

## Strafford Metropolitan Planning Organization Technical Advisory Committee Meeting

Friday August 5, 2022 from 9:00am - 10:30am

Location: Conference Rm 1A, SRPC Office (Remote access via Zoom)

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

**Meeting Link:**

<https://us02web.zoom.us/j/83483049101?pwd=RW9oK2xQRzJDbkdoYTVzVzZGNDNhZz09>

**Meeting ID:** 834 8304 9101

**Telephone-only Access:** +1 646 558 8656

These instructions have also been provided at [www.trafford.org](http://www.trafford.org). If anybody is unable to access the

Agenda Item	Time	Pre-Meeting Task/Notes
1) Introductions	5 mins	
2) Action Items a) Minutes from June 3, 2021 b) Ten Year Plan criteria weighting	5 mins	a) Review draft minutes in packet b) Vote on criteria weighting if members are satisfied with the results (to be sent separately)
3) Discussion Items a) Initial analysis of potential EV charging sites b) First steps of Ten Year Plan project development - Criteria weighting - Project review - Initial project scoring	60 mins	Review project development and ranking process chart in packet
4) Other Business & Community Updates	10 mins	
5) Citizen's Forum		
6) Adjourn		

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



## **RULES OF PROCEDURE**

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

### **Meeting Etiquette**

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



Strafford Metropolitan Planning Organization  
Technical Advisory Committee  
Meeting Notes  
Friday, June 3, 2022  
9:00 – 10:30 AM  
Strafford Regional Planning Commission  
Rochester, NH

**1. Introductions.**

At 9:08 a.m. Chair Bruce Woodruff called the meeting to order and asked for introductions.

Members attending in person: Bruce Woodruff, Milton; Michael Williams, COAST; Michele Mears, Somersworth; Shanna Saunders, Rochester; Nicole Zoltko, New Durham; Katrin Kasper, Lee; Vanessa Price, Barrington.

Staff attending in person: Colin Lentz,

Members attending on Zoom: Laurie Ridenour-Patterson, DOT; Paul Maloney, FHA; Tim White, DES; Jessica Wilcox, DES; Kim Rummo, DOT

Staff attending in person: Colin Lentz

Presenters: Jackson Kaspari, Dover; Jack Lannamann, Durham; Karina Graeter SMPDC

Guests attending on Zoom: Dean Williams, SMPDC; Ricky DiCillo, DES; Todd Horner, SWRPC

Staff attending on Zoom: Rachel Dewey, Jen Czysz, Jackson Rand, Stephen Geis,

**2. Action Items Motion required**

**a. Minutes from March 4, and April 1, 2022**

M. Williams MOTIONED to approve the minutes of March 4, 2022 SECONDED by K. Kasper. The members voted to approve the minutes with one amendment. B. Woodruff, M. Williams, M. Mears, S. Saunders, N. Zoltko, Katrin Kasper, V. Price, T. White, and K. Rummo in favor. The motion passed with all members voting in favor.

**b. TIP Amendment 4 – Recommended to Policy for Approval**

C. Lentz presented on the TIP amendment 4. He explained it will be going out for public comment starting June 7<sup>th</sup>. The amendment includes changes to several projects and statewide programs. Those have all been discussed and confirmed with municipalities in which they take place. New projects include the Sidewalk Project in Milton and the widening of North 11 North of Route 16 in Rochester. Two projects are

also being added to the Metro Plan through the amendment process: UNH's South Drive project, and COAST's new maintenance, operations, and administrative facility.

S. Saunders MOTIONED to recommend TIP Amendment 4 to the Policy Committee SECONDED by M. Williams, B. Woodruff, M. Williams, M. Mears, S. Saunders, N. Zoltko, Katrin Kasper, V. Price, T. White, and K. Rummo in favor. The motion passed with all members voting in favor.

### **3. Discussion Items**

#### **a. Nondiscrimination Plan update – new Environmental Justice and Limited English Proficiency (LEP) content**

C. Lentz reported that new content has been added to the draft

Nondiscrimination Plan that will be going out for public comment on June 16<sup>th</sup>.

C. Lentz summarized the new content:

- Relevant demographic data from the new snapshot
- New content related to language accessibility and people who qualify as Limited English Proficiency
- Requirements for consideration of “Environmental Justice” (EJ) is separate from requirements under Title VI of the 1964 Civil Rights Act. However, EJ is included at the end of the nondiscrimination plan as it relates to planned and programmed transportation projects.

#### **b. Guest Panel on local EV charging infrastructure**

C. Lentz welcomed presenters Jackson Kaspari, Jack Lannamann and Karina Graeter to discuss local perspectives and experience with planning, implementing, and operating EV charging equipment:

Jackson Kaspari provided an overview of his work as the City of Dover's Resiliency Coordinator. He explained that the three main categories he focuses on are energy, land conservation and environmental project review. As part of his work with the energy commission he is looking at opportunities for the electrification of the municipal fleet and expanding public awareness on electric, transportation.

Karina Graeter of the Southern Maine Planning Department Commission explained that SMPD works with communities in their region. The State of Maine passed the Climate Action Plan which contains specific EV adoption rules. There is significant funding available, so SMDC is helping municipalities and providing resources to prepare for the broad adoption of electric vehicles. SMDC created an online toolkit called EV Readiness which covers the broad swap of ways and resources to be ready for the expansion of EV's.

Jack Lannamann from the Town of Durham Energy Commission stated that the Town of Durham has a long history of public organizing on alternative energy and climate change. The role of the Energy Commission is to advise Town Council on ways to reduce energy, development alternative energy sources and to increase economic security and energy independence for the town. The town's Master Plan includes a section on climate change and energy use.

Discussion ensued on topics like zoning ordinances and how to classify EV sites. Also discussed were the different types of EV charging stations, parking, utility rates and how to build fee structures.

K. Graeter explained that the EV Readiness Toolkit contains guidance for zoning ordinances and an overview for permitting.

Colin ended the discussion by pointing out that there have been increases in registration for EV vehicles in last 4 years in some counties. The acceleration has continued if not expanded with availability and gas prices. This is not going to be a flash in the pan.

#### **4. Other Business and Community Updates**

**There was no discussion**

#### **5. Citizen's Forum:**


**There was no discussion**

#### **6. Adjourn**

M. Williams MOTIONED to adjourn SECONDED by D. Benton. All in favor, meeting adjourned at 10:20 a.m.

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

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

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