

MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION

MUNICIPAL TRANSPORTATION FUND SUBCOMMITTEE MEETING

MEETING SUMMARY

March 16, 2017

12:00 p.m.

Dublin General Store
1257 Main Street, Dublin NH 03444

Subcommittee Members Present: Ellen Avery, *Community Volunteer Transportation Company (CVTC)*.

Guests Present: Rebecca Harris, *Transport NH*.

Southwest Region Planning Commission staff member present was Henry Underwood, *GIS Specialist/Planner*.

I. Welcome

Henry Underwood welcomed Rebecca Harris and Ellen Avery and provided a brief overview of the agenda. Attendees decided to focus on the steps needed to begin the short-term activities described during the February 23, 2017 meeting as opposed to focusing on activities to occur later in the calendar year.

II. Goals, Objectives, and Work Plan

Attendees discussed work plan activities the subcommittee desired to take place in the spring. These activities included in-person meetings or surveys with town/city staff and the creation of a report based on the survey findings. Rebecca Harris presented a handout titled "Survey for all SWRPC communities regarding their awareness and use of fund" as well as feedback on the subcommittee's February 28, 2017 draft of the action plan. She suggested MAST consider inventorying each town in the Monadnock Region using her proposed survey questions to confirm use or adoption of the optional fee. She explained that because there is no requirement to report adoption to a centralized agency, the actual use of the option fee is relatively unknown. She noted that the survey, if used successfully by MAST, could be used throughout the State for the same purpose.

Attendees reviewed draft survey questions. As part of their review, attendees referenced the Vital Communities survey results from the report entitled "Local Financing for Transportation Projects in New Hampshire". A detailed report of survey responses was provided in a handout entitled "Vehicle Registration Fee Survey - Final Report." Attendees suggested the following additions to the questionnaire drafted by Rebecca Harris: 1) list "match funding" as a use of the fund, 2) add a "Town/City" field in the survey, and 3) amend the language in question five. Suggestions for amendments to question five included adding "right of way" and "preliminary engineering." This was a common "other" response in the Vital Communities survey. Attendees also suggested examples for the options listed as part of question five. In particular, "transportation center" and "park and ride" were suggested for the item listed as "parking and intermodal facilities." "CityExpress, and volunteer driver programs like CVTC" was suggested as an example for the item listed as "public transportation."

Attendees agreed the target of the survey would be town administrators or administrative assistants. Rebecca Harris said that in her experience, town clerks were another potential source of information. The format of the survey was discussed. Attendees suggested sending a letter to provide background (as well as a link to an online survey), followed by an e-mail reminder one week after the date of mailing, and a phone call from a subcommittee member two weeks after the mailing. Henry Underwood said that SWRPC could assist the subcommittee by drafting a short letter, and could create a draft online survey.

Rebecca Harris suggested that prior to making any phone calls, the subcommittee should develop a short script to maximize the response rate. She emphasized that the targeted survey recipients were not necessarily the right stakeholders to promote the adoption of a municipal transportation fund.

Attendees briefly discussed what activities the subcommittee might be involved with later in the year. Rebecca Harris suggested “working backwards” from the March 2018 town meeting date, warrant article deadlines, and the need to identify local champions to put forth the idea of a municipal transportation fund supported by a vehicle registration fee. November was suggested as a timeframe for connecting with local champions or advocates. Ellen Avery suggested her Regional Coordinated Council mobility management activities might be a possible avenue to introduce the idea.

Attendees also discussed the possibility of developing a municipal transportation fund "instruction guide" or a “frequently asked questions” document for communities or champions wishing to promote the idea.

III. In-Person Interviews

Attendees decided to defer a discussion about in-person interviews.

IV. Other Matters

Rebecca Harris advised that the Senate Public and Municipal Affairs Committee will hold a public hearing related to HB 121 on Wednesday, March 22nd at 9:00 a.m. in Legislative Office Building Room 102 in Concord.

V. Next Meeting

Henry Underwood stated he would send out an online poll to the subcommittee to determine the next meeting date.

VI. Adjourn

The meeting adjourned at approximately 1:00 p.m.

Respectfully submitted,

Henry Underwood
GIS Specialist/Planner