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SOMERSWORTH  
STRAFFORD  
WAKEFIELD

Friday, April 15th, 2016

William Watson, Administrator  
NH Department of Transportation  
Bureau of Planning and Community Assistance  
7 Hazen Drive  
Concord, NH 03302

RE:  
April 2016 Minor Revisions

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the March 2016 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2015-2018 Transportation Improvement Program (TIP).

**The following information is in the Strafford MPO Prospectus that was revised and adopted on December 19, 2014 at the Strafford MPO Policy Committee Meeting:**

*In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or disapproval of Administrative Modifications and/or Informational revisions, and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.*

Based on these procedures, the Executive Director recommends the approval of the following Administrative Modifications to the 2015-2018 TIP as proposed.

Sincerely,

Cynthia Copeland, AICP  
Executive Director  
Strafford Regional Planning Commission