Minutes of the
METROPOLITAN PLANNING ORGANIZATION
SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

August 25, 2020
11:30 A.M.

Meeting Held via Zoom due to COVID-19

MEMBERS PRESENT

William Herman  Auburn
William Duschatko  Bedford
Charles Fairman, Alt.  Bedford
Bill Jean, Alt.  Bedford
Bryan Lord, Alt.  Bedford
Barbara Salvatore, Alt.  Bedford
Al Hall, III  Candia
Richard Snow  Candia
Andrew Hadik  Chester
Deb Munson  Chester
Robert Cote  Deerfield
Jeff Moulton, Chair  Derry
John O'Connor  Derry
Patrick Behen  Francetown
Alfred Eisenberg, Alt.  Francetown
David Pierce, Treasurer  Goffstown
Cutler Brown  Hooksett
Mark Chagnon  Hooksett
Suzanne Brunelle  Londonderry
Deb Lievens  Londonderry
Arthur Rugg  Londonderry
Peter Capano  Manchester
Dan O'Neil  Manchester
Tom Clow  Weare
Peter Griffin, Vice Chair  Windham
John Hiltz  Windham
Mike Whitten  MTA
Linda Dusenberry  NH DOT
Tim White  NH DES

MEMBERS ABSENT

Jeffrey Porter, Alt.  Auburn
Paula Marzloff  Auburn
David Danielson  Bedford
Frederick McGarry  Deerfield
Richard Tripp  Derry
Henry C. Boyle  Goffstown
Jo Ann Duffy, Alt.  Goffstown
Barbara J. Griffin  Goffstown
Kevin McCue, Alt.  Manchester
Jay Minkarah  Nashua RPC
Leigh Levine  Fed. Hwy Admin
Tim Roache  Rockingham Planning Cmsn
William Rose  NH DOT
William Watson  NH DOT

STAFF PRESENT

Sylvia von Aulock  Executive Director
Nathan Miller  Deputy Executive Director
Linda Moore-O'Brien  Office Administrator
Zachary Swick  GIS Analyst
Madeleine Dilonno  Assistant Planner
James Vayo  Project Manager
Carl Eppich  Pr. Transportation Planner
Adam Hlasny  Sr. Transportation Planner

MEMBERS EXCUSED

Richard G. Marshall  Hooksett
Linda Kunhardt  Francetown
Jennifer Vadney  Francetown
Brian Battaglia  Londonderry
Raymond Clement  Manchester
Mark Suennen, Secretary  New Boston
Martin Sjugis  Londonderry

GUESTS PRESENT
CALL TO ORDER
Chair Moulton called the MPO meeting to order at 11:35 A.M. and read the required statement regarding electronic meetings due to the State of Emergency as a result of the COVID-19 pandemic.

ACTION ON MINUTES OF JULY 28, 2020
A roll call to confirm the participating members was taken at the same time as minutes approval.

Motion by Mr. Capano to approve the minutes for July 28, 2020, seconded by Mr. Hadik. Vote was taken by roll call. Motion carried, with Messrs. Herman, Fairman, Jean, Hall, Behen, O'Neil, Clow, and Mses. Brunelle and Dusenberry abstaining.

Ms. von Aulock said hopefully Martin Srugis will return to good health and the SNHPC soon.

OLD BUSINESS (none)

NEW BUSINESS

Public Participation Plan (PPP) Public Hearing
SNHPC Principal Transportation Planner Carl Eppich explained that the PPP is a DOT requirement, and the 45-day public comment period ends today with the public hearing.

He also noted it is a living document which is being updated to build on existing relationships, improve visibility and increase communication.

Mr. Eppich said comments received consist of revision of format, inclusion of some appendix information into the main document and inclusion of the Manchester Urbanized Area towns of Allenstown, Bow and Pembroke.

Other suggestions included re-wording performance measures to be more specific, and adding more details to the facilitation for Limited English Proficiency (LEP) persons as well as those who are hearing or vision impaired.

Ms. von Aulock suggested the performance measures be turned into measurable goals.

Mr. Eppich stated the TAC recommended adoption with the additions and edits.

Motion by Mr. Hall to adopt the Public Participation Plan as amended.
Motion seconded by Mr. Griffin.
Motion carried.
Draft Title VI Program Review
NH DOT reminded SNHPC that our Title VI document needs to be updated every three years, and Mr. Miller noted that it was last updated in 2017.

He reported that a consultant made recommendations, and the public comment period ends September 17, 2020. At the September 22, 2020 MPO meeting, there will be a public hearing before the keynote speaker.

Suggestions included removing age and disability, since these are covered under a different law; adding text stating complaints can be filed with the FTA directly; and making sure subrecipients are all reflected under Title VI.

The demographics were updated, and it was confirmed there are no disproportionate impacts in minority areas.

One area of focus is for Limited English Proficiency (or LEP) populations. Spanish is the most common language spoken in our region other than English. There will be a Language Assistance Plan to meet federal requirements to translate some key documents and notices. There is also a translation service available if needed.

Mr. Miller encouraged everyone to read the document before September's meeting.

Mr. O'Connor asked whether the Spanish translation is a Hispanic or Mexican dialect. Mr. Miller said he was unsure but could find out.

In response to a question from Mr. Herman about the SNHPC website, Mr. Miller explained there is a Google Translate "widget" on the website with that capability.

MPO Prospectus Update
SNHPC Project Manager James Vayo gave a preview of the 2020 update of the MPO Prospectus. The Prospectus is a guiding document that outlines the scope of federally funded planning work the MPO is responsible for. This includes utilizing the "three C's" planning approach of working in a continuous, cooperative, comprehensive planning manner.

Sharing the process for decision-making are NH DOT, NHDES at the state level and FHWA, EPA and FTA at the federal level.

Mr. Vayo stated the Prospectus was last updated in 2011, and there have been enough changes of substance since 2011 to merit an update to the document. Changes include revisions to the MPO planning area, updates to planning products, and modification of partner agency structures, etc.
As a side note, Vayo mentioned that the FAST Act may be replaced soon and the implementation of a new federal surface transportation funding authorization may require an additional update to the prospectus in 2021 – 2022 timeframe.

The SNHPC website, under the Prospectus segment of the MPO page, has been updated with new documents defining the Urbanized Areas of the region from the 2010 Census. The results of the 2020 census will be available sometime in the next 24 months. This too may require an update to the Prospectus.

Mr. Vayo stated that the current 2020 update to the Prospectus will be released for public comment in September.

**ADJOURNMENT**

*Motion by Mr. Herman to adjourn, seconded by Ms. Lievens. Chair Moulton declared the MPO meeting adjourned at 12:40 p.m. following a roll call vote.*

I hereby certify that this is a true and correct copy of the minutes of the August 25, 2020 meeting Metropolitan Planning Organization of the Southern New Hampshire Planning Commission.

Sylvia von Aulock
Executive Director

Linda Moore-O'Brien
Office Administrator

Minutes approved on _________________