Minutes of the
SNHPC MPO Technical Advisory Committee (TAC)

August 20, 2020
9:30 AM
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, New Hampshire

VOTING MEMBERS PRESENT
Colleen Mailloux (Chair) – Londonderry
Tom Clow – Weare
Mark Connors – Bedford
Todd Connors (Vice-Chair) – Manchester DPW
Linda Dusenberry – NHDOT
Jonathan Golden – Manchester Planning
Andrew Hadik – Chester
Nancy Michels – GMCC/GDLC
George Sioras – Derry
R.H. Snow – Candia
Bruce Thomas – Hooksett
Sylvia von Aulock – SNHPC
Tim White – NHDES

OTHERS PRESENT
Paul Maloney – FHWA
Dean Williams – CNHRPC

MEMBERS EXCUSED
Linda Kunhardt – Franconia
Fred Roberge – ESNH
Mark Suennen – New Boston

MEMBERS ABSENT
Jo Ann Duffy – Goffstown
Dick Gregory – Windham
Bill Herman – Auburn
Laurie Makarawicz – CART
Tom Malafronte – MHT Airport
Tim Roache – RPC
Mike Whitten – MTA

SNHPC STAFF PRESENT
Maddie Dillon, Assistant Planner
Monique Duchesne, Assistant Planner
Adam Hlasny, Senior Transportation Planner
Nate Miller, Deputy Executive Director
Zach Swick, GIS Analyst
James Vayo, Project Manager

1. Call to Order/Introductions
Chair Colleen Mailloux called the meeting of the SNHPC TAC to order at 9:33 AM.

2. Action on Minutes of July 23, 2020
Motion by Mr. R.H. Snow to approve July minutes, seconded by Mr. Bruce Thomas and approved unanimously with Chair Mailloux and Mr. Mark Connors abstaining.

3.1 Update on the 2023-2032 Ten-Year Transportation Improvement Plan Process
Mr. Nate Miller gave an update on the Ten-Year Plan process, noting that the $8.554 million available to the SNHPC region is the same as in the previous cycle. A subcommittee including Chair Mailloux and Messrs. Sioras, Snow, and Thomas will be meeting in the coming days to review proposals from prospective engineering firms for the SNHPC’s on-call engineering needs.
Ten-Year Plan project solicitation letters have been sent to all SNHPC communities; responses are due back by September 15, 2020. In response to a question by Mr. Mark Connors, Mr. Miller clarified that local governing body endorsements for submitted projects should be provided before November 6, 2020.

In response to a question from Mr. Snow, Mr. Miller offered to check in with NHDOT on the status of the NH Route 107 bridge in Deerfield.

3.2 Consideration of SNHPC Public Participation Plan (PPP)
Ms. Monique Duchesne gave a presentation summarizing the revised SNHPC PPP and the comments received during the public comment period which ends on August 21, 2020, including:

- Incorporating Appendices A and E into the main document.
- Incorporating language about the Manchester Urbanized Area (UZA) extending beyond the boundaries of the SNHPC region, and coordination with CNHRPC on public outreach initiatives in those areas.
- Removing a subjective performance measure.
- Providing more detail about Limited English Proficiency (LEP) translation services utilized by the SNHPC.
- Inserting a summary table detailing how the SNHPC employs various public involvement strategies.

Motion by Mr. Andrew Hadik to recommend the Public Participation Plan with the above edits to the MPO for approval at its August 25, 2020 meeting, seconded by Mr. Snow and approved unanimously.

3.3 Overview of Draft SNHPC Title VI Program
Mr. Miller summarized the SNHPC’s draft Title VI Program update, noting that it was last updated in December 2017. As 1.3% of the SNHPC region’s population (3,542 individuals) speak Spanish as a first language, SNHPC will develop a Language Assistance Plan (LAP) targeted to the needs of the region’s Spanish-speaking population.

In response to a question from Mr. Paul Maloney, Mr. Miller noted that a draft of the plan will likely be completed in an October-November timeframe.

In response to a question from Mr. Snow, Mr. Miller said that there will be some costs associated with translation services, but a portion of these may be reimbursable.

In response to a question from Ms. Sylvia von Aulock, Mr. Miller replied that other MPOs – especially Nashua – may be in a similar position. Ms. von Aulock suggested seeking efficiencies by examining how other MPOs have handled this requirement and offered to bring it to the RPC Directors at a future meeting. She added that SNHPC could introduce itself to groups/organizations that it does not normally interact with.

Mr. Sioras added that it will be interesting to see what 2020 Census data shows in terms of the diversity of the region.
4. **Other Business**  
In response to a question from Mr. Snow, Mr. Adam Hlasny said that while previous TAC/MPO meeting PowerPoints are not posted on the SNHPC website, it is something that he will begin posting going forward.

5. **Adjournment**  
Motion by Mr. Sioras to adjourn, seconded by Mr. Hadik.

Chair Mailloux declared the meeting adjourned at 10:32 am.

Next meeting: September 17, 2020

I hereby certify that this is a true and correct copy of the minutes of the Technical Advisory Committee of the Southern NH Planning Commission for August 20, 2020.

[Signature]

Sylvia von Aulock  
Executive Director

Minutes Approved: September 17, 2020