



Meeting Notes of the  
**SNHPC MPO Technical Advisory Committee (TAC)**

**July 20, 2023**

Southern New Hampshire Planning Commission/Zoom

**VOTING MEMBERS PRESENT**

**Bruce Thomas, Chair** – Hooksett  
Kristen Clarke – Manchester DPW  
Jason Cleghorn – Manchester Planning  
**Linda Kunhardt** – Franconia  
**Cole Riel** – Gr. Manchester Chamber  
Lucy St John – NHDOT  
**George Sioras** – Derry  
Mark Suennen – New Boston  
**Sylvia von Aulock** – SNHPC  
**Tracey Whitehead** – MTA/CART  
**Mike Whitten** – MTA

**OTHERS PRESENT**

Leigh Levine – FHWA NH  
Vincent Pagano – Central NH RPC  
Matt Waitkins – Nashua RPC  
Jessica Wilcox – NHDES

**BOLD** indicates in-person attendance

**SNHPC STAFF PRESENT**

**Nate Miller**, Deputy Executive Director  
**Adam Hlasny, Sr.** Transportation Planner  
**Andrew Lawpaugh**, Data Collection Intern  
Suzanne Nienaber, Senior Planner  
Cam Prolman, Regional Planner  
**Anthony Summers**, Field Technician  
**David Tilton**, Regional Planner  
**Tammy Zamoyski**, Regional Planner

**MEMBERS ABSENT**

Tom Clow – Weare  
Jo Ann Duffy – Goffstown  
Becky Hebert – Bedford  
Tom Malafronte – MHT Airport  
Nancy Michels – Derry/Londonderry CoC  
Steve Rollins – Deerfield

**MEMBERS EXCUSED**

Andrew Hadik – Chester

**1. Call to Order/Introductions**

Chair Bruce Thomas called the meeting to order at 9:32 AM.

**2. Review of past meeting notes**

This item was tabled due to lack of an in-person quorum.

**3.1 SNHPC Title VI Program**

Mr. Nate Miller reviewed the SNHPC Title VI Program, noting that it must be updated every three years. The draft document was released for a 30-day public comment period on 6/23/23, with anticipated adoption at the 7/25/23 MPO meeting.

Notable changes in this Title VI Program are the expansion of the area to 21 communities (including those towns in Rockingham Planning Commission region that belong to the Region 8 RCC), and the requirement to translate key documents into French in addition to Spanish.

In response to a question from Mr. Whitten, Mr. Miller replied that public notices will be translated for any initiative with a formal comment period. The full documents (i.e. UPWP) would be translated upon a request to do so.

Motion by Ms. Kunhardt to recommend adoption of the Title VI Program to the MPO at its 7/25/23 meeting, seconded by Mr. Sioras. In the absence of a quorum, motion carried by consensus of members present.

### **3.2 SNHPC Model Complete Streets Policy Development**

Ms. Tammy Zamoyski provided a brief overview of the upcoming initiative, noting that SNHPC will be looking to create a TAC Complete Streets Subcommittee that will likely meet 2-3 times over the course of the project. Next steps include researching existing Complete Streets policies in NH, convening the subcommittee, and expanding on the policy template.

Mr. Whitten suggested contacting Manchester Alderman Christine Fajardo, who has an interest in Complete Streets, to be involved in the project.

### **3.3 Bicycle/Pedestrian Data Reporting**

Mr. Adam Hlasny reviewed SNHPC's bike-ped counting program, focusing on data reporting/visualization.

Mr. Whitten suggested doing further research on access to trails, including by transit.

Ms. Kunhardt expressed appreciation for the usefulness of the bike-ped counts, despite not having a specific request for Frankestown.

Mr. Riel said that the Greater Manchester Chamber would be interested in collaborating on pre-/post-development studies in the downtown area.

### **3.4 Traffic Counting - Midseason Update**

Mr. Anthony Summers gave a rundown on the SNHPC traffic counting program and where data collection efforts stand as of mid-July.

Chair Thomas asked why NHDOT might reject a count. Mr. Summers replied that there is a 30% threshold for accuracy, i.e. a new count must be within 30% volume of the previous count done at

a given location. Mr. Hlasny added that with class counts, the mixture of vehicles should be reasonable (i.e. more passenger vehicles than large trucks, for instance).

Mr. Sioras added that the Derry Planning Department fields calls from developers, to whom SNHPC traffic data is provided.

In response to a question from Mr. Suennen, Mr. Hlasny said that counts should be finished on time in November. Adjustments can be made to deploy more counters to make up for weeks in which fewer counters were set out.

Mr. David Tilton reviewed the new SNHPC data collection request forms (both traffic count and bike-ped count) that will be posted to the SNHPC website in the coming weeks. If a town requests a count, SNHPC staff will follow up with a call to go over specific details.

**4. Other Business**

There was no other business.

**5. Adjournment**

**The meeting stood adjourned at 10:47 am.**