

## Strafford Metropolitan Planning Organization Technical Advisory Committee

### Meeting Minutes

Friday, November 6<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 9:03am

The chair read the following statement prior to the roll call:

The chair of the Strafford MPO Technical Advisory Committee has found that, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-21, 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:

- *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 number 1-646-558-8656 and meeting ID 845 7090 3562, or by clicking on the following website address:

<https://us02web.zoom.us/j/84570903562>

- *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 [www.trafford.org](http://www.trafford.org).
- *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 603-994-3500 (ext. 106) or email at: [clentz@trafford.org](mailto:clentz@trafford.org).
- *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

Chris Parker (Dover), Scott Kinmond (New Durham), Linda Dusebury (NHDOT), Leigh Levine (FHWA), Tim White (NHDES), Michael Williams (COAST), Michael Bobinsky (Somersworth), Michael Hoffman (Newmarket), Arthur Capello (Farmington), Marcia Gasses (Barrington), Shanna Saunders (Rochester)

### Staff

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

## 2. Staff Communications

J. Czysz and C. Lentz gave several updates on SRPC staff and projects. SRPC staff have devised a new approach to enabling in-office work now that data collection staff will be shifting to the winter schedule. Most staff will continue working from home most of the time, but will have the option to work in the office as long as only 4-5 people are doing so at a time and can remain physically distant at their desks and wear masks. The SRPC office has several new air purifier units and additional sanitization protocols for when staff are in the office.

## 3. Action Items

### 3.1 Minutes from October 2<sup>nd</sup> 2020

C. Parker made a motion to approve the minutes as written.

Seconded by M. Bobinsky

Vote: L. Dusenbury abstaining; otherwise unanimous in favor (via roll-call vote)

### 3.2 Draft Public Participation Plan update

C. Lentz presented draft updates to the Public Participation Plan (PPP). He noted that the update was primarily caused by the need to incorporate more specific language related to virtual public involvement and electronic meetings used during the COVID-19 pandemic. C. Lentz said that SRPC and other agencies still needed to conduct regular business remotely under the Governor's emergency order and executive order, and would likely be continuing that way due to rising COVID-19 cases. He noted several places in the draft PPP update where new language for virtual public involvement had been added, new public outreach stories, and a consolidated list of performance outreach.

S. Kinmond said he hoped SRPC could continue having a remote participation option after the need for quarantine during the pandemic ends. This could be used for temporary emergencies like snowstorms. C. Lentz agreed, saying that the new language enabled SRPC to switch to remote meetings if the committee chair decided to do so. He noted that current state law requires a quorum to be physically present under non-emergency situations. Unless that law changes, virtual participation will be available, but those participating virtually would not count toward the quorum but could vote on items. J. Czysz noted that SRPC must follow state laws (E.g. RSA 91-A) and federal requirements for MPO public participation. The updated language in the draft PPP will enable Strafford MPO to take advantage of the provisions in RSA 91-A that allow for virtual public participation.

L. Levine asked if Strafford would be tracking targets to go with the performance measures in the draft PPP. C. Lentz said yes, SRPC includes targets for the measures in its annual report and other documents. T. White noted that other MPOs in NH had been addressing the need to publish documents in other languages. C. Lentz said staff were working on improving translation of SRPC documents – French, Spanish, and Indonesian are possible additions for translation. R. Dewey added that a future update to the SRPC website would include better translation options as well. M. Bobinsky suggested accessing online/virtual meetings could be a continuing challenge; he noted municipalities have observed local residents having challenges finding meeting information with the transition to virtual-only meetings.

C. Parker made a motion to accept the draft PPP and recommend it to the Policy Committee  
M. Bobinsky seconded the motion  
Vote: unanimous in favor via roll-call vote.

#### **4. Project Updates**

C. Lentz said he and R. Dewey were nearly finished working through data sent by NHDOT and their consultant Alta for the Statewide Bicycle Pedestrian Plan. They would be identifying several potential projects for improving bicycle and pedestrian safety around the region.

#### **5. Municipal Roundtable – Updates on local COVID-19 adaptation**

M. Bobinsky said he had been meeting regularly with a Seacoast Public Works Directors group to discuss how municipalities could share resources and staff. He said they had discussed the possibility of COVID-19 infecting an entire municipal department and the need to share staff capacity across municipal borders.

S. Kinmond said New Durham had been successful using a drive/walk-up window for residents to conduct official business with the town hall.

C. Parker explained that Dover is working on review of multiple regulations for streets and sidewalks related to impacts from COVID-19 and improvements to the streetscape as a public space.

M. Hoffman said it was important for municipalities to focus on improving access for outdoor activities (especially dining) as COVID-19 cases are on the rise again. He added that the city of Manchester included a requirement for business owners to clear snow and ice on their segment of sidewalks as part of the siteplan review process.

M. Williams explained that the COAST board had recently adopted a requirement that all riders wear masks on COAST buses. He was also working on an operations contingency plan in case drivers are infected with COVID-19. So far, COAST has been lucky and no drivers had tested positive. M. Williams noted that COAST is currently over-staffed on available drivers which is a good place to be.

#### **6. Other Business**

T. White reminded members that the NH Clean Diesel Program has an open solicitation round and the deadline for applications is November 16<sup>th</sup> at 4:00pm

J. Czysz reminded members that next Friday (November 20<sup>th</sup>), SRPC is hosting a webinar with NHDES on the permitting process for electric vehicle charging stations.

M. Hoffman suggested that municipalities research air purification systems for municipal offices; there are stand-alone units as well as duct work add-on units that include Hepa filters and UV light. M. Williams said COAST would be installing new air purification units in all their buses. S. Kinmond said New Durham had found good HVAC add-on units with a company in Dover.

7. **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 citizens were present to provide input.

#### 8. **Adjournment**

M. Bobinsky made a motion to adjourn

Seconded by A. Capello

Vote: unanimous in favor

The meeting was adjourned at 11:00 am