

Strafford Metropolitan Planning Organization Technical Advisory Committee Meeting

Friday October 13, 2023 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=RW9oK2xORzJDbkdoYTVzVzZGNDNhZz09>

Meeting ID: 834 8304 9101

Telephone-only Access: +1 646 558 8656

These instructions have also been provided at www.trafford.org. If anybody is unable to access the

Agenda Item	Time	Pre-Meeting Task/Notes
1) Introductions	5 mins	
2) Community Updates	15 mins	Round table discussion
3) Action Items a) Minutes from September 8, 2023	2 mins	See meeting packet
4) Discussion Items a) Is the Metro Plan project scoring methodology effective? b) Active Transportation Plan Update c) What technical studies would be valuable to municipalities and the region?	30 mins	See meeting prep memo Link to draft project scoring survey
5) Other Business		
6) Citizen's Forum		
7) 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@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 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.



October 13, 2023

Technical Advisory Committee Meeting

Prep Memo

Metro Plan Project Scoring Criteria

One of the first tasks in the biennial project selection process is weighting criteria for project selection. There will be at least two times we use scoring criteria to rank Metro Plan projects: once to help decide which projects to submit to engineering consultants, and a final time to determine which candidate projects get submitted for the next Ten Year Plan. The recommendation from committee members thus far has been to use the criteria that all nine regional planning commissions and NHDOT used in the most recent Ten Year Plan round. This to avoid conflicting methodologies, and because the criteria cover current regional transportation goals and objectives.

We're trying out using a MetroQuest survey to conduct criteria weightings this time. It should be more universally compatible than excel tools used in the past and does some of the data crunching for us. A link to the draft survey is below. Tell us what you think. It will NOT record any data at this point.

<https://demo.metroquestsurvey.com/ph1s1f>

Active Transportation Plan

Thank you to everyone who was able to participate in our TAC workshop on the Active Transportation Plan. We nearly have draft ready for public comment. We wanted to give you a preview of the implementation matrix we developed from the input we got from you a few weeks ago. The draft matrix is below. We welcome your comments.

Technical Studies

We at SRPC love doing studies! LOVE it! Especially when they can help municipalities make important local decisions about infrastructure and landuse. This could be a local freight routing study, or a downtown parking study. What other things could be studied that would help your municipality or the region?

STRAFFORD

Metropolitan Planning Organization

**Strafford MPO
Technical Advisory Committee
Meeting Minutes
September 8, 2023
Suite 12, 150 Wakefield Street**

1) Introductions

Chair Michelle Mears called the meeting to order.

Members present:

Michelle Mears, Somersworth; Wayne Lehman, Lee; Vanessa Price, Barrington; Lee; Marshall Goldberg, Brookfield, Michael Williams, COAST

Guests: Amber Hall, Somersworth

Staff present: Colin Lentz, Mark Davie, Stephen Geis

Members attending on Zoom:

Bruce Woodruff, Milton, Donna Benton, Dover, Bart McDonough, Newmarket, Lucy St. John, DOT,

Staff attending on Zoom:

Angela Cleveland

The in-person quorum requirement was not met so the meeting proceeded for informational purposes.

2) Community Updates

There were no updates.

3) Action Items: Action items were tabled due to a lack of a quorum.

a) Minutes from August 4, 2023

4) Discussion Items

a. Metro Plan Project Solicitation Process

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



C. Lentz outlined the 2023-2024 project solicitation and ranking process for the Metro Plan.

The stages of the process are:

- Region-wide project solicitation including meetings with municipal/agency staff
- Project selection criteria weighting
- Selection of projects to send to consultant for review and design
- Incorporate all new projects into the Metro Plan and pair with funding opportunities

C. Lentz stated that if everything goes to plan, the process should run smoothly. The RFQ for an Engineer has been posted. Last round there was \$50,000 for engineering services, this year there is \$100,000.

5) Workshop-Active Transportation Plan

Staff members A. Cleveland, M. Davie, Stephen Geis, and Troy Troy, presented.

A. Cleveland presented an overview of the plan.

After the presentation, staff hosted a workshop-style exercise where the committee members broke out into groups and provided input on the individual focus areas of the plan. These focus areas are based on goals developed through past outreach and input from the plan steering committee.

C. Lentz provided a schedule of upcoming meetings:

- There are three public hearings for the draft Ten Year Plan scheduled in our region: Durham town hall on 9/26/2023 at 3:00, Rochester city hall on 9/28/2023 at 4:00, and Dover City Hall on 9/28/2023 at 7:00
- There are three public meetings to review proposed designs for the NH108 Complete Streets project: Dover city hall on 9/19/2023 at 6:00, Somersworth City Hall on 9/21/2023 at 6:00, Rochester Public Works headquarters on 9/26/2023 at 6:00
- NHDOT is hosting a webinar on Monday, September 11th at 3:00 about the upcoming request for proposals for projects to be funded through the National Electric Vehicle Infrastructure program. <https://www.dot.nh.gov/news-and-media/nhdot-nevi-rfp-informational-webinar>

6) Other Business

There was no other business

7) Citizens Forum

There were no citizens present

8) Adjourn

The meeting concluded at 10:30 A.M.

DRAFT

DRAFT - 2023 Active Transportation Plan Implementation Matrix

Feasibility Rating	Impact Rating	Strategy (abbreviated description)	Safety	Environmental & Public Health Connections	Connectivity	Access	Economic Linkages	Project Readiness	Data Collection & Analysis	Educate & Advocate	Potential Partners
			● = Primary topic			○ = Related Topics					
High	High	Host workshop with area business owners			○		●			○	Businesses, Economic Development Agencies
Medium	High	Improve quality of life for workers in commercial and industrial developments		○			●			○	Municipalities, large employers
Medium	Medium	Policies that encourage development around existing bike and pedestrian infrastructure.	○		○	○	●			○	Municipalities, Housing Stakeholders, Public Transit
Medium	Low	Collect data on winter bike and pedestrian activity for economic analysis.					●		○	○	Local and State Recreation Departments
Low	Medium	Educate stakeholders on the importance of a “complete streets” approach to new projects.	○			○	●			○	Local and State Decision Makers
Medium	Low	Discuss active transportation connections with area economic development professionals			○	○	●			○	Economic Development Agencies, Housing Stakeholders
Low	High	Partner with municipalities to understand the use of supplemental vehicle registration fees					○	●	○	○	Municipalities, Local and State Decision Makers
Low	High	Promote and facilitate opportunities for public-private partnerships					○	●		○	State Agencies, Regional Businesses
Medium	Medium	Create a resource that details project development process and funding sources.					○	●		○	Municipalities, NH Dept. of Transportation

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			● = Primary topic	○ = Related Topics							
Medium	High	Catalog crash incidents and share location-specific inferences about safety improvements with appropriate town and state officials.	●						○	○	SRPC Municipal Police Department Emergency Response
High	High	Identify areas and promote the usage of signage and road features to improve bicyclist safety (i.e. Share the Road signs, bike lanes, sharrows).	●						○	○	SRPC
Medium	Low	Coordinate with municipal departments (i.e., law enforcement/DPW/Rec) to understand safety needs along existing facilities to inform prescriptive solutions for trail improvements and future facilities.	●						○	○	SRPC Municipal Police Departments
Medium	High	Revisit Level of Traffic Stress data to understand priority areas for safety improvements.	●					○	○		SRPC Departments of Public Works Recreation Departments
High	High	Conduct an analysis to determine where to install more bicycle parking facilities. (i.e., use See Click Fix/crowd-sourcing exercise, GIS to determine where they should be)	●			○		○	○	○	Municipalities
Medium	High	Conduct an analysis of the alternative transportation facilities are and where are the gaps	●		○	○			○		Municipalities

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High	Medium	Consider adopting universal design or stricter accessibility design guidance that go beyond minimum set forth in the Americans with Disabilities Act (ADA)				●					Municipalities
Medium	Low	Adopt an ADA Transition Plan				●					Municipalities
High	Medium	Seek funding to assess and respond to gaps in pedestrian and ADA access both to the regular network (sidewalks, trails, crossings) and to fixed route transit stops				●					Municipalities
Medium	High	Present and share information regarding what active transportation is, and where active transportation options exist in and around the region.								●	SRPC Non-Profits
Medium	High	Provide outreach to employers and health insurance companies about the benefits of sustainable and active transportation for employees.	○				○			●	Businesses
High	High	Promote the benefits of electric bicycle charging infrastructure.					○	○		●	Municipalities/Local Boards/Committees Businesses SRPC
Medium	Low	Connect with active transportation users in various capacities (steering committees, outreach events) throughout the year to maintain an open dialogue for feedback.						○	○	●	Municipalities/Local Boards/Committees SRPC Non-Profits
Medium	Medium	Ensure coordination with state bike/ped/transit plans for consistent communication and branding.								●	SRPC State Agencies
Low	Medium	Host meet and greets and build relationships with our regional and federal legislative delegation to advocate for funding for new, expanded multi-modal projects.				○		○		●	SRPC Legislators

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High	Medium	Connect with local municipal and businesses entities to understand placement and quantity of bike racks to local points of interest.			○	○			●		SRPC, Municipalities
Medium	High	Map existing facility locations and proximity to area businesses and points of interest in denser areas of the region.			○	○	○		●		SRPC, Municipalities
Medium	High	Refine and expand bike/ped counter program started in 2022, continue to produce yearly report, including identifying funding sources for permanent counters.			○			○	●		SRPC, Municipalities
High	High	Create an active transportation data/map portal online.			○				●	○	SRPC, Municipalities
Medium	High	Use SRPC data collection tools and staff for needs, including, bike-ped counts, sidewalk inventory, street tree inventory	○	○			○	○	●		SRPC, Municipalities
Low	Low	QR code on bike ped counters with survey for that trail/sidewalk							●	○	SRPC
Medium	Medium	Universal Trails Assessment Program	○		○	○		○	●		SRPC, Municipalities
Medium	Medium	Sidewalk inventory	○		○	○			●		SRPC, Municipalities

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High	High	Continued involvement in Travel Demand Management, entities like CommuteSmart, and other groups like the Bike Walk Alliance of New Hampshire and Seacoast Area Bicycle Riders (SABR). These groups and initiatives provide education and even incentives for physical activity and non-auto trips.		●					○	○	SRPC, RPC, COAST, and participating agencies
High	High	Maintain relationships with towns' conservation commissions, recreation commissions, and local land preservationists to stay up to date on the newest properties that have been preserved and identify potential connections to the regions trails and bike routes.		●	○			○			SRPC and municipalities, land trusts
High	High	Support projects that build out sidewalks, bike lanes, and trails within denser areas to create active transportation alternatives or remove cars from the road.		●	○	○		○			Municipalities and SRPC
High	Medium	Partnering with healthcare advocacy groups to support public health promotion campaigns.		●						○	Public health networks, healthcare providers, active transportation advocacy groups
Low	Medium	Support active transportation projects that maximize public health benefits, like trails with built in work out stations, mile markers, or split lanes.		●						○	SRPC, active transportation advocacy groups
High	High	Inclusion of stormwater needs and maintenance responsibilities		●				○			Municipalities and SRPC
High	High	Creating inter- and intra-regional active transportation networks by facilitating meetings between municipalities or between states to create conversations surrounding cost-sharing, collaboration, and connectivity.			●			○		○	
High	Low	Make connections visible or outright advertise them, using existing public transit connections.			●					○	
High	High	Identify and prioritize potential inter- and intra-regional connections for existing and future facilities.	○		●	○		○			
Medium	Medium	Form partnerships to create new facilities.			●			○		○	