

Partnering for Performance New Hampshire Work Group Charter

Last Updated: January 3, 2018

Purpose

The purpose of Partnering for Performance New Hampshire (PFPNH) is to coordinate and address issues of shared interest and to create and streamline practices to increase efficiency and eliminate redundancy among members of this working group of New Hampshire Metropolitan Planning Organizations (MPOs).

Scope

Group members will collaborate on aligning processes, improving data systems in our regions (collection, management, and sharing); harnessing unique knowledge and expertise from member organizations, and increasing communication and cooperation among the MPOs.

Membership

- Staff members from each MPO organization:
 - Nashua Regional Planning Commission
 - Rockingham Planning Commission
 - Southern New Hampshire Planning Commission
 - Strafford Regional Planning Commission

External partners

- Federal Highways Administration (FHWA)
- Federal Transit Administration (FTA)
- New Hampshire Department Of Transportation (NHDOT)
- New Hampshire Department of Environmental Services (DES)
- Rural Regional Planning Commissions (RPCs)
- Community representatives
- Transit providers
- Others as needed for topics covered

Meetings

The PFPNH Workgroup will meet during the afternoon of the first Wednesday of the month. Meetings will be held at an MPO office or in a Concord, New Hampshire, office location.

Work plan

The topics the group will focus on during the monthly meetings include the following:

1. Consistent Transportation Improvement Program (TIP) revision procedures.
2. Consistent fiscal constraint analysis procedures.
3. Project selection criteria.
4. Congestion Management Process (CMP).
5. Coordinated Intelligent Transportation Systems (ITS) architecture and strategic plans.
6. National Performance Measure Research Data Set (NPMRDS) coordination.
7. Performance Measures
 - a. Integration and phasing with MPO documents and processes.
 - b. Reporting.
 - c. Calculations.
 - d. Target setting, in coordination with NHDOT's goals.
 - e. Development of MPO/NHDOT data collection standards for supplemental and federally mandated measures.
 - f. Review and approval of proposed methodologies.
 - g. Use of the best available data for calculations by MPOs and NHDOT.
 - h. Standardization of MPO data collection standards, protocols, and quality assurance/quality control practices to increase statewide consistency for future benefit and use in performance measures and planning.
 - i. PFPNH website updates.
8. Enhanced communication and understanding between the MPOs and NHDOT in regard to data quality and consistency.
9. Coordination of aspects of long-range plans.
 - a. Preparation for future conditions.
 - b.
10. Coordination of Unified Planning Work Program (UPWP)-eligible work tasks.
11. Development of an MPO guidebook for New Hampshire, in coordination with NHDOT.
12. Public participation plans and Title VI.
13. Model development and sharing.
14. UPWP funding allocation.
15. UPWP reporting and accounting.
16. Complete streets priorities.
17. Data consistency across all SADES programs
 - a. Culvert inventory
 - b. RSMS
18. Freight planning. Other transportation topics as needed.

Chairperson

The Chairperson will be appointed annually by the work group. The responsibilities of the Chairperson include the following:

1. Facilitate meetings.
2. Coordinate discussions.

3. Determine timeframes for task completion and manage the completion of tasks.
4. Provide progress updates.
5. Coordinate with the Transportation Planning Collaborative (TPC) group on meeting dates and agenda items.
6. Create and administer process evaluations.¹

Members

The PFPNH Work Group will consist of staff members of their respective MPOs. These members will be granted authority to make recommendations and strategies on behalf of their MPOs.

Member Expectations

1. The chairperson will be responsible for setting the agenda, arranging for the meeting location, taking notes, and ensuring that all parties participating in agenda items are invited to attend or provide input.
2. Agendas and discussion topics will be selected and agreed to by the group.
3. Full attendance and participation are expected from each MPO.
4. Members are expected to respond to tasks in a timely fashion.

Communications

A project management application, Teamwork Projects, will be used as a communications portal for the group. Teamwork is paid for and managed by the Strafford Regional Planning Commission. Teamwork allows for easy archiving of communications, easy file sharing, and effective task management. Member MPOs can have staff members added to Teamwork by contacting the Strafford Regional Planning Commission.

Files shared through Teamwork are stored in a shared Dropbox folder housed in Strafford Regional Planning Commission's Dropbox account. Dropbox facilitates easy sharing of large documents and complex data. It is recommended that each MPO purchase 1TB Dropbox accounts to accommodate these files.

The group will hold periodic check-in meetings with the Executive Directors to keep them updated on our progress.

¹ Process evaluations will be in the form of questions from the PlanWorks Partner Assessment and will be used to determine the collaborative health of the group. The assessment can be found at <https://fhwaapps.fhwa.dot.gov/planworks/Assessment/PartnerCollaboration>.

Decision Making

Decision making for the PFPNH Work Group will be by consensus, through email or discussion via Teamwork.

Modification

This document will be reviewed by work group members and the Executive Directors of each MPO during the first quarter of each calendar year.

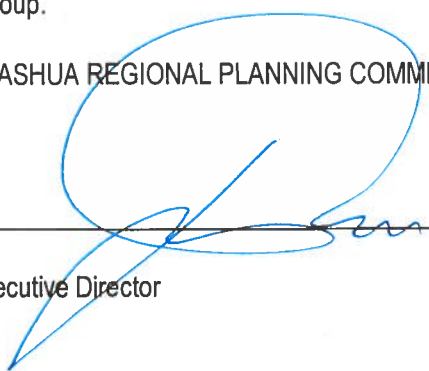
Strafford Regional Planning Commission authorizes staff to participate in the Partnering for Performance NH Workgroup.

FOR STRAFFORD REGIONAL PLANNING COMMISSION

By  Date 1/3/18
Executive Director

Nashua Regional Planning Commission authorizes staff to participate in the Partnering for Performance NH Workgroup.

FOR NASHUA REGIONAL PLANNING COMMISSION

By  Date 1/3/18
Executive Director

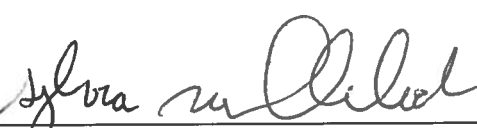
Rockingham Planning Commission authorizes staff to participate in the Partnering for Performance NH Workgroup.

FOR ROCKINGHAM PLANNING COMMISSION

By  Date 1/3/18
Executive Director

Southern New Hampshire Planning Commission authorizes staff to participate in the Partnering for Performance NH Workgroup.

FOR SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

By  Date 1/3/18
Executive Director