



TAC Meeting

Minutes of September 5, 2018

103 Main Street, Meredith, NH – First Floor Conference Room

Members Present

Sheldon Morgan, Chair—Gilford
Brad Harriman, Vice-Chair—Ossipee
David Kerr—Barnstead
Steve Favorite—Bristol
Malcom “Tink” Taylor—Holderness
Robert Ward—Moultonborough
Robert Pollock—New Hampton
David Toth—Ashland
John Edgar — Meredith
John Gotjen—Tamworth
Lloyd Wood—Tuftonboro
Mark Howard (alt)- Tuftonboro
Jeff Haines – Center Harbor
Rick Ball - Belmont

Non-Voting Members

Nancy Spaulding, NHDOT District 3
Lucy St. John and Tracy McAllister, NHDOT

Others

Michael Capone – Town of Holderness
Rosemary Landry, Member of the Public

LRPC Staff

Susan Slack, Principal Planner
Jeff Hayes, Executive Director
Dave Jeffers, Regional Planner
Erin Daley, Assistant Planner
Samantha Tuttle, Meeting Recorder

1. Call to Order | Introductions

The Chair called the meeting to order at 2:04 PM. Introductions of attendees and guest.

2. Election of Chair and Vice Chair | Nominations

Mr. Haines said that Mr. Morgan and Mr. Harriman should continue to serve as chairman and vice chairman. A motion was made and seconded to nominate Mr. Morgan as Chair.

M | S | P Ball | Favorite | Passed

A motion was made and seconded to nominate Mr. Harriman as Vice Chair.

M | S | P Ball | Favorite | Passed

There was no discussion on the motions.

3. Update – Rt. 113 Holderness signs – Holderness Town Administrator Michael Capone

Mr. Capone announced that NH DOT approved and installed signs along Rt. 113 at Rattlesnake Mountain trailhead. He expressed appreciation to the TAC and others who helped in getting NH DOT to agree to the town’s request. He said the town will continue to work on plans to expand parking near the trailhead.

4. Approve Draft Minutes – June 6, 2018 meeting

Motion to approve the draft minutes of June 6, 2018.

M | S | P - Gotjen | Favorite | Passed

Abstained Edgar, Haines, Toth

5. LPRC Transportation Data Collection Services Presentation

Dave Jeffers, Regional Planner, and Erin Daley, Assistant Planner, presented information on the transportation data collection services offered by LRPC to member municipalities, including the Road Surface Management System (RSMS) program and the municipal, traffic count and guardrail Inventory programs. RSMS provides a review of road surface conditions that allows visualization through GIS mapping. Erin explained the benefits of the Statewide Asset Data Exchange System (SADES) and showed how the assessment of segments of a town’s road pavement conditions can be assigned a pavement condition index and mapped. Data on roads, culverts, guardrails, etc. is collected in a statewide database and available to municipalities online. Towns can utilize these services to assist them in planning budgets and maintenance over a 10-year period.

6. NH DOT Programs

Transportation Alternatives Program (TAP)

Susan Slack discussed with TAC members how they want to evaluate and rank the TAP grant applications from the Lakes Region. DOT has set September 7, 2018 as the deadline for municipalities to submit applications for grant funding. She said 48 municipalities, five from the Lakes Region, have provided DOT with Letters of Interest. The five LRPC communities are: Ashland, Belmont, Bristol, Franklin and Plymouth. Susan said that DOT permits the RPCs to utilize whatever criteria and scoring they choose, but noted that TAC voted in 2014 to adhere to DOT’s scoring criteria so that LRPC projects can be as competitive as possible. She also said that project presentations by each of the applicants is not required by DOT, but noted that in the past TAC had made presentations voluntary and limited to 15 minutes by each applicant. LRPC’s project evaluations must be submitted to DOT by November 9, 2018.

After some discussion it was agreed that TAC would continue to utilize the DOT criteria for evaluating project applications and that applicant presentations and TAC evaluation and scoring would be done at the October 3 meeting, rather than at two separate meetings in October. It was suggested by Mr. Edgar that the October 3 meeting begin an hour earlier than usual – at 1 pm. The earlier start time was agreed upon and Mr. Edgar said he’d try to reserve a meeting room in the Meredith Community Center. Susan said she would forward the project application materials to TAC members as soon as she receives them from DOT.

2021-2030 Ten Year Plan

Susan said that it is time for municipalities to begin thinking about proposing transportation projects for inclusion in DOT’s next Ten Year Plan. She provided a handout on DOT Guidelines for 2021-2030 Ten Year Plan New Project Proposals and noted that engineering review is required for all new projects. She said that DOT’s Estimate Review Committee would evaluate project proposals from RPCs that don’t have engineering services, which means that LRPC’s proposed projects must be submitted to DOT by December 1, 2018 in order to take advantage of the Estimate Review Committee’s evaluation. LRPC’s Ten Year Plan project proposals will have to be evaluated and ranked at TAC’s November 7 meeting so that they can be submitted to LRPC’s Executive Board before its November 14 meeting.

Susan said that the Lakes Region has been allocated about \$5.1 million for Ten Year Plan projects in this two-year cycle, an increase from two years ago mainly due to the addition of Plymouth as an LRPC member. DOT has requested that we submit project proposals that adhere to that allocation, plus an additional two or three projects. After review by the Estimate Review Committee, DOT will comment on the proposals and we will provide a final project ranking to DOT by May 1, 2019. This final ranking will

occur at the April 3, 2019 TAC meeting and submitted to the LRPC Executive Board for its April 10, 2019 meeting.

The TAC discussed the criteria for evaluating proposed projects. Susan said the criteria are the same as for the previous round of projects with the addition of Resiliency as a new criterion. Susan said she included the Federal Highway Administration's definition of Resiliency as described in the FAST Act, which provides the federal funding for transportation projects.

Susan provided TAC members with the letter that LRPC will send to member municipalities to solicit potential Ten Year Plan projects. The letter will be sent after LRPC receives the Project Submittal Form from DOT. She said that LRPC can assist municipalities in preparing project proposals.

Road Safety Audit – requests due to DOT by Dec. 1

Information about Road Safety Audit applications was distributed to TAC members. The deadline to submit them to DOT is December 1, 2018. Project proposals may be selected for funding as part of DOT's Highway Safety Improvement Program.

7. TAC Meeting Schedule – 2018 -2019

The members discussed a draft meeting schedule for 2018-2019. Susan noted that the bylaws require at least five meetings each year and suggested not holding meetings in January, February and May, in addition to TAC's regular hiatus in July and August. After some discussion it was agreed to hold meetings in January, February and May.

8. Regional Updates

Gilford Scenic Overlook

Susan reminded TAC members of the application submitted to DOT under the Public Private Partnership (P3) program. The proposal was for tree removal or construction of an observation tower at the scenic overlook on Rt. 11 in Gilford. Although not selected for funding, DOT had indicated that the state was aware of scenic view issues throughout the state and would be seeking an interagency approach to find solutions. Susan said she recently requested an update on the process from DOT. Lucy St. John, a senior planner at DOT, said she would provide the TAC with an update when she hears from the Commissioner's office.

9. Other Business

Susan distributed information received from the Department of Environmental Services on Clean Diesel grant funding programs.

10. Adjourn

The meeting adjourned at 4: pm.

M | S | P Favorite | Taylor | Passed

Respectfully submitted,
Samantha Tuttle, Assistant