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WAKEFIELD

**Strafford Regional Planning Commission
Annual Meeting and Luncheon
Community Education Conference Center at Frisbie Memorial Hospital
11 Whitehall Road, Rochester, NH
Thursday, June 22, 2017
11:30 AM – 2:00 PM**

AGENDA

1. Welcome/Introductions
 - a. Reading of letter(s) from special invitee(s)
2. Presentation: The Significance of Historic Preservation & Restoration

Panelists: Dijit Taylor (LCHIP), Elizabeth Muzzey (NH Division of Historical Resources & NH Department of Cultural Resources), and Jennifer Goodman (NH Preservation Alliance)
3. Annual Excellence Award
4. Action Items
 - a. Draft minutes of February 23, 2017 Commission Meeting (Attached)
 - b. FY 2018 Annual Budget - Approval of Executive Committee recommended FY 2018 Budget (Attached)
 - c. FY 2018 Officers and Executive Committee Member Election (Attached)
 - d. Adoption of the 2016 Comprehensive Economic Development Strategy Annual Update (Separate Mailing)
5. Other Business
6. 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 Q3 Meeting
SRPC Conference Room 1A
150 Wakefield Street, Suite 12
Rochester, NH
February 23, 2017
Minutes**

DRAFT

SRPC Members Present: Brian Tapscott (Somersworth), William Connor (Somersworth), Elena Piekut (Dover), Judy Nelson (Rollinsford), Sandy Keans (Rochester), Suzanne Huard (Rollinsford), Victoria Parmele (Northwood), Sam Reid (Dover), Fred Kaen (Lee), Wesley Merritt (Durham), Mark Avery (Madbury), Jon Hotchkiss (Middleton), Marcia Gasses (Dover), Peter Nelson (Newmarket), Bob Jaffin (Rochester), Lisa Henderson (Newmarket), Tom Crosby (Madbury)

SRPC Staff Present: Cynthia Copeland (Executive Director), Shayna Sylvia (Communications and Outreach Specialist), Liz Durfee (Senior Regional Planner), Lynn Cherry (Regional Planning and Communications Assistant), James Burdin (Regional Economic Development Planner), Nancy O'Connor (Communications & Engagement Assistant)

Guests Present: Terry Johnson, Healthy Eating Active Living New Hampshire (HEAL-NH), John Law (Farmington), Martin Laferte (Farmington)

1. Call to Order as Strafford Regional Planning Commission

Chair Victoria Parmele welcomed everyone to the meeting at 4:00 PM.

1.1. Welcome/Introductions

Introductions were given around the room. Lynn Cherry introduced SRPC's newest staff member, Nancy O'Connor.

2. Presentation(s)

S. Sylvia explained the theme for the meeting, the integration of healthy living and planning. She gave a brief introduction to the topic and to guest speaker Terry Johnson, executive director, Health Eating Active Living New Hampshire (HEAL-NH).

2.1. Planning for Healthy Communities

Terry Johnson gave an overview of the HEAL-NH organization. He explained that HEAL-NH partners with organizations and municipalities across the state to work in public health, healthcare, schools, transportation, and community planning, in order to improve equitable access to healthy, affordable foods and opportunities to be active including transportation, parks and recreation. T. Johnson shared that prior to working with HEAL-NH, he worked with NH Celebrates Wellness, where he learned the importance the built environment has on a person's

ability to live a healthy lifestyle. He stated that the *Livable Walkable Communities' Toolkit* was created by the NH Celebrates Wellness organization. T. Johnson outlined his presentation for the group.

T. Johnson reviewed data related to obesity, chronic disease and other health disparities in the state. Even though the state as a whole is considered healthy, certain communities rank lower than others in the state. T. Johnson provided an example of contract work he was hired to do for Fortune 500 companies in order to encourage healthy behavior and stress reduction. He opined that people participating were those already interested in living a healthy lifestyle. The question of how to target those people who aren't active wasn't approached. To address this, the built environment and other socio-economic factors need to be considered. T. Johnson elaborated that socio-economic factors are important for HEAL-NH to address. These may include housing, schools, access to healthy food and their effect on health. T. Johnson added that community design can have an impact on this. Infrastructure for biking and walking is one example. Placement of grocery stores and public transportation in relation to housing can also influence people's access to healthy foods. He opined that the built environment must be created in a way which supports healthy lifestyles. T. Johnson stated that this is where an integrated approach to health and community planning is key.

T. Johnson shared how integrated solutions across sectors could influence the overall health of citizens in New Hampshire. He explained that there is currently a [complete streets bill](#) (SB243) in the legislature which was encouraged by the work of the statewide Complete Street Coalition, made up of HEAL-NH, the Bike Walk Alliance of New Hampshire, Transport NH, and other likeminded organizations. This bill focuses on working with NHDOT to better support municipalities in integrating complete streets through complete street guidelines. The guidelines would also be piloted as part of the bill and so funding is a issue.

T. Johnson explained that he would highlight several case studies in Nashua; the city just took part in the larger Plan 4 Health American Planning Association Initiative (APA) and the American Public Health Association initiative. This eighteen-month project had several partners including the City of Nashua, Nashua Regional Planning, the NH Public Health Association, and others. The focus of the project was complete streets. While the City did not adopt the complete streets policy, they did adopt a complete streets approach to planning. The project brought together decision makers and engaged many members of the public. T. Johnson explained that the process began with an audit of existing plans to see if current language supported a complete streets approach. Recommendations were provided to the Nashua mayor for improving bicycle and pedestrian access in the city.

T. Johnson explained that Nashua Regional Planning Commission conducted a road audit using level of traffic stress. Stress was measured on four levels and a map was created showing low and high areas of traffic stress in neighborhoods and other areas throughout the city. Streets were examined in four census tracts that were deemed as having vulnerable populations. Bill Connor asked about examining streets in the winter and taking snow banks into consideration. This data was not gathered but the City is aware that this could be an issue. T. Johnson elaborated on the project discussing safety in terms of getting from one area of the city to another. These planning practices are ongoing as they were integrated into *Nashua' Community Heath Improvement Plan*.

T. Johnson explained that the number of communities in New Hampshire that have adopted complete street policies doubled over the last year. T. Johnson shared some other examples of projects across the state, like the Safe Route to School program, work being done by the City of Manchester through their receipt of the Robert Wood Johnson Foundation Culture of Health Award, a playground constructed by Elliot Hospital to improve safety of school children who previously had to cross the street to get to the playground, a community garden project and recreation area in Berlin, and others.

V. Parmele asked how HEAL-NH's funding process works. T. Johnson explained that they have offered rounds of funding and technical assistance where communities or organizations could apply.

T. Johnson stated that SRPC Regional Planner Liz Durfee would be presenting on some of the SRPC regional health initiatives following his presentation. He added that both SRPC and Strafford MPO are involved in the regional public health partnership. He shared an example of a healthy planning initiative in the Strafford region, and greater seacoast area, Seacoast Eat Local. He elaborated on some of the work they are doing.

T. Johnson shared that the Carsey Institute has provided excellent research studies explaining how working across sectors can help to improve access to healthy opportunities in communities throughout the state. He added that HEAL-NH recently completed a statewide health food access. T. Johnson gave a few more project examples and then asked SRPC Commissioners if they had any questions.

C. Copeland explained the complete streets route 108 initiative to the group, including the history of the U alternative and Exit 10 projects. The complete streets route 108 project is included in the Statewide Ten Year Plan. This effort will promote integration of healthy planning initiatives. C. Copeland shared that this would be a good project for T. Johnson to share with his partners, and added that the hospitals at either end of the project drive the economic development along Route 108 in Dover, Somersworth and Rochester. T. Johnson noted that HEAL-NH is involved with hospitals in the state.

2.2. SRPC Update-Health and Planning Initiatives

L. Durfee updated Commissioners on SRPC's health planning initiatives including involvement with the Strafford County Public Health Network, the Obesity and Nutrition Workgroup, work with the social vulnerability index, assistance in starting the Somersworth and Rochester's Farmers Markets, work with Cooperative Extension, and other efforts.

Health planning is also integrated into documents and other planning projects at SRPC such as the Strafford MPO Metro Plan, the Strafford EDD Comprehensive Economic Development Strategy, the recreational trail mapping network effort, and hazard mitigation plans among other efforts.

Peter Nelson asked if NH Community Seafood is on the radar for SRPC and/or HEAL-NH. T. Johnson responded that it is, and that they are a partner in healthy planning initiatives. B. Connor asked about the aging population and its effect on the state. This was discussed.

P. Nelson asked about funding. This may be a challenge moving forward. T. Johnson explained that the CDC has provided some great funding programs that the state has taken advantage of.

V. Parmele asked about health planning at the state level and the understanding concerning these topics. T. Johnson opined that more outreach and education could be helpful. A discussion ensued concerning improving public health through work across different sectors.

Bob Jaffin opined that T. Johnson might want to contact the organizers of the Emergency Preparedness Conference.

Sandy Keans asked about outreach with jails in the state and integrating healthy food initiatives there. This is a topic that HEAL-NH has considered.

3. Actions Items – SRPC (motion required):

3.1. Approval of draft minutes of the December 1, 2016 meeting

V. Parmele asked for a motion to approve the minutes of December 1, 2016. Brian Tapscott **MOVED** to approve the December 1, 2016 minutes as presented. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

4. Other Business

There was no other business.

5. Citizen's Forum

There were no citizens present.

6. Adjournment of SRPC

B. Tapscott **MOVED** to adjourn the meeting. John Hotchkiss **SECONDED** the motion, of which all were **IN FAVOR**. The Commission meeting ended at 5:00 pm.

V. Parmele turned the meeting over to Commissioner Wes Merrit, Durham.

7. Call to Order as Strafford Regional Impact Committee (RIC)

W. Merrit asked for a motion to approve the action items.

8. Actions Item - RIC (motion required – vote by RIC members only):

8.1. Approval of the Draft Minutes of the SRPC Regional Impact Committee

8.1.1. January 3, 2017 Process Meeting (Enclosed for RIC members only)

8.1.2. January 10, 2017 Green Oak Realty Regional Impact Meeting (Enclosed for RIC members only)

E. Piekut **MOVED** to approved the January 3, and January 10, 2017 RIC minutes. S. Keans **SECONDED** the minutes. B. Connor shared his comments concerning the applicant's processes in filing their application and the lack of information SRPC had available to complete their report. All were **IN FAVOR**.

S. Kean asked about the process followed during the Regional Impact Committee and if the amount of unknown information was made visible to the Town of New Durham, which it was. C. Copeland affirmed that.

8.1.3. Approval of Amended RIC Bylaws (Enclosed for RIC members only)

C. Copeland explained that unnecessary legal language was removed from the bylaws. E. Piekut **MOVED** to approve the bylaw changes. S. Keans **SECONDED** the motion. Fred Kaen asked if a member of Farmington was on the Regional Impact Committee. There is not currently a member from the community of Farmington. All were **IN FAVOR**.

9. Discussion

9.1. Payment for Regional Impact Reviews

C. Copeland explained that she spoke with an attorney at the NH Municipal Association and that SRPC could ask to be reimbursed for completing assessments of regional impact. C. Copeland added that she would work on language that would go to communities explaining reimbursement procedures for this process.

10. Adjournment

B. Tapscott **MOVED** to adjourn. J. Hotchkiss seconded the motion, of which all were **IN FAVOR**.

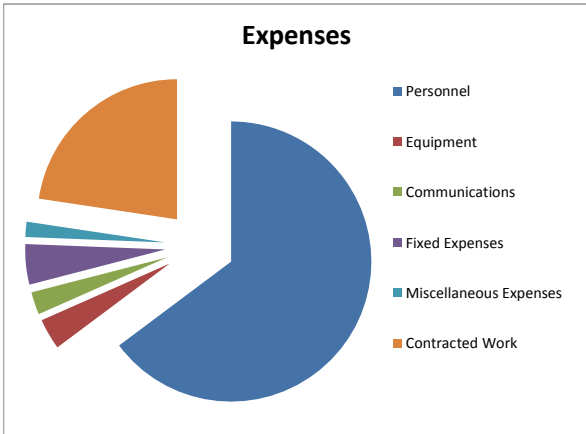
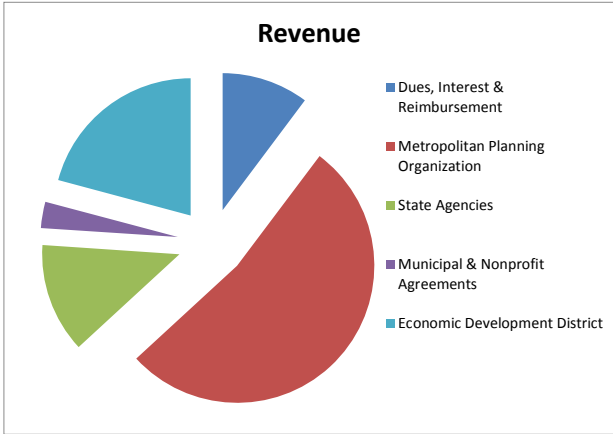
The Regional Impact Committee meeting adjourned at 5:20 p.m.

Respectfully submitted by,

**Shayna Sylvia
Communications and Outreach Specialist**

**Victoria Parmele
SRPC Chair**

Strafford Regional Planning Commission		
Approved FY2018 Budget		
Summary Table		
	Revenue	
Dues, Interest & Reimbursement	108,193	
Metropolitan Planning Organization	557,896	
State Agencies	136,323	
Municipal & Nonprofit Agreements	32,600	
Economic Development District	220,000	
		Expenses
Personnel		683,576
Equipment		37,757
Communications		27,366
Fixed Expenses		49,300
Miscellaneous Expenses		18,380
Contracted Work		238,600
Total	1,055,012	1,054,979
Net Deficit/Surplus	33	



Strafford Regional Planning Commission

	FY2017	FY2018
FY2018 EXPENSES	Adopted Budget Expenses	Approved Budget Expenses
Total	1,325,881	1,054,979
PERSONNEL	802,079 60%	683,576 65%
Salaries and Hourly Wages	607,000	510,000
Payroll Taxes	46,436	39,015
Health Insurance	93,690	86,890
Dental Insurance	5,442	4,400
Life Insurance	893	1,032
Shorterm Disability	2,172	1,860
Longterm Disability	691	744
Health Incentives	1,893	2,756
SIMPLE IRA Pension	17,133	15,450
Worker's Compensation	1,825	1,862
Payroll Processing - Quickbooks	2,700	2,700
Unemployment Insurance	6,204	3,867
Staff Training & Workshops	6,000	5,000
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NAD	10,000	8,000
EQUIPMENT	47,698 4%	37,757 4%
ARCInfo/View Software: Maintenance	7,400	6,732
Plotter: Monthly charge (see Depreciation)	-	-
Server: Monthly charge (see Depreciation)	-	-
Transpo Software Maintenance: Transcad, Nvivo, Ktraxpro, TerraSync	5,025	5,025
Office Software: Maintenance, purchase	8,000	5,000
Maps, Databases for Transportation Model	-	-
Traffic Count; Equipment and Repairs	15,000	12,000
Equipment Rental and Repair	1,000	500
Copier: Maintenance	7,300	6,500
Postage Meter: Lease, Maintenance	1,473	-
Office Furniture- Bookcases, shelves, miscellaneous	2,500	2,000
COMMUNICATIONS	26,625 2%	27,366 3%
Postage and Delivery	1,450	1,300
Travel	20,000	21,000
Office Phone System	1,975	1,866
Internet	2,000	2,000
Marketing and Media Outreach Activities	1,200	1,200
FIXED EXPENSES	47,629 4%	49,300 5%
Property & Liability	4,699	4,800
Audit and Accounting Services	12,000	11,500
Depreciation	930	3,000
Rent	30,000	30,000
ADMINISTRATIVE EXPENSES	21,880 2%	18,380 2%
Printing	3,500	3,500
Legal	2,500	2,500
Office and Mapping Supplies	4,500	4,500
Office Expense	1,880	1,880
Meeting Expenses	6,500	3,000
Library & Subscriptions: NH Planning Books	3,000	3,000
OUTSOURCED CONTRACTS	379,970 29%	238,600 23%
Web Design & Maintenance	3,000	3,000
Traffic Model Assistance	10,000	8,000
IT Services	3,240	3,600
Financial Services	57,600	57,000
EPA Brownfields subcontract for engineering consultant	218,000	140,000
SHRP2 subcontract with MPOs, RPCs	75,000	6,000
Watershed Assistance: DUR Permeable Barrier	0	21,000
Local Sourcewater NKT	13,130	0
	100%	100%

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DATE: June 15, 2017

TO: SRPC Commissioners

FROM: Victoria Parmele, Chair, Executive Committee

RE: Election of Officers and Executive Committee for FY 2018

At the March 17, 2017 Executive Committee (E.C.) meeting SRPC staff asked E.C. members about their interest in continuing to serve on the committee in FY2018. Committee members nominated Bob Jaffin to serve as Vice Chair of the Executive Committee, and all other officers and members shared that they would like to remain in their current positions. The exception to this was Wayne Burton, who explained that he would step down from the Executive Committee, but remain on the Commission.

On April 12, 2017 Strafford Regional Planning Commission staff sent out a solicitation email to Commissioners explaining that there were two open alternate positions on the Executive Committee. Newmarket Commissioner Peter Nelson expressed interest in joining.

At the meeting of the Executive Committee on April 21, 2017 the following slate of Officers, four members, and one alternate position for the Executive Committee was recommended for consideration and approval of the full Commission at the June 22, 2017 Annual Meeting. Tony McManus was moved from an alternate position to a member position, and Peter Nelson was proposed as an alternate.

Commissioner	Office	Community	Term	Commission Term
Victoria Parmele	Chair	Northwood	FY 2018	3/31/2019
Bob Jaffin	Vice-Chair	Rochester	FY 2018	6/6/2020
Tom Crosby	Secretary/Treasurer	Madbury	FY 2018	9/1/2018
Brian Tapscott	Member	Somersworth	FY 2018	5/2/2020
Sandy Keans	Member	Rochester	FY 2018	6/3/2018
Judith Nelson	Member	Rollinsford	FY 2018	4/21/2019
Tony McManus	Member	Dover	FY2018	11/4/2019
Peter Nelson	Alternate	Newmarket	FY 2018	3/1/2021
Vacant	Alternate		FY 2018	

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.

