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MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

Strafford Metropolitan Planning Organization Technical Advisory Committee Meeting

December 6th 2007 Minutes

FINAL

Present: Bruce Woodruff (Dover), John Law (Farmington), Wallace Dunham (Madbury), Melodie Esterberg (Rochester), Nathaniel Leach (Rollinsford), David Sharples (Somersworth), Bill Watson (NH DOT)-tardy, Becky Ohler (NH DES), Steve Pesci (UNH)-tardy and Rad Nichols (COAST)

Proxy Votes: Melvin Jenkins (Lee) and Michael Clark (New Durham)

Members Not Present: Mark Stevens (Middleton), Larry Brown (Milton), Tom Reinauer (SMRPC) and Steve Ireland (NH DOT – District 6)

Guests and Staff: Dale Abbott (SRPC), Myranda McGowan (SRPC) and Marilyn Barton (SRPC)

B. Woodruff called the meeting to order at 9:00AM.

1. Introductions

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

2. Staff Communications

D. Abbott stated that during the interagency call of last week that the DOT will be releasing another amendment to the State Transportation Improvement Program in the next couple of weeks. He stated that there would be further project delays in this amendment. *D. Abbott* also stated that the draft Ten Year Transportation Improvement Plan was approved by GACIT on November 28, 2007, and is going to the Governor. Once the draft is released by the Governor to the Legislature in January, it will be four or six months before it is approved by the Legislature.

D. Abbott noted an update regarding a project in Durham/UNH for a bus purchase. He stated this was a project that was advanced from 2008 to 2007 to take advantage of cost savings. In doing so, \$69,000 in funds remained. He noted that the UNH asked the MPO to make an amendment to use those remaining funds to purchase an additional, smaller bus; a 14 passenger vehicle. *D. Abbott* explained this would show up in the STIP Amendment Six as a new project under carryover funding.

M. McGowan stated that a change in date for that the Strafford MPO TAC meeting needed to be discussed. Initially there was discussion of putting the meetings back to the first Thursday of every month as it was originally. *R. Nichols* stated that would be an issue for him to attend. *D. Abbott* stated that DOT meets the first Thursday. *D. Sharples* stated it would be better if the meeting time were changed from the second Thursday of the month to another day. It was unanimously decided to change the meetings to the first Friday of every month.

3. Draft Strafford MPO TAC November 1, 2007 Minutes

Minutes were unanimously approved as written with the addition of Steve Pesci's (UNH) name to the members not present list. *D. Sharples* made the motion to accept the minutes with the changes and *W. Dunham* seconded that motion.

4. Strafford MPO Bylaws Amendments

M. McGowan stated that three changes were proposed at the previous Technical Advisory Committee Meeting on November 1, 2007 for the Technical Advisory Committee section of the Strafford MPO Bylaws. Two changes were approved unanimously to allow the Vice-Chair to become Chair of the committee after the one-year term of the chair and to have the monthly meetings at the Strafford Regional Planning Commission Office in Dover. The Technical Advisory Committee unanimously approved to change the proposed second Thursday of the month meeting to the first Friday of the month. These changes will be brought forward to the MPO Policy Committee for changes to the Bylaws.

5. Strafford MPO Prospectus Amendments

M. McGowan stated there were no changes and noted it mentions in the Prospectus to see the MPO Bylaws for details of membership, meeting dates, etc.

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6. STIP Amendment Guidelines

D. Abbott informed the group that NH DOT is working on updating the Revision Procedures for the Statewide Transportation Improvement Program (STIP) and that the copy they had received in their packet of information for the meeting had changed. He passed out copies of the newest version. D. Abbott stated that these guidelines were an overview of the process to amend the STIP. He stated there were three types of revisions to the STIP : amendments, administrative modifications, and informational only. D. Abbott also noted that any changes really required a thirty-day public notice. He also stated that some minor administrative projects are proposed to proceed without the thirty-day public notice.

D. Abbott asked the committee members to review the proposed revisions and forward any comments to the SRPC. D. Abbott mentioned that the SRPC would be providing comments to NHDOT within the next week or two. He stated that if anyone had any questions currently that B. Watson from DOT could answer them today at the meeting.

B. Watson stated they were looking for review and input. He stated that with the MPOs' meeting schedules, it was not easy to manage these project amendments. He stated that if the projects within STIP and TIP aren't being changed, and that funds were adjusted within reasonable thresholds, and that the implementation of the project wasn't changed, then the need for a thirty-day public should not be necessary to proceed with the projects. He also noted there were fifty-five revisions to the STIP in amendment five.

C. Copeland stated that on page 2, section B; she would like to see some language added to clarify what falls under discretionary funds. She also stated she wasn't sure what adding a non-federally funded project meant. C. Copeland suggested a glossary be added to explain these terms.

D. Abbott stated that UNH may be listed as a new project under STIP. B. Watson stated the project would be under same STIP but under a separate procurement.

R. Nichols stated that the language in the STIP amendment guidelines is different than transit. He stated his concern that COAST maintains their decision-making for funds received from FTA. B. Watson stated that TIP and STIP have flexibility to use FTA funds, and COAST would continue to have decision-making flexibility.

B. Woodruff asked if this was the project he had worked on four years ago, and B. Watson stated it was. B. Woodruff stated that accurate project costs should have been built in to allow for

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construction increases, and that the Table II-1 needs further work to make these changes for inflation.

B. Watson stated that if a project was a million dollars or less, there would be no need to make an amendment according to Table II-I and the associated Table Note. Several members requested further refinement of Table II-1 and language for the Table Note.

B. Woodruff stated on page two, at the fourth bullet that it should read *a substantive or significant change*, and who determines that change. He stated a closer look at the language is necessary in the STIP Amendment Guidelines.

B. Woodruff stated under item III that not all agencies are listed such as Transit, UNH and lower-tiered agencies as well as towns and cities. He stated they should be part of it.

B. Ohler stated the MPO staff should be responsible for calling the project sponsors to obtain information.

B. Woodruff stated on item number four that we need to know what makes a full amendment and the clause as written needs to be tightened up, as it is unclear now.

7. Safe Routes to School Project Update

M. McGowan stated that on Monday, December 3, 2007, Farmington was approved for a grant from Safe Routes To School. She stated they would receive money for repairs on sidewalks near the school that will improve the existing Tiger Paw Trail system. She also stated that the school would receive money for educational materials. *M. McGowan* noted that Farmington was the only school to apply for this grant in our region. She also noted the amount for infrastructure improvements were approximately \$60,000 and \$7,000 for education.

8. Coordinated Public Transit-Human Services Transportation Plan

M. McGowan stated that this was the final document and that all public comment had been incorporated. The Policy Committee will be considering adoption of the Plan after their January meeting.

9. 2009-2035 Metropolitan Transportation Plan Chapter One

M. McGowan stated that Chapter One of the Metropolitan Transportation Plan was a general overview. She asked if there were any suggestions. *B. Ohler* suggested a table of contents for

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reviewers. *S. Pesci* stated on page three under figure 2, population statistics for Durham should note that UNH is included in the number.

W. Dunham stated that on page nine for Appendix one there should be a heading.

Chapter Two was handed out at the meeting. *M. McGowan* stated she was working on the freight chapter and would have more updates at the next meeting.

There was discussion of adding housing statistics and the type that should be included. *B. Ohler* suggested reviewing the old document and others for examples. *B. Watson* expressed that it might be difficult to review this document incrementally. *M. McGowan* discussed interviewing experts in the region to provide background information for the Metropolitan Transportation Plan update.

10. Project Updates

D. Abbott stated that in the future project updates should be a round robin discussion. He stated that the ITS Architecture has held two stakeholder workshops and will be meeting in January. He stated that he would bring draft documents to TAC. He also stated that the consultants, IBI Group, would be at the next Technical Advisory Committee Meeting to do a presentation.

D. Abbott stated that the Travel Demand Model Updated project is on schedule and will be wrapping up on December 15th.

S. Pesci stated the Turnpike toll increase was the quietest increase he could remember. He also noted that the public realizes the need for additional transportation infrastructure.

B. Woodruff stated the Spaulding Turnpike is a single system for commuters, freight and tourists. He stated the need to fix both Spaulding Turnpike projects, and that they should be equal priority. He also stated there was a need for Newington/Dover and Exits 11-16 construction funds to be included in the Ten Year Plan.

S. Pesci stated the NH Rail Authority is making steady progress. He stated three meetings have been held so far and the Rail Authority is arranging a tour of the Seacoast route.

R. Nichols gave an update on the City of Dover Fast-Trans final implementation plan. The City of Dover and COAST hope to initiate the service this summer.

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M. McGowan stated that the Rt. 125 Corridor Study Public Meeting in Barrington is on December 10th. There is another Public meeting in Rochester on December 17th. Staff will send out an e-mail regarding the time and location.

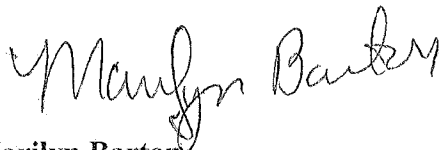
M. Esterberg stated that the Strafford Square Project in Rochester is being held up due to lack of funds from the State. She stated that the City stepped up to the plate for the Route 11 Project but can't continue to fund projects that are continually taken out, and taxpayers can't foot the bill either.

B. Woodruff stated that the Dover Community Trail project is going forward. He also stated that the New Rochester Road project bid is going out in December as well as the Long Hill Road-108 Project.

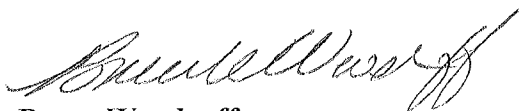
11. Adjournment

B. Woodruff made the motion to adjourn the meeting at 11:15 AM; S.Pesci seconded the motion. Motion passed unanimously.

Respectfully submitted,



Marilyn Barton
Administrative Assistant
Strafford Regional Planning Commission



Bruce Woodruff
Technical Advisory Committee Chair

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