

**LAKES REGION PLANNING COMMISSION**

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**Transportation Technical Advisory Committee (TAC)  
 Meeting Notes of September 11, 2024**

Members Present	LRPC Staff
Lloyd Wood – Chair - Tuftonboro Rod Cameron – Belmont Daniel “Buz” Kenney – Bristol Travis Mitchell – Gilmanton Dari Sassan – Moultonborough John Gotjen – Tamworth Nate Guerette – Alt – Laconia Joseph Perez – Alt - Plymouth	Glenn Trefethen - Transportation Planner Shanna Saunders – Executive Director
	<b>Non-Voting Members</b>
	Nancy Spaulding – DOT District 2
	<b>Guests</b>

*Due to no Quorum on this date, elections have been postponed and only meeting notes were taken.*

**1. Welcome & Introductions/ Roll Call/ Call to Order.**

**2. Public Comment (Agenda Items)**

- i. Shanna Saunders proposes a new way of proceeding with public comment. The first public comment will be used to address any of the Agenda Items specifically.
- ii. There was discussion regarding proposing time limits on public comment.
- iii. The proposed 5-minute time limit will be added to the rule of procedure.
- iv. If comment runs longer there can be a request to add to a later agenda

**3. Items of Information**

a. Transportation Planner Introduction

- i. Glenn Trefethen introduced himself as the new transportation planner and gave a brief background on work and school experience to members present.

b. Meeting Schedule

- i. Shanna Saunders overviews proposed changes to the TAC Meeting schedule from Monday to Wednesdays which was already previously discussed with some TAC members.
- ii. There was discussion regarding space for attendees and decided that it will continue to be held at the LRPC Conference room, but we will monitor attendance and move to Meredith Public Library or Meredith Community Center as needed for space.

- iii. Shanna Saunders discusses future meeting topics. October- WOW Trail & TAP Scoring, November – NHDES Clean Diesel Grant Program with potential NHDES as guests.
  - c. Meeting Format: In person vs. Hybrid
    - i. Shanna Saunders discusses the challenges of member participation with virtual attendees, while acknowledging the benefits of virtual attendees she still urges in person participation is preferred.
  - d. UPWP Engineering Consultant
    - i. Shanna Saunders prefaces this topic with the UPWP contract it is a requirement to have an engineering RFP.
    - ii. Shanna Saunders explains that the LRPC received one response from HEB, who was then awarded with the \$22k, 1-year engineering contract that allows up to three 1-year extensions.
    - iii. Shanna Saunders explains the role HEB will play in Ten Year Projects.
    - iv. Discussion was had regarding whether this appointment is a conflict of interest since HEB has already been working with Plymouth on their TYP. Shanna will discuss further with DOT but does not foresee it being an issue.
  - e. Ten Year Plan process
    - i. Shanna Saunders mentioned that she had reached out to DOT for updated dates and deadlines, with DOT responding that they are not able to provide new concrete dates at this time, but there are drafted dates from previous years process that can be used as reference.
    - ii. Shanna Saunders discusses pros and cons using NH DOT provided criteria, The LRPC TAC has the option of drafting their own region-specific criteria, however she cautions proceeding to far out of the criteria provided by DOT.
    - iii. Discussion regarding criteria ranking was had with the determination that TAC will score against all criteria and will allow to drop the lowest 2 from the result.
    - iv. Shanna Saunders mentions that our current TYP proposal will be added to a list of other TYP proposals and that it's imperative that municipalities reach out to the LRPC if they feel like their project that's already identified in the TYP is stalled. – Rod Cameron brings up Belmont Project # 43352
  - f. Review Ten Year Plan Criteria
    - i. There was no in-depth discussion on each criterion, it is suggested that TAC Members review for October's TAC meeting
- 4. Items of Business:
  - a. Elections
    - i. Due to no Quorum, it was discussed that Elections would be moved to the October TAC meeting.
    - ii. Dari Sassan showed interest in the open Vice Chair position
- 5. Public Comment: General Business**
  - i. Nate Guerette discusses current Wolfeboro Street construction and how he sees the potential of using that as an opportunity to get sewer to Franklin. Shanna Saunders discusses NBRC grants as a potential source of funding infrastructure projects.
- 6. Adjourn**
  - a. Shanna Saunders adjourned the meeting at 3:35pm.