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ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

**Strafford Metropolitan Planning Organization
Policy Committee Meeting
September 24, 2009
Minutes
FINAL**

MPO Members Present: E. Lauterborn (Rochester), S. Keans (Rochester), K. Ortmann (Rochester), E. Jansen (Rollinsford), T. Crosby (Madbury), L. Brown (Milton), P. Parker (Farmington), G. Snyder (Somersworth), L. and C. Vita (Middleton), Wayne Burton (Durham), and Scott Martin (Northwood)

MPO Members Proxy Votes: R. Berube (Somersworth)

SRPC Staff Present: Cynthia Copeland (Executive Director), Myranda McGowan (Transportation Planner), Dan Camara (GIS/Transportation Analyst) and Penny Finnegan (Administrative Assistant)

Guests: Bruce Mayberry (BCM Planning LLC); Tony Simon (Middleton Town Administrator), Diane Hardy (Newmarket Town Planner), Rick Healey (Rochester City Council), and Mark Fougere (Fougere Planning)

1. Convene Strafford Metropolitan Planning Organization Policy Committee Meeting

Chairman Jansen convened the meeting as the Strafford Metropolitan Planning Organization Committee at 7:05 pm. Introductions were made around the room and people gave their name and the town or agency they were representing.

2. Open Public Hearing to Solicit Public Comments on Draft STIP Amendment #3 to 2009-2012 Statewide Transportation Improvement Program (STIP)

Chairman Jansen opened the Public Hearing at 8:37 pm. M. McGowan said that staff are only seeking public comment at this time. She announced that staff received 1 comment in regards to STIP Amendment #3 from the NH Department of Environmental Services. The letter states that DES concurs with the findings by the state's 4 MPO's for the Boston-Manchester-Portsmouth NH 8-hour ozone non-attainment area, and that it conforms to the State Implementation Plan (SIP). M. McGowan said there are copies of the letter on the display table for those who were interested. M. McGowan stated that the public comment period to STIP Amendment #3 will close on Tuesday, September 29, 2009.

C. Copeland said based on the Right To Know Law, the Commission's Bylaws, the Strafford MPO Bylaws, and the SMPO Prospectus do not meet standards of establishing a quorum. She stated that she spoke with Jim Schulte, (Attorney for SRPC) regarding both Bylaws and the SMPO Prospectus. He reviewed them and the following recommendations were made:

- Inform the Commissioners that if they fail to obtain a quorum at the next meeting, the approval of items would need to be turned over to the Executive Committee for approval if it might cause harm to the organization. The Executive Committee would represent the Commission and the Strafford MPO.
- Hold a SMPO Policy Committee Meeting directly after the Executive Committee Meeting on October 15, 2009, with notice of this meeting published and announced no later than October 4, 2009,
- Consider electing one or more agencies such as NHDOT, UNH, COAST, and NHDES-ARD be chosen for the Executive Committee for complete representation.

C. Copeland said all items that are tabled tonight will need to be approved at the October 15, 2009 SMPO Policy Committee Meeting which includes:

- Draft July 10, 2009 SMPO Policy Minutes
- STIP Amendment #3
- TE Scoring Criteria
- Attorney Schulte's recommendations listed above

Members' present addressed concerns about establishing quorums and C. Copeland announced that Jim Schulte would update SMPO members at the 2nd Quarter Meeting in November.

With there being no further discussion, Chairman Jansen closed the public hearing at 8:45 pm.

3. Draft SMPO Minutes of July 10, 2009

With there being no quorum, the Draft Minutes of July 10, 2009 are being tabled until the next meeting.

4. Transportation Enhancements and Congestion Mitigation and Air Quality Grants

M. McGowan said SMPO received nine 2009-2010 Transportation Enhancements applications from New Durham, Somersworth, Milton, Lee, Newmarket, Rochester, Durham, and NHDOT. She gave a brief overview of each one and a said copy of a memo is available on the display table that summarizes all of the applications submitted. M. McGowan noted that the total amount of funding requested was approximately as much as what the State of New Hampshire has over the next two years to distribute to the entire state. M. McGowan said that the next step in the process would be to score the applications. Project evaluation scoring criteria will need to be approved at the next meeting on October 15, 2009. She said that SRPC is in the process of recruiting volunteers for a Transportation Enhancement Scoring Subcommittee. Four people have volunteered so far and two more are needed. She noted that volunteers cannot be applicants or Strafford MPO staff. She said if anyone was interested to contact SRPC.

M. McGowan announced CMAQ applications will be released by NHDOT and at that time, communities will be notified and asked to send a letter of intent for CMAQ funds.

5. Ten Year Plan / GACIT Hearings

M. McGowan announced there are 4 GACIT Hearings being held for the Ten Year Transportation Improvement Plan. She said the first one was held in Wakefield this morning and the other three will be held in Newmarket, New Durham, and Somersworth. She said the memo with the dates of the GACIT Hearings is in the packet that was sent, and on the display table.

C. Copeland announced that she met with Town Administrator's, Board of Selectmen, and Manager's regarding the GACIT Hearings and encouraged them to present their municipal perspectives at the hearings, i.e., economic development concerns, safety issues, and information on your community's direction and future.

6. Other Business

M. McGowan said SMPO staff received a request from NHDOT to approve minor revision changes to a project. She said funds are being allocated to this project due to bids being lower than expected. A memo summarizing the revision was available on the display table.

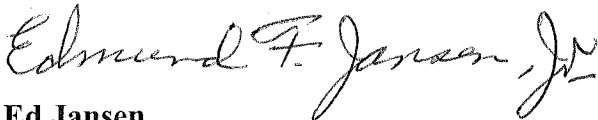
7. Adjournment

With no further business to discuss, Chairman Jansen closed the meeting at 9:00 pm.

Respectfully submitted,



Penny Finnegan
Recording Secretary



Ed Jansen
Strafford Metropolitan Planning Organization Policy Committee Chair