



**Strafford Metropolitan Planning Organization
Technical Advisory Committee Meeting**

**Strafford Regional Planning Commission Office
Dover, NH, 2 Ridge Street, Suite 4**

**Friday, December 04, 2009
9:00 AM – 11:00 AM**

AGENDA

1. Introductions

2. Staff Communications [Informal]

3. Action Items – Motion Required

3.1. Draft Minutes – 11/06/09 [Attachment 1]

4. Discussion Items

4.1. Congestion Mitigation Air Quality Grants: Review of NHDOT Guidance and Application [Available at Meeting]

4.2. GACIT & 2011-2020 Ten-Year Plan Update [Available at Meeting]

4.3. Update on the Proposed Organization of the Policy Committee [Available at Meeting]

4.4. STIP Amendment #4 [Available at Meeting]

4.5. FHWA Program Review

4.6. Draft Environmental Justice Document [Available at Meeting]

5. Project Updates [Available at Meeting]

5.1. Safe Routes to School: Round 4 Applications

5.2. Other Project Updates

6. Adjournment – Motion Required

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) 742-2523 or email srpc@strafford.org

ATTACHMENT #1: 11/06/09 DRAFT MINUTES

Strafford Metropolitan Planning Organization Technical Advisory Committee Meeting

DRAFT

November 06, 2009 Minutes

Present: Chris Skoglund (NHDES-ARD), Dave Sharples (Somersworth), Wallace Dunham (Madbury), Larry Brown (Milton), Diane Hardy (Newmarket), Glenn Davison (NHDOT), Rad Nichols (COAST), Ed Lemos (Barrington), Laurel Cox (Lee), Dirk Timmons (UNH) and Melodie Esterberg (Rochester)

Members Not Present: Bruce Woodruff (Dover), Jim Campbell (Durham), Paul Parker (Farmington), Mark Stevens (Middleton), Michael Clark (New Durham), Victoria Parmele (Northwood), Patrick Carroll (Rollinsford), Tom Dube (Wakefield), Nicholas Alexander (NHDOT), Steven Ireland (NHDOT-District 6)

Guests: Skip Skoglund (Greenman-Pedersen, Inc) and David Allen (New Durham)

Staff: Myranda McGowan (Transportation Planner), Dan Camara (GIS/Transportation Analyst) and Marilyn Barton (Administrative Assistant)

1. Introductions

Introductions were made around the table and people gave their name and what town or agency they were representing.

2. Staff Communications

M. McGowan noted there were no staff communications. Chair R. Nichols asked if anyone had anything they wished to share with the Committee. D. Timmons stated that UNH recently launched ZipCar, a car-sharing program, which allows for new alternatives for travel. D. Timmons noted it has been successful with thirty to forty students/faculty using the program.

3.1 Draft Strafford MPO TAC September 03, 2009 Minutes and October 02, 2009

R. Nichols asked for a motion to approve the Draft Strafford MPO TAC minutes from September 3, 2009. W. Dunham made a motion; D. Sharples seconded the motion. It was noted there was one abstention- D. Hardy as she was not at that meeting. All in favor, motion carried.

R. Nichols asked for a motion to approve the Draft Strafford MPO TAC minutes from October 2, 2009. D. Sharples made a motion. C. Skoglund seconded the motion. It was noted there were

three abstentions-W. Dunham, E. Lemos and D. Hardy as they were not at that meeting. All in favor, motion carried.

3.2 Transportation Enhancements Grants: Review of Scoring Subcommittee Recommendations

R. Nichols stated the scoring subcommittee consisted of the following people: Duane Hyde Lou Vita, Rad Nichols, Steve Pesci, and Wallace Dunham. M. McGowan noted they had met twice to discuss the nine TE applications received, the first meeting was October 26, 2009 and the second meeting was November 5, 2009. M. McGowan stated there were a few questions about eligibility; however at the second meeting NHDOT's responses to eligibility questions were discussed and the scores were finalized.

M. McGowan handed out the rank and scores of the nine projects for recommendations to the Policy Committee. M. McGowan noted the top three projects would receive bonus points on their application – the first project would receive forty-five bonus points, the second project would receive fifteen bonus points and the third project would receive five bonus points.

M. McGowan noted there was a couple of the subcommittee members present and asked them to speak to the TAC Committee on the process that took place. W. Dunham noted the relative placement of projects was pretty consistent among the members of the subcommittee.

R. Nichols stated the ranking was done in the same way in each project and there didn't appear to be any issues or discrepancies. R. Nichols noted the subcommittee might want to speak with members of the top three projects to help them prepare for their presentation with NHDOT that would be occurring in January or February of 2010.

W. Dunham stated the number one project (Lee) was very well written and there was a lot of local support for it. W. Dunham also noted it was well thought out and fit in as part of the long-range plan.

There was further discussion on the scoring and how the projects were ranked. R. Nichols asked for a motion to accept the subcommittee's recommendation and approve scores and forward to the Policy Committee. W. Dunham made a motion and D. Timmons seconded that motion. It was noted there was one abstention – C. Skoglund. All in favor, motion carried.

D. Hardy noted the Newmarket Planning Board approved the Mill redevelopment in the downtown area and that the Town was working with Eric Chinburg for 120 units of housing, of which eighteen would be for commercial use. D. Hardy stated Hannaford has come forth with a proposal.

3.3 Potential Revisions to the Strafford MPO Bylaws

M. McGowan stated revisions for the Strafford MPO Bylaws that affect the Strafford MPO Technical Advisory Committee relate to the establishment of quorums for meetings. M. McGowan noted at the September 03, 2009 TAC meeting possible revisions were discussed with

the members present. A discussion ensued that included allowing attendance via telephone and that the committee member would need a valid reason for doing so and would need to state that reason. It was noted that technology would need to be in place to be able to do that.

M. McGowan went over the possible revisions, which included prohibiting the use of proxy votes for establishing quorums and for voting purposes. M. McGowan noted a proposed inclusion of Robert's Rules of Order under a new section under quorum. R. Nichols stated the use of parliamentary procedures would work better for TAC.

M. McGowan noted the Policy Committee would be reviewing potential revisions to the Strafford MPO Bylaws at their November 19, 2009 Policy Committee meeting. M. McGowan stated when the Policy Committee made an official recommendation for revisions at this meeting, a thirty day public comment period would begin and a vote would be taken at the January 28, 2009 Policy Committee meeting. M. McGowan noted SRPC staff recommends the recommendation of the revisions of the Strafford MPO Bylaws to the Policy Committee.

R. Nichols asked for a motion for official recommendation to forward TE scoring recommendations to the Policy Committee. D. Sharples made a motion to accept recommendations as presented in attachment 3 of the packet with the following revision: strike (a) Roberts Rules of Order shall govern under D. Membership: 4. Procedures for Meetings: and replace with parliamentary procedures as established by chair shall govern; D. Hardy seconded that motion. All in favor, motion carried.

4.1 Congestion Mitigation Air Quality Grants: Review of NHDOT Guidance and Application

M. McGowan stated she had hoped to receive the NHDOT Guidance and application prior to the TAC meeting and noted as soon as it was available would forward on to committee members.

G. Davison stated CMAQ would vary but it would lean towards the TE process in that a Letter of Intent would be required as well as mandatory workshops.

M. McGowan stated that no Letter of Intent or Application timeline was available at this time. M. McGowan noted scoring criteria and project ranking would be developed just as it was for TE application process.

4.2 GACIT & 2011-2020 Ten-Year Plan Update

M. McGowan stated she would be writing a letter to Executive Councilors regarding the GACIT hearings, which were held in Newmarket, Somersworth and New Durham. M. McGowan noted the next GACIT meeting would be held on November 18, 2009.

4.3 FY 2009 Annual Listing of Obligated Projects

M. McGowan stated all MPO's are required to create a list of obligated projects at the end of the federal fiscal year (ending on September 30) and noted this listing includes all obligated and

deobligated federal funds. M. McGowan noted the listing was included in the packet sent to committee members. M. McGowan stated D. Camara made maps to go along with the document and those would be posted on the SRPC website. M. McGowan stated this listing would be reviewed with the Policy Committee at their meeting on November 19, 2009 and there was no need to have the document approved.

C. Skoglund asked what “final voucher” meant under the project status column. G. Davison stated that meant the project was closed.

5.1 Safe Routes to Schools: Round 4

M. McGowan noted applications for Round Four were due on November 9, 2009 and SRPC was expecting four applications – Durham, two from Dover and Farmington. M. McGowan stated that she would send updated information to committee members once it is received. M. McGowan explained this program was for federal funding for schools, K-8 with the intention of creating safe walking routes to school within a two-mile radius. M. McGowan stated the five components of the application were education, encouragement, enforcement, evaluation and engineering and explained the various funding available.

5.2 Alliance for Community Transportation

R. Nichols stated The Alliance for Community Transportation (ACT) was an ad hoc group formed to coordinate community transportation in the region, which includes thirty-eight communities in Strafford and Rockingham counties. R. Nichols stated a full-time manager was hired to support this effort starting on November 09, 2009. R. Nichols noted she would work for COAST; however ACT would guide her. R. Nichols stated they were looking forward to working with her and that she brings a tremendous amount of experience to the position as she previously ran a regional transit agency in Massachusetts. R. Nichols stated ACT is trying to make progress despite little progress for transportation coordination and noted that due to changes in funding for Medicaid and Medicare there is blocked coordination and sharing of resources.

M. McGowan noted the ACT would moving ahead in becoming a formal regional coordinating council and stated ACT would be doing a presentation to the State Coordination Council at their next meeting in January.

5.3 Seacoast Commuter Options Program

M. McGowan stated this program is operated out of Pease Trade Port and the person who operated the program has left and noted the Trade Port is quite busy and doesn't have the interest in operating the program. M. McGowan noted there have been ongoing discussions with Rockingham Planning Commission in having the planning commissions potentially take over operating the program, with SRPC acting as the lead agency. M. McGowan stated that SRPC and Rockingham Planning Commission are in discussions with the Pease Tradeport and NHDOT about this. M. McGowan noted they would also be working with the Southern Maine Planning Commission, as there are a lot of commuters from that region traveling to New Hampshire.

5.4 Other Project Updates

C. Skoglund noted the State is focusing on implementing the NH Climate Action Plan that was released last spring. C. Skoglund stated in May 2009 an energy and climate collaborative was formed to determine what the barriers were to implementing this plan and to develop resources for facilitation of the plan. C. Skoglund stated there were eighteen individuals in this collaborative such as UNH, NHDOT and PSNH.

C. Skoglund stated one of the things being done is taking an inventory to identify partners to move actions forward and as a result of that, an energy/collaborative coordinator was hired. C. Skoglund noted her name was Stacy Doll and that she would be housed at UNH. C. Skoglund noted this collaborative is trying to see what barriers and patterns are blocking efforts to implement this plan and this would be an important effort in the next six months and the goal was to identify short and long term actions. C. Skoglund noted that this inventory would show all groups and that these groups could work together to coordinate efforts.

R. Nichols noted COAST started a new ad campaign that includes a large bus wrap showing passengers riding the bus and noted that COAST website has recently been revised and updated to be more user friendly.

6. Adjournment

R. Nichols asked for a motion to adjourn the meeting at 10:05 a.m. W. Dunham made a motion and E. Lemos seconded that motion. All in favor, motion carried.

Respectfully submitted,

Marilyn Barton
Recording Secretary

Rad Nichols
Strafford MPO Technical Advisory Committee Chair