

Southwest Region Planning Commission
37 Ashuelot Street, Keene, NH 03431 603-357-0557 Voice 603-357-7440 Fax

**Transportation
Advisory Committee**

Transportation Advisory Committee

October 31, 2022

2:00 p.m.

Kendall Lane, Chair
Keene

Frank Sterling, Vice Chair
Jaffrey

Susan Ashworth
HCS Community Services

Brian Barden
Dublin

Leslie Casey
Sullivan

William Faulkner
Pathways for Keene

Dale Gray
Winchester

Leandra MacDonald
Peterborough

Cheryl Mayberry
Walpole

Ed Smith
Hinsdale

Bruce Tatro
Swanzey

Ruth Ward
Stoddard

with

John Kallfelz
NHDOT District 4

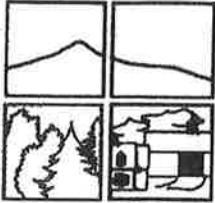
and

Lucy St. John
*NHDOT Bureau of
Planning & Community
Assistance*

**Southwest Region Planning Commission
37 Ashuelot Street, Keene, NH**

Agenda

- I. Welcome and Introductions
- II. Minutes of October 3, 2022
- III. 2025-2034 Ten Year Plan Project Review Process
- IV. Congestion Mitigation Air Quality Program Update
- V. Next Meeting: January 9, 2023
- VI. Adjourn



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Southwest Region Planning Commission

Transportation Advisory Committee

Minutes

October 3, 2022

Present: Kendall Lane, Chairman, *City of Keene*; Frank Sterling, Vice Chairman, *Town of Jaffrey*; Susan Ashworth, *Home Healthcare, Hospice and Community Services*; Brian Barden, *Town of Dublin*; Leslie Casey, *Town of Sullivan*; Leandra MacDonald, *Town of Peterborough*; Cheryl Mayberry, *Town of Walpole*; Ed Smith, *Town of Hinsdale*; Ruth Ward, *Town of Stoddard*; Bruce Tatro, *Town of Swanzey*; Lucy St. John and John Kallfelz (ex officios) *NH Department of Transportation (NHDOT)*.

Staff members present: Tim Murphy, *Executive Director*; J. B. Mack, *Principal Planner*; Rebecca Baldwin, *Office Manager*; Henry Underwood, *GIS Specialist/Planner*.

I. Welcome and Introductions

Chairman Lane called the meeting to order at 2:00 p.m. and welcomed those in attendance.

II. Minutes of September 12, 2022

Motion: To approve the minutes of September 12, 2022 as presented.

Motion by Frank Sterling, seconded by Cheryl Mayberry. Minutes were approved by unanimous vote.

III. 2025-2034 Ten Year Plan Project Review Process

J. B. Mack announced that today's meeting would focus on scoring criteria that will be used to score and rank projects that have been nominated for the 2025-2034 Ten Year Plan (TYP). It will serve as a refresher for TAC members that participated in the 2023-2032 TYP cycle and as training for new TAC members. He referred to the *NH Ten Year Plan: Regional Project Review* document that was included in the agenda packet noting that the same criteria will be used by all of the RPCs for their individual scoring of projects. Review criterion consists of eight categories including Economic Development, Equity, Environmental Justice and Accessibility, Mobility, Natural Hazard Resiliency, Network Significance, Safety, State of Repair, and Support. The TAC previously agreed to use the weighting system for all criteria and subcriteria that was used for the 2023-2032 TYP cycle, with had Safety as the criterion most heavily weighted.

J. B. Mack reviewed the procedure used for scoring projects noting that scorers should be consistent and use their best judgement. He noted that there are two types of criteria that are part of the scoring rubric. One type of criteria looks at "project need" and the other looks at "project impact". The "project need" scale runs from 1 to 10 with 10 indicating a very high need and 1 indicating no need. The "project impact" scale uses a similar approach, however, projects can also be scored a "0" which means that the project will have a negative impact. TAC members should not assign negative numbers to scores if they believe the

project will create a negative impact. Lucy St. John noted that each of the RPCs assisted in developing the scoring criteria and assign weights according to the one that is of most importance to them. J. B. Mack continued explaining that the *NH Ten Year Plan: Regional Project Review* document is structured with two columns for each criterion. On the left hand side of the page, there are prompting questions that TAC members should ask themselves about the project to determine a particular score for that project based on the information that they are provided about the project. On the right hand side of the page, there are examples of sources of information that should be considered as background information or evidence addressing each prompting question. To assist in helping TAC understand the scoring process, J. B. Mack used the NH 101 Corridor Improvements project that was scored in the last TYP cycle to demonstrate how the scoring and ranking process works, covering each set of criteria.

J. B. Mack explained that staff will put together a “project profile” for each project. The project profiles mirror the structure of the scoring guidance in the *NH Ten Year Plan: Regional Project Review* document with prompting questions on the left hand side and relevant, available background information or evidence on the right hand side of the page pertaining to the project in question. He encouraged TAC members to share any other supporting documentation that they might be aware of on a particular project. Chairman Lane noted that TAC is not locked-in to any opinions that staff might share and should independently score each project. Lucy St. John noted the importance of looking at the impact each project has on the overall transportation system. Bruce Tatro asked how much consideration should be given to opinions from surrounding communities during the scoring process. J. B. Mack replied this should be taken into consideration under the Support criterion, if there is evidence available showing a community’s level of support or lack of support.

J. B. Mack noted that the projects for the Westmoreland River Road Bridge Replacement, Swanzey NH 10 West Swanzey Improvements and Hinsdale Fort Hill Branch Rail Trail Bridge Improvements have already been reviewed by the engineering consultants. Staff will wrap-up completing profiles on each of the nominated projects by mid-October and provide them to TAC members to allow as much time as possible for their review and scoring. Chairman Lane reminded members that they should refrain from scoring any projects in their respective communities to eliminate any perceived conflict of interest. J. B. Mack asked if TAC members wanted to receive the profiles electronically or printed-out. Chairman Lane suggested that for scoring purposes it is easier to work with printed copies. Frank Sterling noted that the use of Google Earth is helpful when viewing individual projects and the surrounding landscape. J. B. Mack asked that project scoring sheets be returned to him by the end of the day on October 27th so they can be tabulated and presented at the October 31st TAC meeting for further discussion.

Transportation Program Updates

Congestion Mitigation Air Quality Program (CMAQ)

Henry Underwood announced that applications for the CMAQ program will be released during October. It is anticipated that \$30 million will be available for projects that improve air quality. A 20% cash match is required and a mandatory letter of interest must be submitted to NHDOT by November 4, 2022. There will also be a mandatory training scheduled for November 15-16, 2022 and a workshop during December. Applications are due by January 6, 2023. J. B. Mack asked if TAC will be asked to assist in the scoring process and Lucy St. John explained that details on that have not been released as yet.

Highway Safety Improvement Program Road Safety Audit

Henry Underwood noted that applications for an upcoming round of Road Safety Audits is anticipated to become available in the near future. In order to qualify for the 100% federally funded program your community must have had either a fatal or serious injury crash during the last ten years. Recent Road Safety Audits have been conducted in Jaffrey, Keene, Fitzwilliam, and Swanzey.

V. Next Meeting

Chairman Lane announced that the next meeting of TAC is scheduled to take place on October 31, 2022.

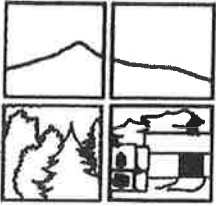
VI. Adjourn

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Rebecca I. Baldwin

Rebecca I. Baldwin
Office Manager



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Agenda Item III

Date: October 31, 2022
To: Transportation Advisory Committee
From: Staff
RE: 2025-2034 Ten Year Plan Project Review Process

Background

The primary purpose of the October 31st meeting will be for the TAC to establish an initial ranking of the five regional priority project nominations that were submitted for SWRPC’s consideration for the 2025-2034 Ten Year Transportation Improvement Plan (TYP), and to come to a consensus on a “draft candidate list of projects” to send to the New Hampshire Department of Transportation (NHDOT) for review and comment. NHDOT requests that the draft candidate list submittal is equivalent to SWRPC’s regional allocation for TYP funding (\$4.9 m) plus up to two additional projects. SWRPC’s recommendations are due by November 10, 2022.

The current cost estimates for the five projects are as follows (in 2022 and 2034 dollars):

<u>Project</u>	<u>2022</u>	<u>2034</u>
Hinsdale Fort Hill Branch Rail Trail Trestle Bridge Improvements	\$3.14 m	\$4.82 m
Keene NH Route 12 and Route 32 Intersection Improvements*	\$1.68 m	\$2.35 m
Keene/Swanzey Base Hill Road Reconstruction*	\$4.10 m	\$5.71 m
Swanzey NH Route 10 Corridor Improvements	\$2.73 m	\$4.19 m
Westmoreland River Road Bridge Replacement	\$2.47 m	\$3.45 m

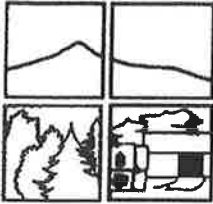
* Note that the NH 12 and Route 32 Intersection Improvement project and the Keene/Swanzey Base Hill Road Reconstruction project would require a 20% match from those communities because they are located on Class IV and V highways. Therefore, the total amount used by the 2034 regional allocation (80%) would be \$1.88 m and \$4.57 m, respectively.

At the October 31st meeting, SWRPC staff will share the scoring results from the TAC’s homework exercise as a basis for establishing a ranking and draft candidate list. Staff will then facilitate a discussion inviting thoughts and observations about the five projects, clarify remaining questions about the projects that might affect scores and discuss potential merits of projects not captured by the scoring criteria, with a goal of arriving at a final recommendation to bring before the SWRPC Board of Directors and NHDOT.

Recommendation

Participate in discussion with the goal of reaching consensus on an initial ranking, draft candidate list and recommendation of regional priority projects for consideration in updating the 2025-2034 TYP.

TDD Access: Relay NH 1-800-735-2964



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Agenda Item IV

Date: October 31, 2022

To: Transportation Advisory Committee

From: Staff

RE: Congestion Mitigation Air Quality Program Update

Background

At the October 3rd meeting, SWRPC staff alerted the TAC of the New Hampshire Department of Transportation's (NHDOT) recently announced grant round of the Congestion Mitigation and Air Quality (CMAQ) program. The CMAQ program is a federally funded reimbursement program that provides up to 80% of funds for projects that improve air quality by reducing vehicular emissions. There is approximately \$30 million total dollars available for this round. Funding is targeted for federal fiscal years 2025 through 2028.

Examples of CMAQ projects include: Signal coordination, intersection improvements, park and ride facilities, intelligent transportation systems, sidewalks, non-recreational bicycle and pedestrian facilities and transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity, as well as operating assistance for new services or the incremental cost of expanded services.

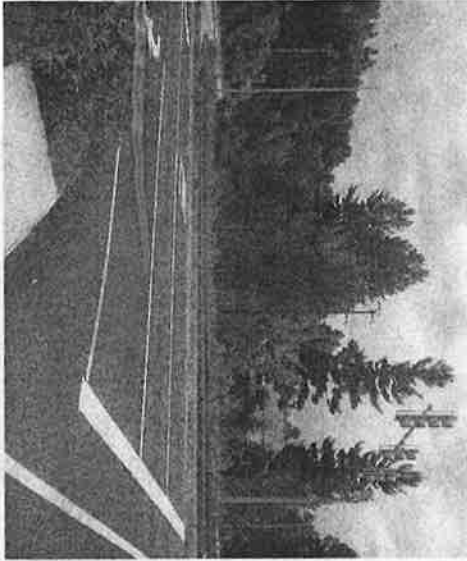
Since the October 3rd meeting, SWRPC staff has obtained more information about the new CMAQ round including timelines, milestone dates and clarification about the role of regional planning commissions in evaluating CMAQ projects (see attached). Regional planning commissions will be provided the opportunity to rank CMAQ proposals from their region if there are two or more applications. The timeline for regional planning commissions to submit their rankings is by March 13, 2023.

If time permits during the October 31st meeting, SWRPC and NHDOT staff can be available to discuss the CMAQ program, answer questions, etc.

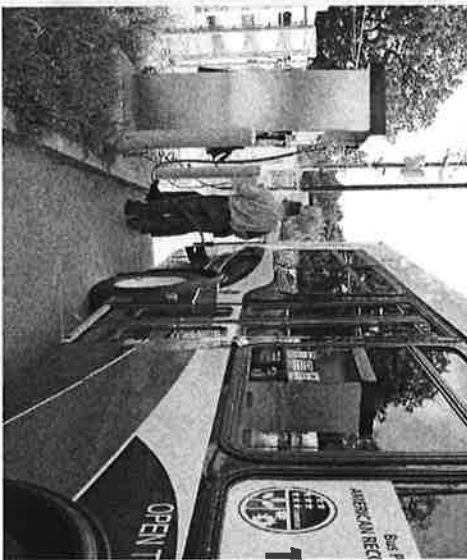
Recommendation

For your information.

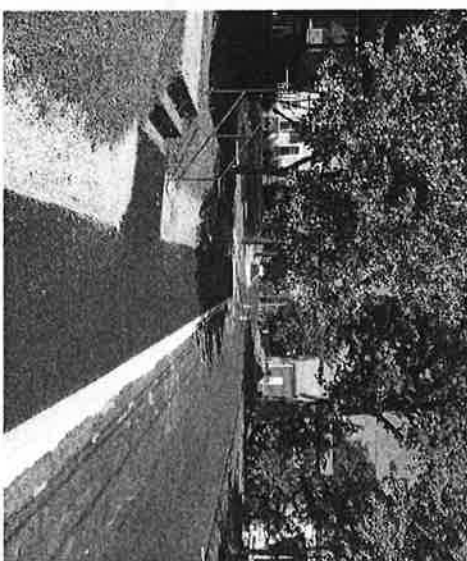
CONGESTION MITIGATION AIR QUALITY (CMAQ) PROGRAM



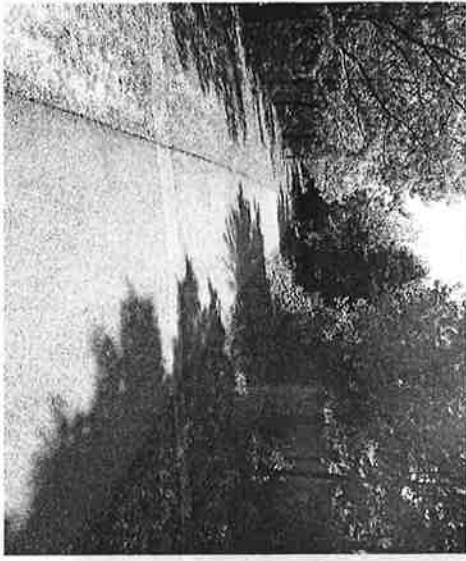
Intersection Improvements



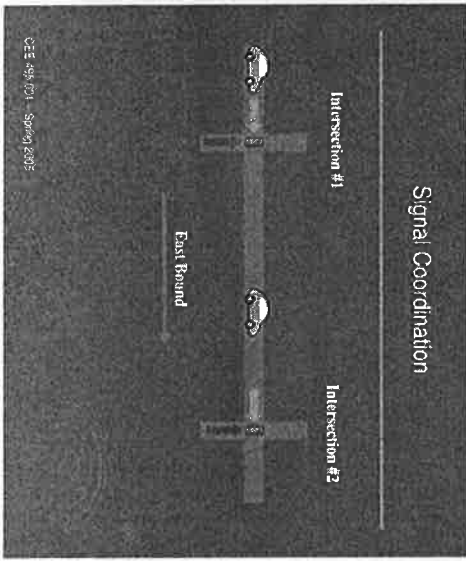
Transit Projects



Sidewalks



Multi-use paths & Bike Lanes



Signal Coordination



Roundabout Projects

OCTOBER 13, 2022

Congestion Mitigation Air Quality (CMAQ)

Call for Projects

CMAQ is currently authorized under the new Infrastructure Investment and Jobs Act (IIJA) or Bipartisan Infrastructure Law (BIL).

The amount of funding available for this round of CMAQ is **\$30 Million Total** with the project sponsor contributing a minimum of 20% match

Funding Limitations:

- The maximum recommended project budget is \$3,000,000 (total dollars) – \$2,400,000 (federal dollars)
- Project will require at least a 20% cash match provided by the applicant

Eligible Activities:

- Alternative fuel projects including participation in vehicle acquisitions, engine conversions, and refueling or charging facilities.
- Projects that improve traffic flow, including efforts to provide signal system optimization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations, implementing ITS and other CMAQ-eligible projects, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information
- Transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel
- Transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity, as well as operating assistance for new services or the incremental cost of expanded services.

Regional Planning Commission Support

- Encourage potential applicants to put in a letter of Interest.
- Help applicants understand eligibility for CMAQ funds
- Help applicants develop a scope of work and detailed estimates
- Prepare Air Quality Analysis for applications in RPC region
- Rank projects in RPC region if more than one applicant

CMAQ APPLICATION ROUND PROCESS

1) PREPARE A LETTER OF INTEREST (LETTERS ARE NON-BINDING)

Letter Should Include:

- A basic description of the scope of work proposed
- A rough estimate of cost and amount of Federal funds required
- What eligibility activity this project would qualify under
- Contact person for the application process.
 - Email address, phone number and physical address

Map:

- Show approximate location of proposed project
- Provide landmarks and road names

CMAQ APPLICATION ROUND PROCESS

2) Attend DOT sponsored work-shop (virtual)

CMAQ Workshop

- Introduction to the CMAQ program
- Requirements for federally funded projects
- Requirement of obtaining an LPA certification
- Review Application
- Explain submission requirement (FTP Site)
- Question and answer session

CMAQ APPLICATION ROUND PROCESS

3) Submit a CMAQ application

Only Applicants that fulfill steps 1 and 2 will be allowed to submit a CMAQ Application

- Applications must be submitted electronically to the Department.
- Due to size all applications must be submitted to the Department's FTP site.
- Applications are a PDF form and must be saved as PDF. Scans will not be accepted.

Proposed CMAQ Schedule Application Round (FY2025 -FY2029)

2022

September						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
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30	31					

November						
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December						
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Key Dates	Description
September 26, 2022	September 26, 2022, new CMAQ round Opens. Potential applicants need to develop a letter of interest and submit it by November 4, 2022
October 1 - 31, 2022	Applicants develop a letter of interest. This is mandatory for applicant to submit a formal application for CMAQ funds. Department will develop and release application for funding via DOT website
November 4, 2022	Letter of interest are due by end of day. Applicants will be notified of a mandatory workshop scheduled for December 2022
December 5-16, 2022	A 2 hour virtual CMAQ workshop will be scheduled for December. This is mandatory for applicants to submit a formal application for CMAQ funds

2023

January						
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28	29	30	31			

February						
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March						
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April						
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30						

May						
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28	29	30	31			

June						
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25	26	27	28	29	30	

January 6, 2023	Applications are due by end of day. All submissions will be electronic and saved on the Department FTP site.
January 20, 2023	Applications will be logged and copies sent to governing Regional Planning Commissions.
February 1, 2023	Department reviews applications for eligibility and reasonable costs. RPC's calculate Air Quality Benefit and rank projects in their region.
March 1-12, 2023	RPC continues with Air Quality Analysis and regional rankings. Department creates a scoring committee to review projects.
March 13-24, 2023	RPC's submit regional rankings for projects in their region. Regional Ranking is one criterion used for scoring. Scoring committee reviews and scores applications. Develops a list of projects in order of ranking from high to low score.
Spring/Summer 2023	2023: CMAQ projects recommended for inclusion in the draft Ten Year Plan.

The new CMAQ round begins on September 26, 2022. All potential applicants will be asked to submit a non-binding letter of interest for their project. This will be a brief description of the project along with a map and other supporting documents that describes what category of eligible CMAQ activities the project falls under. Any sponsor that doesn't submit a letter of interest will not be allowed to submit an application for funding. All sponsors sending in a letter of interest will be required to attend a brief 2 hour virtual workshop. Any sponsor that doesn't attend the workshop will not be allowed to submit an application for funding. Funding for this CMAQ round is scheduled for federal fiscal years 2025 through 2028.

Questions?