the core concept with potential real-world strategies. Finally, they discussed potential action steps to be taken toward implementing those strategies. The results of the workshop will help SRPC update the Metro Plan, Comprehensive Economic Development Strategy, and Housing Needs Assessment.

Participants at the SRPC regional workshop. Source: SRPC



- Schools and colleges.
- Transportation and highway user groups.
- Neighborhood associations.
- Those traditionally underserved by the transportation system.
- Members of the MPO TAC and Policy Committee not otherwise listed.

Public hearings often involve the use of PowerPoint presentations, live GIS mapping, and other visualizations to aid in the communication of information. There is also a citizen's forum on the meeting agenda to ensure all attendees can share their thoughts.

## Meetings

Strafford MPO meetings are one way the organization informs the public about the organization's planning activities. Approving documents, making planning policy decisions, and receiving feedback take place at meetings, which also allow the organization to educate and communicate about transportation trends, topics, projects, and regulations. Education and information-sharing make meetings an important outreach tool.

Strafford MPO holds monthly Transportation Advisory Committee meetings (every first Friday at 9 a.m.) and Policy Committee meetings (every third Friday at 9 a.m.) at the SRPC offices at 150 Wakefield Street, Suite 12, Rochester, NH 03867 or virtually when it is deemed unsafe by the Governor to hold in-person meetings or the chair declares an emergency in accordance with 91-A:2. In addition to Strafford MPO monthly meetings, staff members attend meetings outside the organization to inform the public about Strafford MPO planning activities and transportation-related topics.

When electronic meetings must be used during emergency conditions, the meeting information is sent out to all affected stakeholders and posted on the SRPC website one week prior to the meeting. In the spring of 2020, the State of New Hampshire began strategic measures in dealing with COVID-19 and a world-wide pandemic. Under these extreme circumstances SRPC shared resources and tips to Commissioners and other stakeholders to ensure continuity of operations and meetings could be held successfully online.

When electronic meetings must be used, a virtual quorum of the members of the body must be accounted for by a roll call. The Chair of SRPC must authorize, with justification, meeting electronically. This statement is read by the chair. Meetings may be recorded to ensure the meeting minutes are accurate. All voting requires an individual roll call.

Minutes are prepared for all meetings of the Technical Advisory and Policy committees. These are available on the Strafford MPO website and upon request from SRPC.

Strafford MPO regularly attends and participates in a number of regional boards that provide the opportunity to reach members of the public. They include the Cooperative Alliance for Seacoast Transportation (COAST) board, the Alliance for Community Transportation (ACT), and CommuteSMART Seacoast.

## COAST

The Strafford MPO executive director and regional transportation planner both serve on the COAST board of directors as member and alternate, respectively. The COAST board meets on the third or fourth Wednesday of each month. This group is focused on regional transit in a bi-state, tri-MPO region.

**306**

*The number of followers  
Strafford Regional Planning  
Commission has on  
Facebook*

## ACT

The regional transportation planner represents Strafford MPO as a member of ACT and of its executive committee. ACT focuses on coordinated human services transportation activities and implementation and works to provide expanded reliable transportation services to disadvantaged populations. The ACT executive committee meets monthly, and the ACT member meetings are held quarterly.

**288**

*The number of followers on  
SRPC's Twitter account,  
@StraffordRPC*

## CommuteSMART Seacoast

The Strafford MPO communications and outreach specialist serves on the advisory board of CommuteSMARTseacoast. This organization is a transportation management association (TMA) whose mission is “to promote smart commuting options—carpooling, vanpooling, transit, bicycling, walking, and teleworking—that will support a livable and economically vibrant greater Seacoast community.” The group meets quarterly and holds annual challenges to engage the community in smart commuting practices.

**84**

*The number of scheduled e-  
communications Strafford  
Regional Planning  
Commission sent out in 2020*



## Web-Based Outreach

### The Strafford MPO Website

The internet is one of the most popular and powerful ways of communicating information today. It can transfer complex ideas and information nearly instantaneously over long distances and on the user's schedule. The internet also allows more members of the public to participate from home, the office, and just about anywhere in between. This is one of the ways Strafford MPO addresses the challenge of communicating with disadvantaged populations and mobility-challenged individuals.

Content pertinent to Strafford MPO is under the "transportation" tab on the SRPC website at [www.strafford.org](http://www.strafford.org). The Strafford MPO area of the website contains links to plans, studies, and documents.

The website is continually updated to ensure accessibility for all parties. The transportation content on the website includes the following:

- A calendar of meetings, notices, and events.
- Agendas and meeting minutes.
- Links to a range of regional demographic, economic, and traffic data.
- Downloadable versions of planning documents
- GIS content.
- Informational flyers.

SRPC is launching a new website in 2020. It will present and organize information in an intuitive, accessible fashion to maximize engagement. Strafford MPO uses ArcGIS online, a mapping tool that allows the MPO to widely share data layers. All of Strafford MPO's standardized maps, including the transportation map, have been converted to ArcOnline and can now be viewed by the public on an interactive interface. A variety of project-specific interactive maps have also been added to our ArcOnline site, such as traffic counts. Additionally, we have created an Open Data Portal within our ArcOnline site that allows the public to download many of our GIS layers as shapefiles, KML's, and excel spreadsheets.

The performance measures project Partnering for Performance NH (PFPNH) launched its own website in September 2017. This website includes the project background and processes, in addition to an annual tracking system for performance measures, which are the outcome of this project. It also hosts templates for its products and instructions for other MPOs working through similar processes to use.

## Social Media

SRPC, the Strafford MPO, and the Strafford Economic Development District use Twitter and Facebook to stay current on trending planning topics and to provide followers with updated planning information.

The Facebook page is updated frequently and is synchronized with the Twitter and blog pages. Facebook enables staff members to share surveys, photos, information, publications, and meeting dates; information from the blog and Twitter are commonly shared on the Facebook page.

Strafford MPO uses YouTube to host videos of Transportation Advisory Committee and Policy Committee meetings. Videos of select Strafford meetings have been uploaded, and the organization plans to upload all TAC and Policy Committee meeting videos in FY 2021.

## Constant Contact

Strafford MPO relies heavily on email marketing software, Constant Contact. This program enables Strafford MPO to create targeted contact lists of transportation stakeholders and send e-communications such as press releases, surveys, newsletters, weekly updates, meeting materials, and other communications.

17

*The number of TAC and  
& Policy meetings that  
were held by Strafford  
MPO in FY2020*

4,800

*The number of unique  
visitors to the Strafford  
Regional Planning  
Commission website in  
FY2020*

936

*The number of contacts  
SRPC keeps updated  
through Constant Contact*

**Ways to Join the  
Strafford MPO  
Email List**

1

Visit [www.strafford.org](http://www.strafford.org) and click the link under the 'Subscribe to SRPC News' section.

2

Visit the SRPC Facebook page at <https://www.facebook.com/StraffordRegionalPlanningCommission/> and click the sign-up form at the top of the page.

3

Call (603-994-3500) or email ([srpc@strafford.org](mailto:srpc@strafford.org)) us and we will gladly add you to the Strafford MPO distribution list.

This tool is used regularly and integrates with Strafford's social media, enabling e-communications not only to be sent to targeted email contact groups, but also to be posted to Strafford's social media. Posts can even be scheduled so the Strafford MPO audience can receive reminders to check out news they may have missed. The program also offers analytical functions which let the Strafford staff track statistics such as open rates.

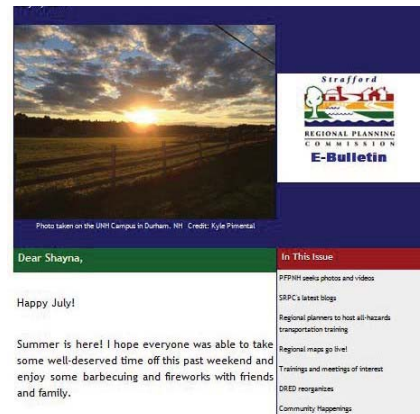
*Mailing Lists*

Mailing list databases help the Strafford staff organize and update its public communications. Using mailing lists, Strafford MPO reaches target audiences with announcements of upcoming events, meeting invitations, newsletters, summary reports, email blasts, and other information about its activities and those of its partners and funders. The Strafford staff updates the mailing lists regularly, and often creates targeted mailing lists for surveys or other project-specific communications. The master mailing list includes approximately 1,000 individuals and organizations.

**Blogs & Newsletters**

As with the website, Strafford MPO shares a newsletter and blog site with the Strafford Regional Planning Commission. Blogs and newsletters are part of Strafford MPO's public outreach strategy because they are an effective way to distribute planning news and information throughout the region and the state.

The organization produces 36 weekly updates, which include a specific transportation section; 12 newsletters, which include transportation funding opportunities and other information; and close to 12 blog entries annually to ensure regular communication concerning regionally relevant planning topics. Roughly half of these blogs are focused on transportation planning topics.



Examples of the SRPC newsletter and weekly update Source: SRPC

## Other Media Techniques

### Visualization Techniques

The use of visualization techniques is a requirement that dates back to the transportation bill SAFETEA-LU. Visualizations use images, maps, graphs, and other visual techniques to help clearly convey information and data. Visualizations are a tool to help communicate information about projects and programs and lead to better decision-making. Examples of visualization techniques used in the Strafford region include the following:

- Maps to better communicate transportation project locations and information to communities in the region (see Figure 3).
- Aerial projections of how alternative land use policy scenarios could affect development and the transportation system in 20 years. Renderings or photo simulations to show how a widened roadway or streetscaping could change the character of a community.
- Flow charts to clearly depict the transportation planning process.
- Graphs to depict transportation project-funding distributions.

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### Strafford MPO IN ACTION



One of Strafford MPO's latest blogs, written by communications & engagement assistant Nancy O'Connor, is titled *5 Essential Questions to Write a Great Performance Measure*. This blog addresses performance measures in the planning field, what they are, and how they are determined. It is an example of outreach as part of the SHRP 2: PlanWorks and the Strafford MPO's **Partnering for Performance New Hampshire**.

Staff member working on a blog. Source: SRPC



**STRAFFORD REGIONAL PLANNING COMMISSION: TRANSPORTATION FEATURES**

- Legend**
- Legislative Class**
- Class I Primary Highway
  - Class II Secondary Highway
  - Class III Recreational Road
  - Class IV Urban Compact Road
  - Class V Local Road
  - Class VI Not Maintained
  - Private
- Transportation Features**
- Park and Ride
  - Transportation Center
  - Railroads (NHDOT)
  - Urban Compact Area
- Bridges by Ownership (NHDOT)**
- Municipality
  - NHDOT
  - Other
- COAST Bus Routes**
- Route 1
  - Route 2
  - Route 6
  - Route 33
- Political Boundaries**
- SRPC Municipal Boundary
  - NH Municipal Boundary
- Water Resources (USGS)**
- Lake, Pond, River
  - Stream, River

**Map Feature Notes**

Road Legislative Class is a classification system designated by RSA 226:5. Primary Highways are "all existing or proposed highways of the primary state highway system," and are owned and maintained by the state (RSA 226:5, 1). Secondary highways exclude both improved and unimproved sections of road, where NHDOT is responsible for the reconstruction and maintenance of improved sections, and the municipality is responsible for the cost of maintaining unimproved sections. Nonstate Roads are all road segments leading to, and within, state-maintained RSA 226:5, III, Urban Compact Areas, all highways within the urban compact sections of designated municipalities based on year-round occupation of commercial and residential buildings along highway corridors. Local Roads are all other roads except Class VI that are owned and maintained by the municipality. Not Maintained includes "all other existing public ways" and roads by the municipality but not maintained by the state (RSA 226:5, 4B). Federal Roads are owned and maintained by the federal government.

Bus Routes were designated in 2006 by NHDOT based on their current and anticipated use, and are indicated on roadways by "Bike Route" signs.

Bike Routes represent highway, pedestrian bicycle, and railroad bike lanes.

Prepared by the Strafford Regional Planning Commission  
 100 Academy St., Suite 11, Stratham, NH 03887  
 © 2016 Strafford Regional Planning Commission  
 Date: 10/1/2016 Author: JMS  
 Note: W. Quinn Madigan and SRPC/CRC/RCRC Project Manager

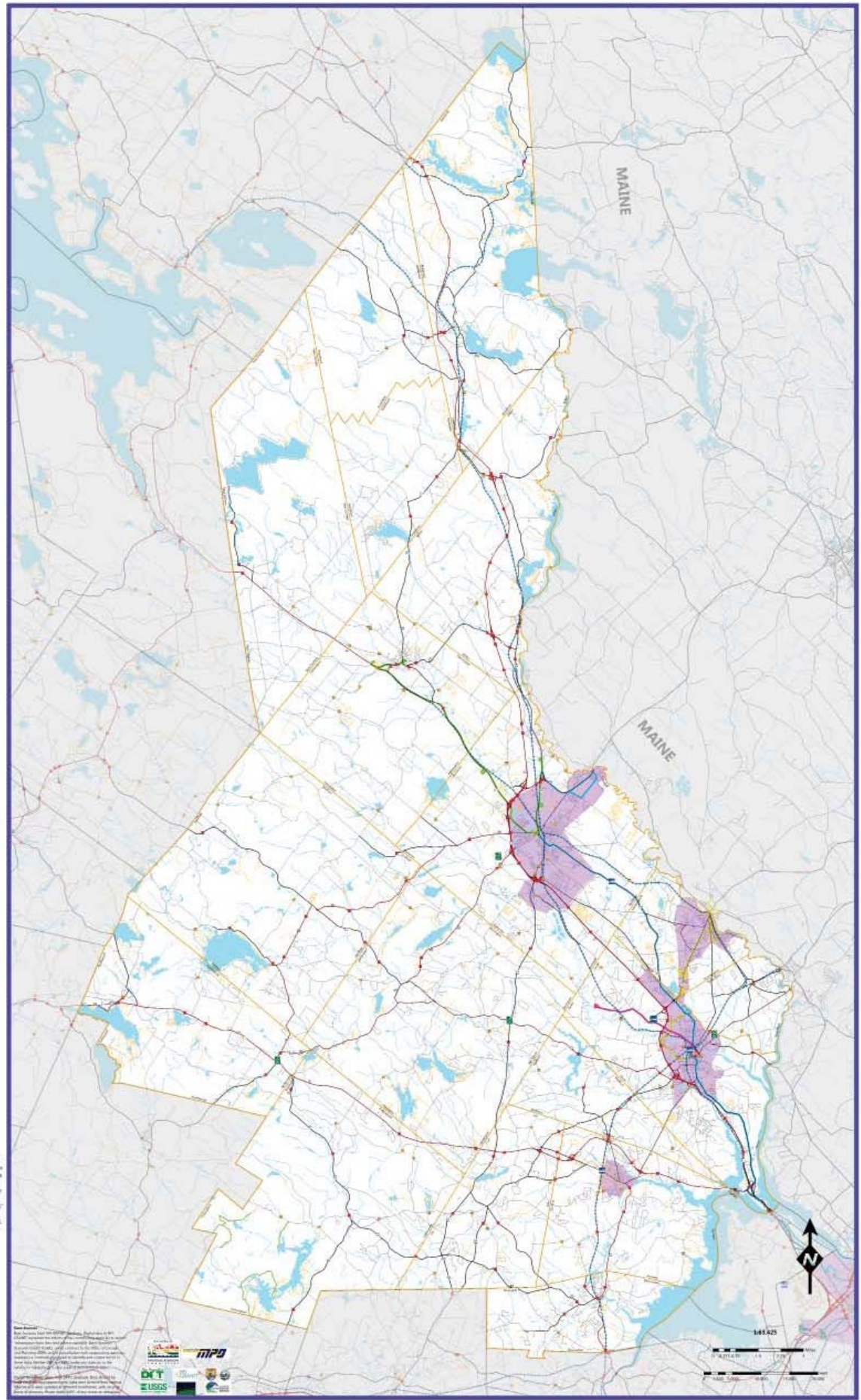


Figure 3: Transportation Map Source: SRPC



# Opportunities for Public Participation

SRPC regional transportation planner Colin Lentz conducting outreach with COAST transit riders Source: SRPC

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## Ways to Participate

- 1** Attend monthly MPO meetings
- 2** Provide feedback and comments on documents during public comment periods and at public hearings
- 3** Call or email Strafford MPO's Regional Transportation Planning Staff
- 4** Attend a Strafford MPO outreach event or invite us to hold an event in your community
- 5** Join in on public forums, workshops, or focus groups for public discussion
- 6** Visit the Strafford MPO office! We are on the Coast bus route.

Throughout the transportation planning process, there are numerous opportunities for the public to contribute, offer feedback, and inform decision-making. Since the last Public Participation Plan update, Strafford MPO has sought out and embraced new technologies in order to expand the ease and opportunities for public participation.

For all relevant events, meetings, forums, etc., Strafford MPO follows the requirements of the Americans with Disabilities Act to ensure reasonable accommodations are made for those with disabilities. Included in notices and meeting agendas is the following statement:

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can provide. Also include a way we can contact you if we need more information. Last minute requests will be accepted but may be impossible to fill. Send an email to [srpc@strafford.org](mailto:srpc@strafford.org) or call 603-994-3500.



Strafford MPO staff showing off the Coast *We're on the Route* sticker

Source: SRPC

## Public Forums, Workshops, & Focus Interviews

Public forums, workshops, and focus groups provide a setting for public discussion. These events are intermittently held by Strafford MPO to gather feedback from the public about a specific topic and will often include multiple sessions to cover different content or capture an evolving view of a topic. Such forums may include open houses/interaction periods, activities to engage public input, formal presentations, brainstorming sessions, small break-out groups, focus interviews, and charettes.



Staff after an interview with S & J Transportation Source: SRPC

### Strafford MPO **IN ACTION**

During the first phase of the performance measures planning process, Strafford MPO staff undertook an extensive focus interview process. Twenty-five focus interviews were conducted with a variety of stakeholders representing municipalities, statewide organizations, MPOs, University of New Hampshire departments, regional transit providers, and many other planning-related constituents. The input gathered in this process was analyzed extensively and was reported in *The Collaborative MPO Approach to Performance Based Planning in New Hampshire: Stakeholder and Synthesis Report*, which can be found online at [http://strafford.org/cmsAdmin/uploads/synthesis-report\\_final.pdf](http://strafford.org/cmsAdmin/uploads/synthesis-report_final.pdf).



**Opportunities for sharing input on Strafford MPO documents**

## Surveys and Questionnaires

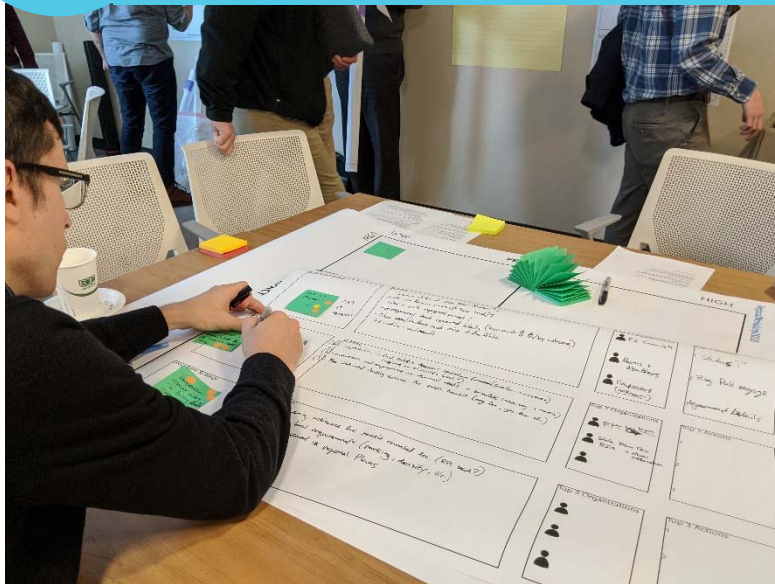
Strafford MPO uses surveys to gather information for major document updates and to help guide general transportation planning. Electronic surveys and our staff’s ability to incorporate more information and visualizations through digital media are making it more efficient to collect information in this way. However, digital media are limited in who they reach; one pitfall of using electronic versions of surveys and information-sharing is that some segments of the population can be missed. So, while more costly and time consuming, Strafford MPO maintains a balance between soliciting information electronically and through old-fashioned face-to-face surveys and interviews.

**1** **Advisory groups to guide document and development**

**2** **Written public comments**

**3** **Public Hearings**

Strafford MPO used surveys when working on the most recent iteration of the Metropolitan Transportation Plan in 2015. This engagement strategy allowed staff to gather input from the public on several issues related to transportation planning. Staff used person to person surveys, and also made use of an application called Quick Tap Survey, which was used in conjunction with iPads.



May 2020, Strafford MPO distributed a survey with questions about the region’s transportation network. 319 people from around the region responded with input on where they lived and worked and what transportation modes they used. Respondents weighed in on improvements to infrastructure and public transportation, and how to fund transportation needs sustainably. Over half of respondents said they thought it is important for the state to invest in electric vehicle charging infrastructure. Most people said the greatest threat from climate change to transportation is infrastructure impacts from flooding and extreme precipitation. This kind of input is critical for updates to plans and developing projects.

Source: SRPC

Commissioners interact with staff: SRPC

## Outreach Events

Soliciting input from the public can be challenging. A strategy Strafford MPO has adopted to address this challenge is to attend public events throughout the region. Doing so gives our staff additional opportunities to collect input from members of public who may not be able to attend meetings or who are unaware of transportation planning in the region.

Surveys and dialogue are often used at these events to gather information to inform the planning process. Attending public events also provides the organization with an opportunity to introduce our planning activities and educate people on where they can find more information about Strafford MPO's work.

Strafford MPO will often join the Strafford Regional Planning Commission at these events to educate and solicit information about a wide array of planning topics including transportation, land use, economic development, energy, and the environment. This can be valuable for understanding planning impacts from a holistic perspective.



### **Strafford MPO IN ACTION**



SRPC is always looking for innovative ways to get input from the public. Often the best way is to go where people are already gathering. In fall of 2019, SRPC staff assisted NHDOT and a consultant with outreach for development of a statewide bicycle and pedestrian improvement plan. SRPC recommended that an outreach event be held at the Dover farmer's market at Henry Law Park. Over 80 people stopped by while shopping for local produce to give their thoughts and recommendations about improving bicycle and pedestrian accessibility and safety across the state. Farmer's markets and other local events have proven to be a great opportunity to get direct input from regional residents.

At the Dover farmers market outreach Source: NHDOT



# Ensuring Equity in Engagement

People outside the Rochester Community Center Source: SRPC

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Ensuring equity in engagement processes is often challenging. Public participation policies, addressed at the beginning of this document, require that all citizens in the region are given the opportunity to participate in transportation planning processes. Legislation such as Title VI and environmental justice laws lay out the requirements and steps Strafford MPO must follow in its planning processes. In addition, the Americans with Disabilities Act (ADA) of 1990 includes requirements regarding the involvement of persons with disabilities in the development and improvement of transportation services.

In adhering to these policies, Strafford MPO aims to create opportunities for wider participation from both usual participants and underserved, underrepresented populations. Reaching out to diverse populations and providing multiple ways in which to participate helps those who are uncomfortable in public meetings to provide their input.

## Title VI

In accordance with Title VI (defined on page 8), Strafford MPO has developed several outreach strategies to connect with underrepresented persons and groups, including low-income, minority populations, and those with Limited English Proficiency in order to ensure that decisions that affect them regarding transportation planning are made with their input.

Strategies and related performance measures are reported each year in the Title VI Goals and Accomplishments that is shared on the Strafford Regional Planning Commission website and with the NH Department of Transportation. Some of the goals laid out in this report include the following:

1. Reach out to underrepresented persons and groups, including low-income and minority populations and those with limited proficiency in English to ensure that decisions are made with their input taken into consideration.
2. Ensure that no person is denied access to or participation in Metropolitan Planning Organization programs.
3. Provide notice to the public that the Strafford Regional Planning Commission/Strafford MPO operates its programs and conducts its planning activities subject to the nondiscrimination requirement of Title VI and that members of the public can request additional information regarding the obligations of the SRPC.

Strategies and measures identified in order for Strafford MPO to achieve these goals include the following:

- Inviting up to three speakers to TAC and or Policy Committee meetings to discuss updates to regional and statewide federally funded projects. Presentations will be focused on education and



engagement regarding transportation planning and processes. Post videos of these presentations (with permission of the presenters) on the SRPC YouTube channel and include news about such projects on the Strafford MPO home page at least once a quarter. This will help get vital information to individuals who are unable to attend our meetings due to health issues, employment obligations, or for other reasons.

- Reaching out to groups involved with underrepresented populations to (e.g., Dover Adult Learning Center, cultural organizations) get advice on how to best reach these populations.
- Holding the majority of Technical Advisory, Policy, and Commission meetings in locations that are accessible by public transportation.
- Providing ample public notice for meetings, considering that some people might need transportation to meetings. Exploring options for working with COAST and ACT to provide transportation upon request, or scheduling meetings during times that buses run.

See more strategies in the [Title VI Goals and Accomplishments Report](#).



## **Strafford MPO IN ACTION**



Strafford MPO staff often attend the Gerry's Food Pantry Thanksgiving donation event. This event is held so that individuals who need assistance during the Thanksgiving holiday can receive a food donation, enabling them to enjoy a Thanksgiving meal. Staff attended this event in order to talk with them about public transportation. The input gathered was useful for multiple planning documents created by the MPO.

Gerry's Food Pantry outreach Source: SRPC

*Reaching out to underserved populations and providing multiple ways in which to participate assists those who are uncomfortable in public meetings to have ways to provide their input.*

## Environmental Justice

As explained by the U.S. Environmental Protection Agency (EPA), environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Similar strategies are taken to ensure participation and fair treatment to all citizens and visitors in Strafford MPO region as are explained in the Title VI section, above.

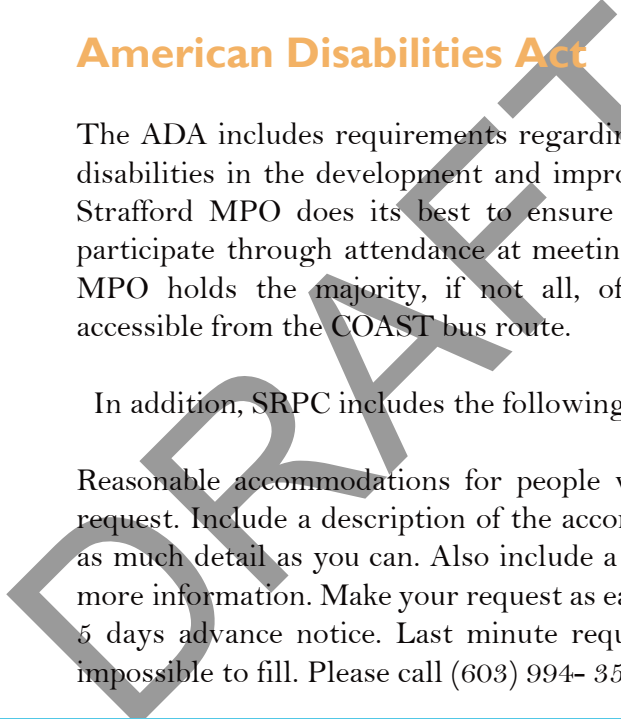
Strafford MPO staff members have completed environmental justice training to ensure that tools and policies are implemented through the organization's planning and outreach processes.

## American Disabilities Act

The ADA includes requirements regarding the involvement of persons with disabilities in the development and improvement of transportation services. Strafford MPO does its best to ensure that these individuals are able to participate through attendance at meetings or at outreach events. Strafford MPO holds the majority, if not all, of its public meetings in locations accessible from the COAST bus route.

In addition, SRPC includes the following language on its meeting agendas:

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow 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](mailto:srpc@strafford.org).



### **Strafford MPO IN ACTION**



To gather input on public transportation, Strafford staff members set up a booth at the Dover Transportation Center to talk with riders who regularly take the bus. Strafford MPO hoped to reach a population that might otherwise not be able to participate in transportation planning due to transportation constraints. The valuable information Strafford MPO gained from these riders was incorporated into the 2015–2040 Metropolitan Transportation Plan.

COAST bus at the Dover Transportation Center Source: SRPC

## Other Equity Based Strategies

Strafford MPO uses other strategies to ensure residents have an equal opportunity to participate in transportation planning processes. Documents out for public review are brought to accessible community locations such as libraries. In addition, Strafford MPO makes a concerted effort to widen distribution of these public comment drafts to locations such as the Dover Adult Learning Center and Rochester Community Center, among others. Documents use language that is clear and easy to read and using large fonts. All documents are offered virtually as well as physically.

As noted above, most of SRPC's meetings are held at locations accessible by public transportation. Strafford MPO staffers attempt to conduct outreach in locations that are accessible and at events which underrepresented populations may attend.

Strafford MPO continually looks to integrate new techniques, such as polling applications, to gather input from those who may not normally voice their opinions. Recently, Strafford MPO used a polling app, Quick Tap Survey, running on iPads to create surveys that individuals took at different outreach events. This allowed citizens to share input without directly sharing their views with staff members. This approach was found to be an effective means to gather additional information from the public.

Strafford MPO staff also refer to the Equity and Engagement checklist (see [Appendix F](#)) created by a subcommittee of the statewide Granite State Future Project of 2012-2015. This is still an effective tool.

Strafford MPO staffers work not only to ensure that members of the public have an equitable opportunity to participate, but that municipalities in the region have “early and often” opportunities to participate in all transportation planning processes.



Location of the Dover Adult Learning Center at the McConnell Center, Dover Source: SRPC





## Municipal Engagement

SRPC Commission Meeting, September 2016 Source: SRPC

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## Informing Municipalities

*Each municipality shall be entitled to two representatives on the SRPC Commission/ Strafford MPO Policy Committee.*

Strafford MPO provides municipalities with information through many different channels. The MPO's extensive contact list includes planning and administrative staff, public works staff, road agents, and other transportation contacts. Strafford MPO uses email to inform municipalities about funding programs that could benefit them, about meetings on projects in and around their locations, and about training and materials that promote best practices for transportation planning. Municipalities are also informed about opportunities to appoint representatives to Strafford MPO committees, and they are made aware of regional and statewide documents that Strafford MPO has created which may be useful to them.

## Opportunities for Participation

*A municipality with a population between 10,000 and 25,000 shall be entitled to three representatives*

There are multiple opportunities for municipalities to participate in Strafford MPO's planning efforts. Strafford MPO takes pride in its role as a conduit between state and federal agencies to disseminate information to municipalities related to transportation planning and to communicate municipal concerns to the NH Department of Transportation and other state and federal agencies.

### Committee Participation

*A municipality with a population of 25,000 or more shall be entitled to four representatives.  
-RSA 36:46*

Each municipality in the region can nominate representatives to the Strafford MPO TAC and Policy Committee. The number of representatives a community can have, and whether they can vote (which is dependent on membership), are explained in the Strafford MPO Bylaws (See Appendix G). Policy Committee members are appointed from the ranks of the SRPC Commission. The planning boards in each community nominate a resident, and the selectboard or town council appoint the individual, who will serve a four-year term on the Commission. TAC members are nominated for a two-year term concurrent with the Unified Planning Working Program (UPWP) cycle. When a new UPWP cycle begins, communities and relevant agencies are asked to nominate two representatives. Municipal staffers can also attend at their discretion, since TAC and Policy Committee meetings are public.

### Focus and Work Groups

Strafford MPO staff members often form sub-committees and focus groups. Staffers will often reach out to municipal officials and stakeholders in these instances. These smaller groups allow for more detailed discussion of topics such as regional collaboration, specific projects, project ranking, and various planning topics such as complete streets.

## Project Solicitation

Projects included in the NH Ten-Year Transportation Improvement Plan are based on the regional and state transportation priorities outlined in the state long-range plan and the regional metropolitan transportation plans. To set these priorities, Strafford MPO solicits project proposals from communities and other local and regional organizations for consideration. The resulting project lists and identified transportation priorities serve as the basis for transportation planning in the region.

Strafford MPO solicits projects on a continuous two-year cycle. As part of this process, Strafford MPO verifies project priorities submitted through past project solicitation rounds and solicits new proposals for transportation improvement projects. The staff contacts the communities in the Strafford region, along with agencies and organizations that have a role in regional transportation, and encourages them to provide input about their transportation projects and priorities. The project solicitation effort results in a list of highway, bridge, bike/pedestrian, transit, rail, recreational trail, and other surface transportation projects that illuminates the regional priorities for transportation investments in the future.

## Public Comment Periods

As explained earlier in this document, public comment periods are a good opportunity for engagement. Transportation planning documents are made available in the libraries of the region's cities, online, and at the SRPC office. Strafford MPO notifies municipalities of public comment periods online and through e-communications.

Public hearings are held at the end of the public comment periods and allow municipal staff to comment through their representatives on the TAC or Policy Committees, or as a guest.



### **Strafford MPO IN ACTION**



In 2020 StraffordMPO began the lengthy process of soliciting and ranking projects to be submitted for the Statewide Ten Year Transportation Improvement program. This required coordination between regional planning commissions and state agencies. Strafford region community representatives set scoring criteria weights and discussed the candidate projects to rank and submit them to NHDOT for funding. This process is repeated every two years.

Strafford MPO workgroup. Source: SRPC



Sorting potential performance measures at SRPC Source: SRPC

# How We Measure Up

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## What is Performance Based Planning?

The federal transportation authorization, *Moving Ahead for Progress in the 21st Century Act (MAP-21)* was signed into law by President Obama on July 6, 2012. With this authorization came new requirements for metropolitan planning organizations to conduct “performance-based planning,” a practice that includes the creation of state and metropolitan area performance measures and performance targets for:

- Pavement condition on the Interstate System and on the remainder of the National Highway System (NHS).
- Performance of the Interstate System and the remainder of the NHS.
- Bridge condition on the NHS.
- Fatalities and serious injuries—both number and rate per vehicle mile traveled—on all public roads.
- Traffic congestion.
- On-road mobile source emissions.
- Freight movement on the Interstate System.

## Performance Based Planning & Strafford MPO

Strafford MPO strongly supports the implementation of performance-based planning. It is the organization’s view that a performance-based planning approach leads to better outcomes over the long term for the region. With this approach, over time the practices that work best to achieve performance targets will be affirmed and practices that do not support goals will be reassessed.

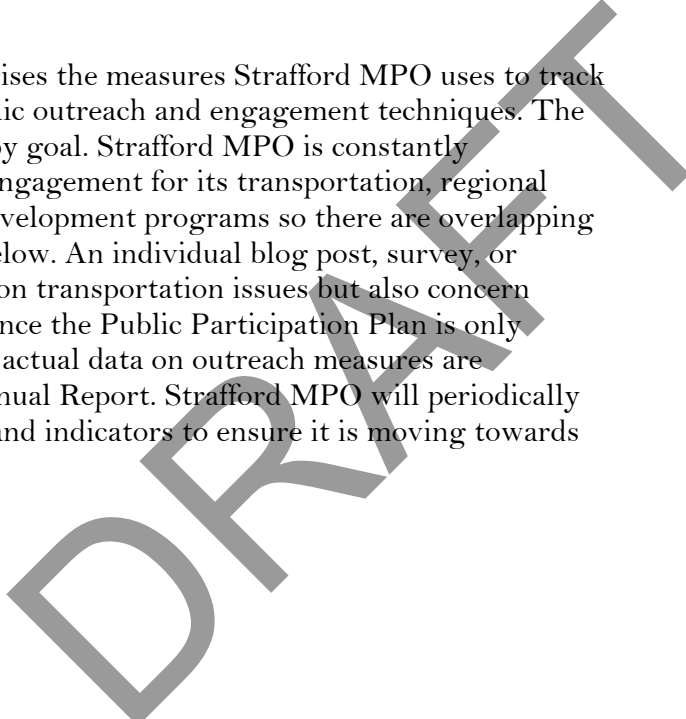
Strafford MPO also values a performance-based approach to help assess how well the organization is accomplishing its planning goals. This includes finding ways to evaluate the organization’s success in engaging the public. Understanding the level of success for public outreach will enable the organization to better direct and adapt outreach efforts to achieve the best results possible for educating the public and soliciting public input.



Outlining goals for organizational performance is less challenging than establishing meaningful measures that provide information about how successful the organization is in achieving these goals. In addition, the process of measuring and analyzing the indicators of success should be inexpensive and should not interfere with primary work efforts by being overly time consuming.

Strafford MPO has been using performance measures for public participation since the 2007 Public Participation Plan. The measures help the organization track items like the number of meetings held annually, social media posts and interaction, outreach and presentations, and members of the public involved and providing feedback. Measuring these indicators holds the organization accountable in its attempts to meet targets. To build on efforts set forth in earlier Public Participation Plans, Strafford MPO staff members refined the indicators for each subsequent update.

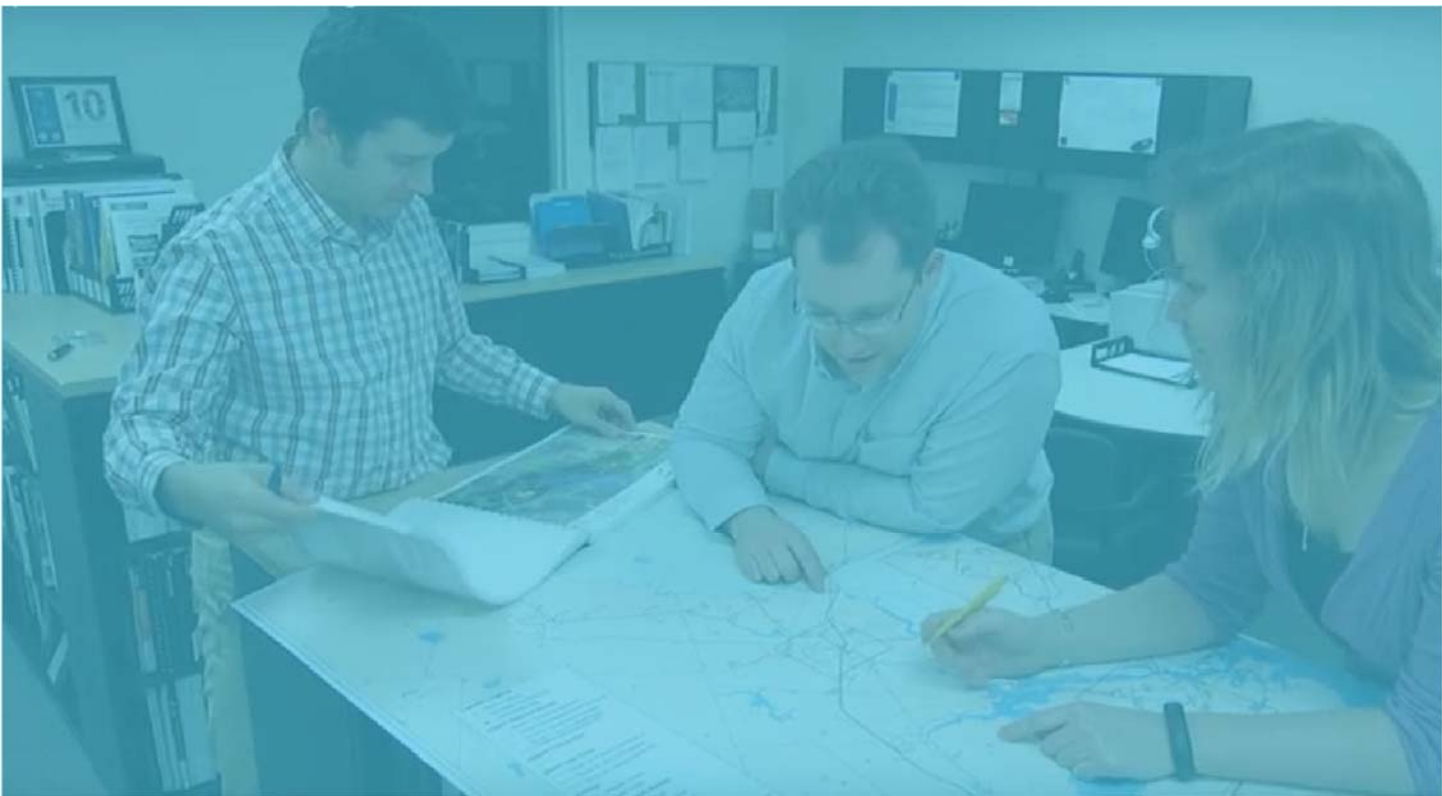
The following table comprises the measures Strafford MPO uses to track the performance of its public outreach and engagement techniques. The techniques are organized by goal. Strafford MPO is constantly conducting outreach and engagement for its transportation, regional planning, and economic development programs so there are overlapping impacts in the measures below. An individual blog post, survey, or workshop may be focused on transportation issues but also concern economic development. Since the Public Participation Plan is only updated every 4 years, the actual data on outreach measures are published in the SRPC Annual Report. Strafford MPO will periodically monitor these techniques and indicators to ensure it is moving towards its organizational goals.



## Measures of Strafford MPO Outreach and Engagement

Measure	Goal 1: Educate and inform the public about transportation planning processes	Goal 2: Solicit public input to identify transportation-related needs, desires, issues, and concerns	Goal 3: Advocate on behalf of regional communities, acting as a conduit between municipalities and statewide/federal entities	Goal 4: Foster collaboration between citizens, municipalities, and statewide organizations through providing forums for input and discussion.
<b>Average number of people receiving e-communication (newsletter, Bits and Pieces, PB Updates, press releases, Newsletter subsections, and other)</b>	X	O	O	O
<b>Total Number of Social Media Posts (Twitter, Instagram, and Facebook combined)</b>	X	O		X
<b>Number of social media followers/Number of New Social Media followers</b>	X			
<b>Number of informational transportation presentations given (outside of TAC and Policy meetings)</b>	X	O	X	O
<b>Number of outreach events held</b>	X	X		X
<b># of public notices and requests for comment</b>		X		O
<b>Engagement with social media posts.</b>	X	O		
<b>Average number of guests attending (TAC/Policy/Commission meetings)</b>	X	X	X	X
<b>Total Number of responses to surveys</b>		X		O
<b>All committees (local, regional, and statewide) which SRPC staff regularly attends</b>			X	O
<b>Attendance/Participation at legislative hearings (GACIT, legislative hearings) - includes letters submitted as testimony</b>	O		X	
<b># of committee meetings attended (local, regional, and statewide)</b>			X	O
<b>Percentage of meetings that have a quorum (TAC - Policy - Commission)</b>			X	X
<b>Number of non-SRPC articles/link shared through Constant Contact</b>	X	O	X	
<b>Number of interviews/meetings/events with EJ population advocates and/or stakeholders</b>	X	X	O	O





## Appendices

Strafford MPO staff conducting a planning session Source: SRPC

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## APPENDIX A – TITLE 23 PART 450.316 Interested Parties, Participation, and Consultation

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations ( 40

CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO(s) shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 201- 204.

(c) When the MPA includes Indian Tribal lands, the MPO(s) shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO(s) shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

[ 81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016 ]

## APPENDIX B - The United States Code, reflecting changes made in the FAST Act (Fixing America's Surface Transportation Act), Defines "Interested Parties" By Plan Type

The Long Range Statewide Transportation Plan, the STIP, and the Metropolitan Transportation Plan each list the same interested parties. The Metropolitan TIP does not list the interested parties, but refers back to the Metropolitan Transportation Plan in 23 U.S.C. 134(i)(5).

### 23 U.S.C. 135 (f) Long-Range Statewide Transportation Plan

(3): Participation by interested parties.

- (A) In general.-In developing the statewide transportation plan, the State shall provide to-
- (i) nonmetropolitan local elected officials or, if applicable, through regional transportation planning organizations described in subsection (m), an opportunity to participate in accordance with subparagraph (B)(i); and
  - (ii) citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties a reasonable opportunity to comment on the proposed plan.

### 23 U.S.C. 135 (g) Statewide Transportation Improvement Program.

(3) Participation by interested parties.-In developing the program, the State shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, private providers of transportation (including intercity bus operators), providers of freight transportation services, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the proposed program.

### 23 U.S.C. 134 (i) Development of Transportation Plan

(6) Participation by interested parties

- (A) In general.-Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

### 23 U.S.C. 134 (j) Metropolitan TIP

(B) Opportunity for comment.-In developing the TIP, the metropolitan planning organization, in cooperation with the State and any affected public transportation operator, shall provide an opportunity for participation by interested parties in the development of the program, in accordance with subsection (i)(5).

## APPENDIX C - Code 40 CFR 93.134 TIP/STIP Exempt Projects

Certain amendments under the following general categories may, upon written request and at the discretion of the MPO, be made to the TIP without requiring a public participation process. Such projects shall include only ones which are exempt from air quality conformity determination under provisions of the Clean Air Act Amendment of 1990 and 40 CFR 93.134 and which are otherwise minor in nature, both in terms of scope and potential negative impact.

40 CFR 93.134 - EXEMPT PROJECTS	
<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Railroad/highway crossing.</li> <li>Hazard elimination program.</li> <li>Safer non-Federal-aid system roads.</li> <li>Shoulder improvements.</li> <li>Increasing sight distance.</li> <li>Safety improvement program.</li> <li>Traffic control devices and operating assistance other than signalization projects.</li> <li>Railroad/highway crossing warning devices.</li> <li>Guardrails, median barriers, crash cushions.</li> <li>Pavement resurfacing and/or rehabilitation.</li> <li>Pavement marking demonstration.</li> <li>Emergency relief (23 U.S.C. 125).</li> <li>Fencing.</li> <li>Skid treatments.</li> <li>Safety roadside rest areas.</li> <li>Adding medians.</li> <li>Truck climbing lanes outside the urbanized area.</li> <li>Lighting improvements.</li> <li>Widening narrow pavements or reconstructing bridges (no additional travel lanes).</li> <li>Emergency truck pullovers.</li> </ul>	<p><b>Mass Transit</b></p> <ul style="list-style-type: none"> <li>Operating assistance to transit agencies.</li> <li>Purchase of support vehicles.</li> <li>Rehabilitation of transit vehicles.</li> <li>Purchase of office, shop, and operating equipment for existing facilities.</li> <li>Purchase of operating equipment for vehicles (e.g., radios, fareboxes, lifts, etc.).</li> <li>Construction or renovation of power, signal, and communications systems.</li> <li>Construction of small passenger shelters and information kiosks.</li> <li>Reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, storage and maintenance facilities, stations, terminals, and ancillary structures).</li> <li>Rehabilitation or reconstruction of track structures, track, and trackbed in existing rights-of-way.</li> <li>Purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet.</li> <li>Construction of new bus or rail storage/maintenance facilities categorically excluded in 23 CFR part 771.</li> </ul>

**Air Quality**

Continuation of ride-sharing and van-pooling promotion activities at current levels.  
Bicycle and pedestrian facilities.

**Other**

Specific activities which do not involve or lead directly to construction, such as: Planning and technical studies; Grants for training and research programs; Planning activities conducted pursuant to titles 23 and 49 U.S.C.; and Federal-aid systems revisions.

Engineering to assess social, economic, and environmental effects of the proposed action or alternatives to that action.

Noise attenuation.

Advance land acquisitions (23 CFR part 712 or 23 CFR part 771).

Acquisition of scenic easements.

Plantings, landscaping, etc.

Sign removal.

Directional and informational signs.

Transportation enhancement activities (except rehabilitation and operation of historic transportation buildings, structures, or facilities).

Repair of damage caused by natural disasters, civil unrest, or terrorist acts, except projects involving substantial functional, locational or capacity changes.

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## APPENDIX D – Adopting Resolution for the Strafford Metropolitan Planning Organization

WHEREAS, the urban transportation planning process is required to have a PUBLIC PARTICIPATION PLAN which delineates currently valid organizational responsibilities, operating procedures, and a summary of the planning program; and

WHEREAS, the PUBLIC PARTICIPATION PLAN establishes the multi-year framework within which the Unified Planning Work Program for transportation planning in the Strafford MPO Study Area is accomplished; and

WHEREAS, the responsibilities for cooperatively carrying out the urban transportation planning process are clearly defined in the PUBLIC PARTICIPATION PLAN and via executed agreements or memorandum of understanding attached to the PUBLIC PARTICIPATION PLAN;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Strafford Metropolitan Planning Organization adopts the PUBLIC PARTICIPATION PLAN dated\_\_.

The undersigned duly qualified Chairpersons of the Strafford Regional Planning Commission hereby certify that the foregoing is a true and correct copy of a resolution, adopted at legally convened meeting of the Strafford MPO Policy Committee held on the following date:

For Strafford Regional Planning Commission

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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# APPENDIX F - Equity and Engagement Checklist

## Equity and Engagement Checklist

Developed by Engagement and Equity TASC, December, 2012

In order to assure maximum and equitable participation by all residents of a community or region, the Equity and Engagement Technical Assistance Subcommittee of the Granite State Future project has developed the following suggestions for conducting planning initiatives.\

1. Strive for demographically representative engagement that reflects the community or region where planning is occurring. This may entail special efforts to reach out and engage groups that traditionally have not participated in such work, for reasons of place, economic status, age, education levels, mobility limitations or other disabilities, or cultural and ethnic differences.
2. To the extent that is legally permissible, create opportunities for participatory decision making as the first principle in planning activities. Planners have special expertise and knowledge. That expertise and knowledge should be shared with community partners as much as possible, in order to increase informed participation, a shared sense of investment in decisions and implementation, and equitable relationships. The goal of mutual empowerment of planners and community members is crucial
3. As planning goals are set and decisions are made, consider the impact of those decisions (before they are finalized) on all constituent groups and sectors in a community or region.
4. In public conversations, media releases, and reports published for public consumption, use plain, everyday language accessible to anyone (including considerations of reading level and translation from English to other languages as appropriate).
5. As plans and goals are developed, take into account their impact on diverse groups, including best judgments about what groups could be advantaged and what groups could be disadvantaged by those decisions, and taking steps to mitigate any anticipated losses of resources, status, or power by those who might be disadvantaged.
6. Design effective feedback loops to inform participants about the ways their input was considered and acted upon.
7. Respect the core value of local control that characterizes New Hampshire's political and community culture. Plans and goals that require regional collaboration (for example in areas such as transportation, natural resource management, public school governance, economic development) should strive to maintain community identity and integrity as much as possible.
8. Planning processes must attend to the "soft infrastructure" of communities—the people who live, work, and interact with each other, not just the built environment that serves those people.
9. Specific planning decisions concerned with principles of equity will take into account such matters as where stores and businesses are located with respect to walking and transportation routes used by less affluent or minority populations or those with special mobility needs; access to fresh, affordable foods; personal safety; and other criteria that reflect the goal of maximum access and participation in community life.
10. Practices of equitable engagement in local and regional planning efforts should be sufficiently consistent across sites so that residents moving from one community to another will have similar access to and be able to understand planning and decision making processes.

# APPENDIX G- Strafford MPO Bylaws

## STRAFFORD METROPOLITAN PLANNING ORGANIZATION BYLAWS

ADOPTED: September 27, 2007  
Revisions ADOPTED: May 29, 2008  
Revisions ADOPTED: January 28, 2010  
Revisions Recommended: September 28, 2010  
Revisions ADOPTED: November 18, 2010

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DRAFT

STRAFFORD METROPOLITAN PLANNING ORGANIZATION  
BYLAWS

Adopted: September 27, 2007  
Revisions Adopted: May 29, 2008  
Revisions Adopted: January 28, 2010  
Revisions Recommended: September 28, 2010  
Revisions Adopted: November 18, 2010

**ARTICLE I: ORGANIZATION**

**A. NAME:**

The name of this organization shall be the Strafford Metropolitan Planning Organization (SMPO) and shall hereafter be referred to as the SMPO. The SMPO consists of the Strafford Regional Planning Commission (SRPC) and those appropriate State and local agencies necessary to approve transportation plans and programs.

**B. AUTHORIZATION:**

The authorization for this Organization is set forth in an Executive Order dated August 10, 2007, whereby SRPC was designated as the cognizant Metropolitan Planning Organization for the New Hampshire portion of the Rochester-Dover Urbanized area, pursuant to the Federal Highway Act of 1964.

**C. STRAFFORD METROPOLITAN PLANNING ORGANIZATION AREA:**

The following communities constitute the SMPO area: Barrington, Brookfield, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Newmarket, Northwood, Nottingham, Rochester, Rollinsford, Somersworth, Strafford and Wakefield.

1. Urbanized Communities include: Dover, Durham, Madbury, Newmarket, Rochester, Rollinsford and Somersworth.
2. Non-Urbanized Communities include: Barrington, Brookfield, Farmington, Lee, Middleton, Milton, New Durham, Northwood, Nottingham, Strafford and Wakefield.

**D. PRINCIPAL OFFICE:**

The principal office of the SMPO is located at SRPC Office at 150 Wakefield Street, Suite 12, Rochester, NH 03867 Office Hours: 8:30 am to 5:00 pm. Monday-Friday, Telephone: (603) 994-3500 Fax: (603) 994-3504 Email: SRPC@strafford.org; Website: www.strafford.org.

**E. ORGANIZATIONAL STRUCTURE:**

The SMPO fiscal year shall be July 1st through June 30th. The organization shall consist of three (3) committees: (1) The SRPC/SMPO Executive Committee, (2) The SMPO Policy Committee and (3) The SMPO Technical Advisory Committee. Additional committees and subcommittees shall be formed as deemed necessary.

## F. PURPOSE:

The purpose of these bylaws is to inform the public of the nature of the SMPO's business, operations, delegation of authority, internal organization and other related matters. Additionally, the intent is to provide procedures and policies for the SMPO and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continual basis.

## ARTICLE II: POLICY COMMITTEE

### A. NAME:

The Policy Committee shall hereafter be referred to as the "Policy Committee".

### B. PURPOSE:

The purpose of the Policy Committee shall be to provide a forum for the development of regional transportation policies for the SMPO and to act as a vehicle to coordinate the implementation of these policies.

### C. RESPONSIBILITIES:

1. The Policy Committee is responsible for carrying out the metropolitan transportation planning process as required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFTEA-LU) and related federal implementing regulations. This responsibility is carried out through oversight of the Unified Planning Work Program (UPWP) and through the development, review and approval of the Prospectus, the Metropolitan Transportation Plan, the Transportation Improvement Program (TIP), and the Air Quality Conformity Determination. SMPO activities related to these responsibilities include, but are not limited to the following:

- (a) Establish the policy directions of the SMPO through its adopted plans and policy statements.
- (b) Establish procedures and requirements whereby federal transportation funds will be allocated and made available in cooperation with the New Hampshire Department of Transportation (NHDOT).
- (c) Adopt, review and/or revise the Unified Planning Work Program (UPWP), Prospectus, Metropolitan Transportation Plan, TIP and Conformity Determination.
- (d) Review and comment on individual projects, programs, plans and reports relative to the adopted transportation policies and positions.
- (e) Request, review and endorse technical reports and studies prepared by the SMPO staff or consultants.
- (f) Ensure compliance with the provisions of the Clean Air Act Amendment (CAAA) of 1990 through periodic conformity evaluation and a determination.
- (g) Adopt, review and/or revise policies relative to the findings of the Technical Advisory Committee (TAC), including technical reports and memoranda.

- (h) Provide a mechanism to facilitate and broaden public involvement in transportation planning and decision-making processes.
- (i) Coordinate and prioritize transportation projects to be implemented with Federal and/or State assistance.
- (j) Monitor and participate in transportation policy making activities with the NHDOT and the transportation or other relevant committees of the New Hampshire General Court.
- (k) Collaborate in the development of public transit and multi-modal plans.

D. MEMBERSHIP:

1. Voting Members:

(a) Each dues paid member community within SRPC will be represented by their appointed regional planning commissioners. Each commissioner shall have one vote. Communities are entitled to appoint as many voting representatives as permitted per RSA 36:46, III.

Barrington (2)	Madbury (2)	Nottingham (2)
Brookfield (2)	Middleton (2)	Rochester (4)
Dover (4)	Milton (2)	Rollinsford (2)
Durham (3)	New Durham (2)	Somersworth (3)
Farmington (2)	Newmarket (2)	Strafford (2)
Lee (2)	Northwood (2)	Wakefield (2)

(b) Communities that have not paid annual dues to SRPC shall have one representative, and one alternate, equal to one vote.

(c) There shall be one voting member or designee from each of the following agencies:

- i. New Hampshire Department of Transportation (NHDOT)
- ii. New Hampshire Department of Environmental Services-Air Resources Division (NHDES-ARD)
- iii. Cooperative Alliance for Strafford Regional Transportation (COAST)
- iv. University of New Hampshire (UNH)

The appointing authority is permitted and encouraged to designate one alternate for each appointed representative. An alternate shall have voting privileges in the absence of the voting representative.

2. Non-Voting Members:

- (a) Each of the following may appoint a non-voting member:
  - i. Federal Highway Administration (FHWA)
  - ii. Federal Transit Administration (FTA)
  - iii. New Hampshire Department of Transportation-Bureau of Aeronautics (NHDOT-Aeronautics)
  - iv. New Hampshire Department of Transportation – Bureau of Rails and Transit (NHDOT-BRT)
  - v. New Hampshire Office of Energy and Planning (NHOEP)



- vi. Rockingham Planning Commission (RPC)
- vii. Southern Maine Planning and Development Commission (SMPDC)
- viii. Maine Department of Transportation (Maine-DOT)
- ix. New Hampshire Transit Association (NHTA)
- x. Federal Railroad Administration (FRA)
- xi. Pease Development Authority/New Hampshire Port Authority (PDA/NHPA)

The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative.

(b) The Committee may authorize additional non-voting members.

3. Quorum:

(a) A quorum of the Policy Committee shall be deemed as representing no less than one-third (1/3) rounded plus one of the dues paid municipalities with appointed Commissioner(s) and voting agencies per (1) (C).

(b) For the purposes of a quorum, one (1) appointed representative per municipality or voting agency present at the meeting would be counted.

(c) Motions shall be carried by a simple majority of the voting power present after having established a quorum.

5. Terms and Re-Appointment:

(a) The appointment of municipal representatives shall be in compliance with RSA 36:46, Paragraph III. Appointments to the Policy Committee shall run with the Commissioner's terms.

(b) In the event that a Policy Committee member resigns, notification of their resignation shall be filed with SRPC and the appointing body. The municipality or voting agency shall receive a notice from SRPC so that a new appointment can be made.

E. OFFICERS:

1. Election of Officers

The Officers of SRPC will function as the Officers of the Policy Committee per the SRPC bylaws. Vacancies in office shall be filled immediately by the regular election procedure described in the SRPC bylaws.

2. Positions:

(a) The Chairperson shall preside at all meetings and shall have the power to call special meetings, establish agendas, establish and appoint committees and their members.

(b) The Vice-Chairperson, if the Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson.

(c) The Secretary/Treasurer, if the Chairperson or Vice-Chairperson is unable to attend the

meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson. The Secretary/Treasurer shall be responsible for such financial duties as are customary to the office.

#### F. MEETINGS:

The Policy Committee meetings are held on the third Friday of every month immediately after the SRPC Executive Committee meeting at the SRPC office and at the call of the Chairperson.

### ARTICLE III: EXECUTIVE COMMITTEE

#### A. NAME:

The SRPC Executive Committee shall hereafter be referred to as the EC.

#### B. PURPOSE:

The purpose of the EC shall be to facilitate the administration of the SMPO, ensure that TAC policy and planning recommendations are brought before the Policy Committee, and ensure that the decisions of the Policy Committee are implemented.

#### C. RESPONSIBILITIES:

The duties of the EC will include, but not be limited to the following:

1. Ensure that the directives of the SMPO voting membership are carried out.
2. Oversee the affairs of the SMPO between its regular meetings and to act on behalf of the Policy Committee in emergencies. An emergency is defined as an action necessary to carry out the responsibilities of the SMPO, when waiting for a regular Policy Committee meeting would jeopardize the SMPO's ability to carry out its responsibilities.
3. Determine, with the assistance of the Executive Director and the TAC, the UPWP scope and content, and to transmit it to the Policy Committee for final approval. Recommend the biennial UPWP scope of work and budget to the Policy Committee for approval.
4. Oversee the operating expenditures of the SMPO as recommended by the Executive Director.
5. Provide a report of its activities and/or minutes prior to Policy Committee meeting.

#### D. MEMBERSHIP:

The members of the EC shall consist of seven (7) members: Chairperson, Vice-Chairperson, Secretary/Treasurer, and four (4) members elected at the SRPC Annual Meeting. The EC shall include representation from both large and small communities.

#### E. OFFICERS:

Officers of SMPO serve on the EC in accordance with their respective terms of office. The At-Large Members of the EC shall be elected each year for a one (1) year term commencing after July 1st of that year.

1. Election of Officers:

The SMPO officers shall consist of a Chairperson, Vice-Chairperson and a Secretary/Treasurer per SRPC bylaws. Each officer shall serve a one (1) year term based on annual elections at the Annual Meeting. Vacancies in office shall be filled immediately by the regular election procedure found in the SRPC bylaws.

2. Positions:

(a) The Chairperson shall preside at all meetings and shall have the power to call special meetings, establish agendas, established and appoint committees and their members.

(b) The Vice-Chairperson, if the Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson.

(c) The Secretary/Treasurer, if the Chairperson and Vice-Chairperson are unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson. The Secretary/Treasurer shall be responsible for such financial duties as are customary to the office.

3. Vacancy:

In the event of an officer vacancy between annual elections, the EC shall elect an At-Large Member of the EC to serve until the next Annual meeting. The EC shall fill at-large member vacancies from the Commission. Such appointments shall expire at the end of the fiscal year.

F. MEETINGS:

1 The EC meetings are held on the third Friday of every month at 8:00 am at the SRPC Office. Special meetings can be called at the request of the Chairperson or the Executive Director. Notices of EC meetings shall be noticed on website and at the SRPC office.

2 Quorum: The voting power of the EC shall consist of a total of seven (7) votes. A majority of the voting power (4) shall constitute a quorum for the transaction of business at meetings.

**ARTICLE IV: TECHNICAL ADVISORY COMMITTEE**

A. NAME:

The SMPO Technical Advisory Committee shall hereafter be referred to as the “Technical Advisory Committee”.

B. PURPOSE:

The purpose of the Technical Advisory Committee (TAC) is to provide the SMPO with technical assistance and recommendations concerning transportation issues that have a bearing on the SMPO’s continued, comprehensive, and coordinated transportation planning process. The TAC is hereby established as a standing committee of the SMPO.

### C. RESPONSIBILITY:

The TAC will review and make recommendations to the SMPO Policy Committee on transportation planning efforts in the SMPO area as follows:

1. Updates, revisions and amendments to the Metropolitan Transportation Plan to assure that recommended activities identified in the Metropolitan Transportation Plan are considered in the development of the annual work plan, Transportation Improvement Plan, air conformity determination, and other required documents of the SMPO.
2. Development of a comprehensive public transportation system in the region by understanding the necessary components as well as developing funding models and indicators of success.
3. Policy recommendations related to the public transportation systems.
4. Contents of the biennial Transportation Improvement Plan (TIP) update.
5. Technical planning/engineering studies to be considered in the Unified Planning Work Program (UPWP).
6. Scoping reports and planning studies.
7. Development and implementation of the Public Participation Plan.
8. Guidance to UPWP and TIP related to issues or projects that arise from the long term planning.
9. Development of and coordination of project and issues that are of regional significance and or require the perspective that spans communities.
10. Any other activities as requested by the SMPO Policy Committee.

The TAC, without SMPO Policy Committee approval, may:

1. Evaluate and prioritize technical assistance for the SMPO members.
2. Review and suggest revisions to staff and consultant technical assistance work.
3. Establish subcommittee(s) to address significant areas of interest

### D. MEMBERSHIP:

The TAC shall include representative from the SMPO communities, federal, state and interested agencies.

1. Voting Members:
  - (a) There shall be one (1) voting member or designee from each of the following: (The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative.

An alternate shall have voting privileges in the absence of the voting representative).

- i. Each SRPC community represented on the SMPO
  - ii. NH Department of Transportation (NHDOT), District 6, or District 3
  - iii. NH Department of Environmental Services – Air Resources Division (NHDES-ARD)
  - iv. Cooperative Alliance for Strafford Regional Transportation (COAST)
  - v. University of New Hampshire (UNH)
2. Non-voting member:
    - (a) Each of the following may appoint a non-voting member: (The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative).

- i. Federal Highway Administration (FHWA)
- ii. Federal Transit Administration (FTA)
- iii. New Hampshire Department of Transportation – District 6
- iv. New Hampshire Department of Transportation – District 3
- v. New Hampshire Department of Transportation – Bureau of Aeronautics (NHDOT-Aeronautics)
- vi. New Hampshire Department of Transportation- Bureau of Rails and Transit (NHDOT-BRT)
- vii. Southern Maine Regional Planning Commission (SMRPC)
- viii. Rockingham Planning Commission (RPC)
- ix. Maine Department of Transportation (Maine-DOT)
- x. Pease Development Authority (PDA)/New Hampshire Port Authority (NHPA)
- xi. Guilford Railroad or Pan Am Railways
- xii. Federal Railroad Administration (FRA)
- xiii. Northern New England Passenger Rail Authority (NNEPRA)
- xiv. New Hampshire Transit Association (NHTA)
- xv. Transportation Center or Park and Ride Terminal Operator
- xvi. Alliance for Community Transportation (ACT)
- xvii. Strafford Regional Area Bicycle Routes (SABR)
- xviii. Bike-Walk Alliance of New Hampshire (BWANH)
- xix. New Hampshire Motor Transport Association
- xx. Seacoast Commuter Options
- xxi. C&J Trailways

(b) The Committee may authorize additional non-voting members.

3. Quorum:

- (a) A quorum of the TAC shall be deemed as representing no less than one-third (1/3) rounded plus one of the municipal membership and voting agencies who have made appointments
- (b) Motions shall be carried by a simple majority of the voting power present after having established a quorum.

4. Vacancy:

In the event that a Committee member resigns, notification of their resignation shall be filed with SRPC and the appointing body. The municipality or voting agency shall receive a notice from SRPC so that a new appointment can be made.

5. Terms and Re-Appointment:

The appointment of each representative shall be a period of two years. Appointments shall be certified in writing by the appointment authority prior to the start of the fiscal year (July 1st).

E. OFFICERS:

1. Election of Officers:

At the first Committee meeting after the start of the fiscal year, the election of officers will take place. The TAC Officers shall consist of a Chairperson and Vice-Chairperson. Nominations for Chairperson and

Vice-Chairperson shall be made from the floor and can include only voting members. The Chairperson will serve a one (1) year term. Vice-Chairperson will take over the role of Chairperson after the one (1) year term. Vacancies in office shall be filled immediately by the regular election procedure.

2. Positions:

- a) As a qualification for office, the Chairperson shall have served at least one (1) year as a representative on the SMPO. The Chairperson shall preside at all
- b) meetings and shall have the power to call special meetings, establish agendas, establish and appoint committees and their members.
- c) The Vice-Chairperson, if the Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson.

F. MEETINGS:

The MPO TAC meetings are held monthly on the first Friday of the month at 9AM and at the call of the Chairperson. Meetings are held in the SRPC office.

**ARTICLE V: STRAFFORD METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION STAFF**

A. EXECUTIVE DIRECTOR:

The Executive Director shall:

- 1 Be responsible to the SMPO Committees for carrying out directives.
- 2. Carry out all aspects of the regional transportation planning program.
- 3. Manage contracts with consultants for the purpose of implementing the adopted UPWP.
- 4. Recommend changes to the Bylaws and Prospectus.
- 5. Be responsible for the administration of the office.
- 6. Hire and manage staff.
- 7. Be in charge of all general correspondence of the SMPO.
- 8. Be responsible for receiving all moneys due the SMPO.
- 9. Assist the Recording Clerk, and in this manner be responsible for:
  - (a) Keeping minutes of regular and special meetings of the SMPO.
  - (b) Notifying members of their election to office or appointment to committees.
- 10. Prepare an annual budget to be reviewed by the EC prior to submission for approval at the Annual Meeting of Commission.
- 11. Prepare a biennial UPWP to be reviewed by the EC prior to submission for approval by the Policy Committee.
- 12. Disburse the funds in accordance with the budget and as authorized.
- 13. Keep accounts, which shall at all times be open to inspection.
- 14. Undertake such other duties as the SMPO shall assign.
- 15. Maintain files of job descriptions and responsibilities for additional staff.

B. STAFF MEMBERS:

- 1. Staff shall be responsible for having the TAC develop and review documents, amendments, and reports in a timely fashion.



2. Staff shall be responsible for providing all recommendations to the SMPO Policy Committee through the Executive Director with a written record of recommendations by the TAC, and/or a formal recommendation signed by the TAC Chairperson.
3. Undertake such other duties as the SMPO may assign.

#### C. RECORDING CLERK:

The Recording Clerk shall keep the minutes and records, preparing the agenda of regular and special meetings, provide the notice of all meetings, arrange proper and legal notice of hearings, attend to correspondence, and such other duties as are normally carried out by a recording clerk.

Notice of Meetings: Committee meetings shall be posted at least ten days prior to the meeting.

### ARTICLE VI: GENERAL

General Policies shall apply to all committees and participants of the SMPO.

#### A. REMOVAL:

Members and alternates shall serve at the pleasure of their respective legislative bodies and may be removed during their term by their respective legislative bodies.

#### B. MAILINGS:

Members will be sent meeting notification, agendas, and appropriate documents via e-mail or mail one (1) week prior to the actual meeting date, except in the case of special meetings.

#### C. ORDER OF BUSINESS:

1. The normal order of business at regularly scheduled meetings of the Committee shall be as follows:
  - (a) Call to order
  - (b) Introductions
  - (c) Staff Communications
  - (d) Action Items
  - (e) Discussion Items
  - (f) Project Updates
  - (g) Other Business
  - (h) Adjournment
2. The normal order of business may be changed at the discretion of the Chairperson.

#### D. SPECIAL MEETINGS:

Special meetings may be called by the Chairperson or by a majority of the Committee.

## E. VOTING:

Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Committee shall fail.

## F. PUBLIC INVOLVEMENT:

In order to maintain a comprehensive, coordinated, and continuing transportation planning process, and to ensure that the concerns of area citizens are addressed throughout all projects, programs, plans, and reports developed by the SMPO, the SMPO may use, but is not limited to the following procedures:

1. Establish advisory committees as appropriate, to include such functions as goals and objectives, environmental impact, intergovernmental relations, office relocation, network planning, etc.
2. Use the news media, public access cable channels, and Internet to provide public informational programs, which are conducted to ensure that citizens are well informed about opportunities and problems in the planning areas and regarding the status of planning.
3. Use informal working sessions with citizens representing geographic areas and inclusive facets of the community for an exchange of views regarding planning programs.
4. Conduct public hearings at which plans, programs, policies, and proposals are presented for public input.
5. Conduct all regular and special Committee meetings in accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 91-A.
6. Maintain a database of interested citizens or other private entities.
7. Fulfill all requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFTEA-LU) as required by the Joint Federal
8. Highway Administration and the Federal Transit Administration Planning Rule – 23 CFR Part 450.316 (b) (1 & 2) regarding the public involvement process when carrying out the activities of the SMPO.
9. All published data and/or reports shall be made available to public and agencies.

## ARTICLE VII: REPEALER

Any other conflicting resolution adopted prior to the date of the adoption of these Bylaws is hereby repealed.

## ARTICLE VIII: AMENDMENTS

A. Any section herein contained may be amended by resolution of the voting representatives of the Policy Committee at any legally constituted and noticed meeting provided the following:

1. The proposed amendment is presented in writing to the Policy Committee representatives at least thirty (30) days prior to the date of the meeting at which they are to be enacted;

- 2. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds (2/3) of the members present and voting.
- B. These bylaws shall be revised, updated, or amended as the circumstance dictates.
- C. Bylaw amendments shall become effective upon passage.

\_\_\_\_\_  
SMPO Policy Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
SMPO Policy Vice-Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
SMPO Policy Secretary/Treasurer

\_\_\_\_\_  
Date

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## APPENDIX H- Acronyms

ACT	
ADA	Alliance for Community Transportation
BWANH	Americans with Disabilities Act
CAA	Bike-Walk Alliance of New Hampshire
CAAA	Clean Air Act
CFR	Clean Air Act Amendments of 1990
COAST	Code of Federal Regulations
EPA	Cooperative Alliance for Seacoast Transportation
FAST	Environmental Protection Agency
FHWA	Fixing America's Surface Transportation
FRA	Federal Highway Administration
FTA	Federal Rail Administration
FY	Federal Transit Administration
GIS	Fiscal Year
ITS	Geographic Information Systems
LEP	Intelligent Transportation Systems
MAINE DOT	Limited English Proficiency
MAP-21	Maine Department of Transportation
MPO	Moving Ahead for Progress in the 21st Century
NHDES	Metropolitan Planning Organization
NHDES-ARD	New Hampshire Department of Environmental Services
NHDOT	New Hampshire Department of Environmental Services – Air Resources
NHOEP	Division
NHTA	New Hampshire Department of Transportation
NHS	New Hampshire Office of Energy & Planning
PDA/NHPA	New Hampshire Transit Association
PFPNH	National Highway System
PL	Pease Development Authority/New Hampshire Port Authority
RPC	Partnering for Performance New Hampshire
SRPC	Metropolitan Planning Funds
SAFETEA-LU	Regional Planning Commission
SMRPC	Strafford Regional Planning Commission
STRAFFORD MPO/SMPO	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for
SRPC	Users
STIP	Southern Maine Planning and Development Commission
TAC	Strafford Metropolitan Planning Organization
TIP	Strafford Regional Planning Commission
TMA	Statewide Transportation Improvement Program
UNH	Technical Advisory Committee
UPWP	Transportation Improvement Program
USEPA	Transportation Management Association
3-C's	University of New Hampshire
	Unified Planning Work Program
	United States Environmental Protection Agency
	Comprehensive, Coordinated, Continual Planning

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## APPENDIX I- Public Comments

### Public Comment Record

Draft 2017 Public Participation Plan  
Public Comment Period Tuesday, August 1 to Thursday, September 14, 2017

Comments Received via email, phone call, or in-person during the Public Comment Period

Comment:

Do you have certain requirements to ensure that you are equitably reaching out to all populations regardless of race, color, national origin, income, and other barriers?

Response:

Yes, as a federally funded MPO we do have certain requirements. We address Title VI legislation and requirements in multiple sections of the “2017 Public Participation Plan”. Title VI states that:

“No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” (Title VI of the Civil Rights Act [42 USC 2000d])

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