

Strafford Metropolitan Planning Organization Technical Advisory Committee

Meeting Minutes

Friday, June 4th 2021 9:00 – 11:00 AM

Strafford Regional Planning Commission
Virtual Meeting via Zoom

The meeting was called to order at 9:05am

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 2021-05, 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 829 0534 5549, or by clicking on the following website address:

<https://us02web.zoom.us/j/82905345549?pwd=eTQ4dEVrbjVPbm5iL2dqQmxIdXpyQT09>

- *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.strafford.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 603-948-9483 or email at: clentz@strafford.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

Michael Williams (COAST), Bruce Woodruff (Milton), (Marcia Gasses (Barrington), Michelle Mears (Somersworth), Tim White (NHDES), Christopher Parker (Dover), Linda Dusenberry (NHDOT), Kim Rumo (NHDOT), Leigh Levine (FHWA), Nichole Zoltko (New Durham)

Staff

Jen, Czysz, Colin Lentz, Jackson Rand, Nancy O'Connor, Zuzy Duffy

2. Staff Communications

C. Lentz reminded members that the Governor had enacted a 14-day extension of the emergency order that allowed public meetings to be held virtually. He said that everyone is expecting this to be the last extension and that the June Policy Committee meeting will require a quorum to be present in person.

C. Lentz announced that Mark Davie, Autumn Scott, and Zuzy Duffy had joined SRPC as summer interns who will be working on a wide variety of projects.

3. Action Items

3.1 Officer Elections (nominate and vote on Chair and Vice Chair)

C. Lentz explained that even though it was a month ahead of schedule, he recommended electing new officers for the 2022 fiscal year as Scott Kinmond had moved to Alton. He said Bruce Woodruff had volunteered to be nominated for Chair and Michael Williams had said he would be happy to continue as Vice Chair.

C. Parker made a motion to accept the nomination of Bruce Woodruff and Michael Williams,
Seconded by M. Mears

Vote: B. Woodruff and Kim Rumo abstaining, otherwise unanimous in favor (via roll call vote)

3.2 Minutes from April 2nd 2021

B. Woodruff made a motion to approve the minutes as written.

Seconded by M. Gasses

Vote: K. Rumo abstaining, otherwise unanimous in favor (via roll-call vote)

3.3 Draft Amendment 1 to the 2021-2025 Transportation Improvement Program [recommend to Policy]

C. Lentz gave a presentation on the projects in the first amendment to the 2021-2024 TIP. He noted that because of COVID-19 and the timing of the release of the full STIP, this was the first time an amendment had be issued and many projects were behind. The amendment included the following projects:

Barrington (41415)

Program (COAST 5307)

Durham (41432)

**Durham (42873)

Newington-Dover (11238)

Program (FTA 5339)
Program (LTAP)
Program (TSMO)
Rochester (14350)

C. Parker made a motion to recommend the TIP amendment to the Policy Committee as presented.
Seconded by B. Woodruff
Vote: L. Dusenberry and K. Rumo abstaining, otherwise unanimous in favor (via roll-call vote)

4. **Project Updates**

4.1 Ten Year Plan projects and available funding

C. Lentz explained that he had met recently with NHDOT to finalize the candidate projects being submitted for the region. He said he had used a different inflation factor on the Rochester NH11 widening project than NHDOT, which resulted in an over-estimate of total cost. This meant that enough of the regional allocation was available to fund the next-highest ranked project on the regional list (Milton's sidewalk expansion and utilities upgrade project). Any remaining funds will be reserved to support the NH11 Rochester widening and safety improvement project.

M. Gasses noted that a private development would be adding more sidewalk to the sidewalk project that had been submitted to the Ten Year Plan.

4.2 Database and model development with VHB

C. Lentz reminded members that SRPC had hired VHB as their on-call engineers to help municipalities develop local projects with planning level scopes and cost estimates for future funding opportunities (such as the Ten Year Plan, TAP, and CMAQ). He added that VHB is also developing a project database that will help SRPC track projects and process regular minors and amendments. They are also finalizing SRPC's travel demand model so it can be used to analyze traffic flows and identify projects to improve the network.

5. **Municipal Roundtable – Updates on local COVID-19 adaptation** Are there ways that SRPC can help your community recover from COVID-19?

B. Woodruff announced that Milton had hired Chris Jacobs as the new Town Administrator. Chris had previously worked as the Public Works director in Hampton, NH. B. Woodruff said the email address remains the same.

N. Zoltko introduced herself as the new Town Administrator for New Durham and said her email was ndadmin@newdurhamnh.us.

6. **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.

7. Adjournment

C. Parker made a motion to adjourn

Seconded by M. Mears

Vote: unanimous in favor

The meeting was adjourned at 10:30am