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BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

**Strafford Regional Planning Commission
Annual Meeting and Luncheon
Madbury Town Hall
13 Town Hall Road, Madbury, NH
Thursday, May 29, 2014
11:30AM – 2 PM**

AGENDA

1. Welcome/Introductions
2. Presentation: Land Use Regulation from the Developer's Perspective
a.k.a. 40 Years on the Dark Side

Presenter: Malcolm McNeill, Jr.
3. Annual Excellence Awards
4. Approval of Draft minutes of March 27, 2014 Commission Meeting
5. FY 2015 Annual Budget - Approval of Executive Committee recommended FY 2015 Budget
6. FY 2015 Officers and Executive Committee Member Election
7. Other Business
8. Adjournment

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org

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**Strafford Regional Planning Commission
Meeting
Rochester Community Center
March 27, 2014
Minutes
DRAFT**

SRPC Members Present: Brian Tapscott (Somersworth), William Connor (Somersworth), Tom Crosby (Madbury), Brandon Anderson (Durham), Edmund Jansen, Jr. (Rollinsford), Kenn Ortmann (Rochester), Scott Martin (Northwood), Tom Clark (Dover), Steve Brown (Wakefield), Terry Chabot (New Durham), Robert Jaffin (Rochester), Ed Comeau (Brookfield), Victoria Parmele (Northwood) and Wayne Burton (Durham)

SRPC Staff Present: Matt Sullivan (Regional Planner), Marilyn Barton (HR Specialist/Events Coordinator), Shayna Sylvia (Communications Intern), Marc Ambrosi (Transportation Planner), Elizabeth Durfee (Planner) and Colin Lentz (Planner)

Guest(s): Kyle Barker (Barker Architects, Inc.), Ashlee Iber (Workforce Housing Coalition of the Greater Seacoast) and Rebecca Perkins (Orr & Reno)

1. Welcome/Introductions

Chairman B. Tapscott welcomed everyone to the meeting at 7 PM and introductions were given around the room.

2. Presentations:

Speaker: Kyle Barker, AIA, Barker Architects, Inc.

Topic: Compact Cottage-Style Neighborhoods

Mr. Barker gave an informative presentation on Designing Compact Cottage-Style Neighborhoods. The presentation looked at historic and current development patterns and explored social and economic impacts of those patterns compared to a new compact design. He also discussed the benefits of denser, smaller-scale development, utilizing a case study involving undeveloped lots in Concord, NH. The presentation was then opened for questions and comments.

A discussion ensued regarding the benefits and challenges regarding this type of building concept to individuals and municipalities. Mr. Barker explained he wanted to show benefits beyond what was obvious and this type of design was not just building homes, but a neighborhood. The discussion also included a market for this type of design and where to have it that made sense.

Speaker(s): Ashlee Iber, Executive Director of the Workforce Housing Coalition of the Greater Seacoast and Rebecca Perkins, Orr & Reno

Topic: Introduction to the Workforce Housing Coalition of the Greater Seacoast

Ms. Iber and Ms. Perkins gave a presentation introducing the Workforce Housing Coalition of the Greater Seacoast, an organization that is focused on addressing housing challenges in the region through education and outreach initiatives. The presentation was opened for questions and comments.

3.1 Draft minutes of September 26, 2013

The Chairman asked for a motion to approve the draft minutes of September 26, 2013. T. Crosby made a motion and K. Ortmann seconded that motion. All in favor, motion carried.

3.2 Draft minutes of November 21, 2013

The Chairman asked for a motion to approve the draft minutes of November 21, 2013. K. Ortmann made a motion and R. Jaffin seconded that motion. It was noted that T. Crosby was not listed in members present and was in attendance. M. Barton noted that would be corrected. All were in favor with change as noted. Motion carried.

3.3 Approval of Vision(s) for Regional Master Plan

E. Durfee reviewed the chapter contents of the Climate Change Impacts; an appendices of the SRPC Regional Master Plan. E. Durfee reviewed the three vision statement options and asked for feedback. She noted the goal was to come away with one statement that could be revised and voted on at the next Commissioners meeting.

A discussion ensued regarding the use of a future tense within the statement, as well as the wording and concept, whole community. It was noted there were components of Option C that the group liked as well as the specifics within Options A and B. E. Durfee noted these were draft statements until the Plan is approved. It was also noted climate change means different things to different people and the concept should be as clear as possible.

The consensus among the group was that Option C is a good place to start and incorporate issues and feedback received. The Chairman asked for a motion to approve Option C. K. Ortmann made a motion and T. Clark seconded that motion. All were in favor and motion carried.

4. Other Business

M. Ambrosi stated he would be leaving the Planning Commission after nearly four years as the Transportation Planner. All in attendance wished him well.

R. Jaffin noted TIGER VI grant funding is now available and offers planning money, which is separate from project money. R. Jaffin stated he, along with a couple of members of the Strafford Executive Committee, are planning on submitting a planning grant for a regional transportation plan which includes portions of York, Carroll, Belknap, Rockingham and Strafford Counties. He noted it would be a \$450,000 three year grant, which requires a \$90,000 match and the application was due on April 28, 2014. He stated we would need to be in touch with organizations and jurisdictions that are interested within the next week. He explained that if anyone has ideas they would like to include, please contact SRPC with attention to the Executive Committee.

K. Ortmann recommended presentations with valuable information such as the ones at the meeting should be accessible on the SRPC website so others could view the presentations.

5. Citizen's Forum

No members from the public came forward to make comments.

6. Adjournment

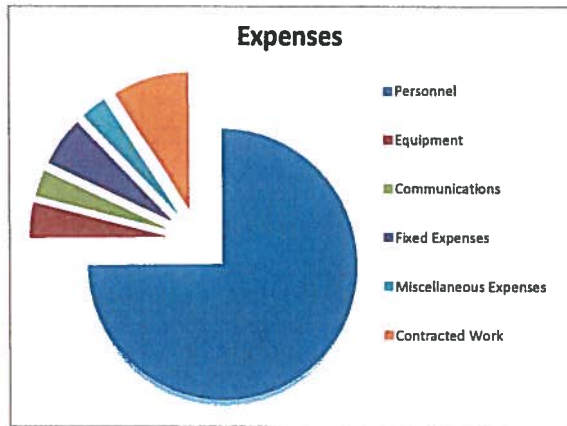
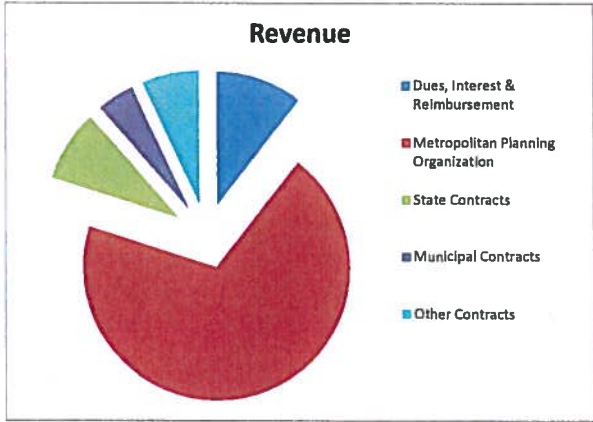
The Chairman asked for a motion to adjourn the meeting at 9 PM. K. Ortmann made a motion and T. Crosby seconded that motion. All in favor, motion carried.

Respectfully submitted by,

**Marilyn Barton, PHR
Recording Secretary**

**Brian Tapscott
SRPC Chairman**

Strafford Regional Planning Commission FY2015 Draft Budget Summary Table		
Executive Committee Recommendation to Full Commission		
	Revenue	
Dues, Interest & Reimbursement	81,972	
Metropolitan Planning Organization	537,476	
State Contracts	67,100	
Municipal Contracts	35,001	
Other Contracts	54,005	
		Expenses
Personnel		579,954
Equipment		31,727
Communications		23,900
Fixed Expenses		45,200
Miscellaneous Expenses		23,500
Contracted Work		70,851
Total	775,554	775,132
Net Deficit/Surplus		422



Christie Copeland
5/16/14

Strafford Regional Planning Commission

REVENUES	Funding Source	Internal Match using Dues	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding	
Total	765,554	18,303	2	10,000	775,554	
Dues, Interest & Reimbursements	81,972	0	0	0	81,972	11%
Municipal Dues (minus Dover, Wakefield, Farmington, Milton, Brookfield, & Nottingham)	78,620	0	0	0	78,620	
Interest	5	0	0	0	5	
Health Trust reimbursement	3,347	0	0	0	3,347	
Municipal Contracts	35,001	0	0	0	35,001	5%
Durham Master Plan: through 12/31/15	35,000	0	0	0	35,000	
Unknown Planning Services	1	0	0	0	1	
Other Contracts	54,005	10,001	0	0	54,005	7%
GIS projects	1	0	0	0	1	
Nashua Regional Planning Commission						
HUD Sustainable Communities: through 12/31/2014	53,000	10,000	0	0	53,000	
HNH Foundation: through 12/31/14	1	0	0	0	1	
U.S. Dept of Economic Development Administration						
Economic Development District Planning Grant	1	1	0	0	1	
University of New Hampshire						
Oyster River Buildout & Pollutant Loading (through 8/15/14)	1,000	0	0	0	1,000	
Green Infrastructure - Durham case study (through x/x/xx)	1	0	0	0	1	
Rockingham Planning Commission						
Green Infrastructure 6/10/2014	1	0	0	0	1	
State Contracts	57,100	8,302	2	10,000	67,100	9%
Office of Energy and Planning						
Targeted Block Grant: through 6/30/15	12,121	0	0	0	12,121	
Dept of Environmental Services						
Coastal Grant 2014: through 12/31/14	5,300	5,300	0	0	5,300	
Coastal Grant 2015: through 6/30/15	12,500	2,500	0	10,000	22,500	
Oyster River LAC Mgmt Plan: Source Water Protection: through 12/31/14	6,500	0	0	0	6,500	
Rochester Aquifer: Source Water Protection: through 6/30/15	12,677	0	0	0	12,677	
University of New Hampshire/ GRANIT						
Broadband Map& Plan: through 12/31/14	8,000	500	0	0	8,000	
Department of Safety						
HazMit Plans for FAR, LEE, NOR, NOT: through 9/9/2013	1	1	1	0	1	
HazMit Plan for MAD: through 9/18/14	1	1	1	0	1	
Metropolitan Planning Organization Contracts	537,476	0	0	0	537,476	69%
Dept of Transportation						
UPWP/14-15 Federal Highways: through 6/30/15	410,409	0	0	0	410,409	
UPWP 14-15 Federal Transit: through 6/30/15	72,067	0	0	0	72,067	
UPWP14-15 - carryover from FY14	55,000	0	0	0	55,000	

Strafford Regional Planning Commission

EXPENSES	FY2014		FY2015	
	Approved Budget Expenses		Draft Budget Expenses	
Total	796,570		775,132	
PERSONNEL	645,805 81%		579,954 75%	
Salaries and Hourly Wages	489,815		438,574	
Payroll Taxes	37,471		33,551	
Health Insurance	68,000		64,776	
Dental Insurance	3,950		3,809	
Life Insurance	225		227	
Shortterm Disability	2,172		2,172	
Longterm Disability	650		691	
Health Incentives	3,950		2,054	
SIMPLE IRA Pension	13,497		12,000	
Worker's Compensation	1,125		1,500	
Unemployment Insurance	14,250		10,000	
Staff Training & Workshops	5,950		5,000	
Professional Dues: AMPO, NHARPC, NHPA, APA, NEARC	4,750		5,600	
EQUIPMENT	26,374 3%		31,727 4%	
ARCInfo/View Software: Maintenance	5,225		5,100	
Plotter: Monthly charge	1,560		1,560	
Server: Monthly charge	1,332		1,750	
Trans. Maintenance: Transcad, Petra, Ktraxpro, TerraSync	5,025		5,025	
Other software: Maintenance, purchase	1,995		1,995	
Maps, Databases for Transportation Model	147		147	
Traffic Count; Equipment and Repairs	4,650		4,650	
Equipment Rental and Repair	1,000		1,000	
Copier: Maintenance	2,740		6,000	
Postage Meter: Lease, Maintenance	1,700		1,500	
Office Furniture- Bookcases, shelves, miscellaneous	1,000		3,000	
COMMUNICATIONS	27,000 3%		23,900 3%	
Postage and Delivery	1,500		1,500	
Travel	18,500		16,000	
Office Phone System	2,100		2,400	
Internet	2,400		2,000	
Media outreach activities	2,500		2,000	
FIXED EXPENSES	45,800 6%		45,200 6%	
Insurance/Professional Liability	4,300		4,200	
Audit and Accounting Services	11,500		11,000	
Rent	30,000		30,000	
MISCELLANEOUS EXPENSES	21,500 3%		23,500 3%	
Printing	1,000		1,000	
Legal	1,000		1,500	
Office Supplies (including map supplies)	6,000		6,000	
Office Expense	1,500		3,000	
Meeting Expenses	10,000		10,200	
Library & Subscriptions: NH Planning Books	2,000		1,800	
CONTRACTED WORK	30,091 4%		70,851 9%	
Consultant for Web design & Maintenance	6,000		6,000	
Consultant for UPWP Traffic Model Assistance	20,850		1	
Consultant for IT services	3,240		5,850	
Contractor for Financial Services	1		49,000	
Consultant for Regional Housing Needs Assessment	0		10,000	

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DATE: May 22, 2014
 TO: SRPC Commissioners
 FROM: Brian Tapscott, Chairman, Executive Committee
 RE: Election of Officers and Executive Committee for FY 2015

*Cynthia Copeland
 for Brian T*

At the meeting of the Executive Committee on April 18, 2014, the following slate of Officers and four members, one alternate and two vacant alternate positions of the Executive Committee were recommended for Fiscal Year 2015 for consideration and approval of the full Commission at our May 29, 2014 Annual Meeting.

Commissioner	Office	Community
Brian Tapscott	Chairman	Somersworth
Victoria Parmele	Vice-Chairman	Northwood
C. Thomas Crosby	Secretary/Treasurer	Madbury
Sandra Keans	Member	Rochester
Kenn Ortmann	Member	Rochester
Robert Jaffin	Member	Rochester
William Connor	Member	Somersworth
Edmund Jansen, Jr.	Alternate*	Rollinsford
Vacancy	Alternate	
Vacancy	Alternate	

Nominations for Officers and Executive Committee members will be entertained at the Annual Meeting. If you have any questions or comments, please feel free to contact Cynthia Copeland, AICP, Executive Director, at 603-994-3500 or cjc@strafford.org.

* As deemed necessary