



SRPC FISCAL COMMISSIONER'S YEAR HANDBOOK '25

ACCEPTED: June 21, 2024

STRAFFORD
Regional Planning Commission

THE ROLE OF THE COMMISSION

Strafford Regional Planning Commission works with municipalities, statewide organizations and other partners to provide technical assistance with planning documents, outreach projects and regulations. We create a space for our stakeholders to connect and share information and we provide information to the public, offering opportunities for engagement with important planning initiatives.

We serve our communities in two additional designated roles, as a Metropolitan Planning Organization (transportation planning), and as an Economic Development District. We work closely with the NH Department of Transportation to implement data collection programs, assist and advocate for local transit agencies and municipal projects, and create long range plans that address safety and quality of life. With guidance from our partners, we maintain a regional economic development strategy that includes economic trends and local priority projects. We also assist with economic development strategies and facilitate regional discussion.

OFFICERS

David Landry, Chair
Peter Nelson, Vice Chair
Barbara Holstein, Secretary/Treasurer

CONTACT US

150 Wakefield Street, Suite 12
Rochester, NH 03867
e-mail: SRPC@strafford.org
Website: www.strafford.org

MUNICIPALITIES

Barrington
Brookfield
Dover
Durham
Farmington
Lee
Madbury
Middleton
Milton
New Durham
Newmarket
Northwood
Nottingham
Rochester
Rollinsford
Somersworth
Strafford
Wakefield

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WELCOME

This document serves as a resource for Commissioners in understanding the structure and processes of the Commission. It is a useful resource for new Commissioners and other interested parties in that it provides an overview of how SRPC is organized, how it functions, and what the roles of the Commissioners and Executive Committee members are. It also lists the members of the SRPC staff and regular SRPC events, as a resource for all Commissioners.

Introduction to Strafford Regional Planning Commission

Strafford Regional Planning Commission (SRPC) works with municipalities, statewide organizations, and other partners to provide technical assistance with planning documents, outreach, projects, and regulations. We create a space for our stakeholders to connect and share information, and we provide information to the public, offering opportunities for engagement with important planning initiatives.

SRPC serves our communities in two additional designated roles, as a Metropolitan Planning Organization, and as an Economic Development District. We work closely with the NH Department of Transportation to implement data collection programs, assist, and advocate for local transit agencies and municipal projects, and create long-range plans which address safety and quality of life. With guidance from our partners, we maintain a regional economic development strategy that includes economic trends and local priority projects. We also assist local communities with economic development strategies and facilitate regional discussion.

Mission

Strafford Regional Planning Commission's mission is to ensure that the region is responsive to the needs of its residents through cooperation with the federal and state agencies and its member municipalities, through the implementation of its policies and plans, and through the provision of local planning assistance. These actions foster sustainable development and improve the quality of life in the region. Sustainable development balances economic progress with environmental protection and community well-being.

Vision

SRPC's vision represents the collective ideals of our communities. It is the aspirational goal which we seek to achieve, and it shapes what we do. The vision answers the question "what should the Strafford Region be 20-30 years from today" and is similar to ones that guide municipal master plans. SRPC's vision was adopted January 2015 as part of SRPC's regional plan, Local Solutions for the Strafford Region.

The Strafford Region is distinguished by its high quality of life – characterized by vibrant downtown communities, strong economies, coastal areas, and forested landscapes. The region offers excellence in education, health, and civic engagement while providing equitable access to transportation options, housing choices, and recreation opportunities.

Services

Strafford Regional Planning Commission offers many services, such as the ones below, to its members communities, partners, and other stakeholders. To learn more about each visit the [SRPC website](#)

- Active Transportation
- Bicycle and Pedestrian Counts
- Brownfields Assessment Program
- Building Permit Reporting
- Circuit Riding
- Communications and Marketing
- COVID Recovery Funding Opportunities
- Culvert Assessments
- Custom Mapping and Analysis
- Development of Regional Impact Review
- Grant Writing
- Graphic Design
- Hazard Mitigation
- Master Plans
- MS4 Assistance
- Municipal Records Digitization
- Outreach
- Pavement Conditions
- Public Health
- Resources for Non-English Speaking Business Owners
- Sidewalk Assessments
- Stormwater Regulation Updates
- Tax Map Updates
- Technical Assistance for Small Businesses

Organizational Overview

Commissioners

Appointed by 18 Municipalities and Strafford County



Executive Committee

7 Members Elected by Commissioners for one-year-term



Executive Director



SRPC Staff

Planning, GIS, & Communications

Principal Regional Planner (3)
Principal Transportation Planner (1)
Senior Econ. Development Planner (1)
Senior Regional Planners (4)
Senior GIS Planner (1)
Senior Data Analyst (1)
Transportation Analyst (1)
GIS and Transportation Intern (1)
Housing Navigator (1)

Administrative Services

Executive Director
Assistant Director
Financial Manager
Office Coordinator

Other Official Committees

Strafford RPC

Regional Impact
Committee (RIC)
Resiliency Subcommittee

Strafford MPO

Technical Advisory
Committee (TAC)
Policy Committee

Strafford EDD

EDD Strategy Committee
Seacoast Economic
Development Stakeholders

INTRODUCTION TO BEING A COMMISSIONER

Role and Expectation

The role of a Commissioner with Strafford Regional Planning Commission (SRPC) is to offer insight and guidance regarding projects and processes of the Commission through discussions at meetings, input to staff for reports, and adoption of reports and other planning documents. Additional responsibilities include adopting and amending the Bylaws; adopting the Annual Budget and Annual Dues; and electing Officers and Executive Committee members.

SRPC Commissioners are also members of the Strafford Metropolitan Planning Organization (MPO) Policy Committee and serve on the Board of Directors for the Strafford Economic Development District (EDD). The Policy Committee provides a forum for the development of regional transportation policies for the SMPO and acts as a vehicle to coordinate the implementation of these policies. The Strafford EDD is a federally designated organization responsible for the maintenance and implementation of a regional Comprehensive Economic Development Strategy (CEDS) and other technical assistance related with economic development.

Membership

Per RSA 36: 45-58 each municipality, which shall become a member of this Commission, shall be entitled to two representatives on said Commission. A municipality with a population over 10,000 but less than 25,000 shall be entitled to have three representatives on said Commission, and a municipality with a population of 25,000 or over shall be entitled to have four representatives on said Commission.

Population shall be deemed to be determined by the last federal census. Representatives on the Commission shall be nominated by the planning board of each community from the residents thereof and shall be appointed by the municipal officers of each municipality. Commissioners are appointed for four-year terms.

Major Responsibilities and Duties

- A Commissioner is expected to attend SRPC's quarterly meetings.
- Commissioners are asked to set aside time to read SRPC emails, newsletters, reports, and other documents to keep current on what is going on in the region. and to review packet materials prior to meetings.
- Represent your municipality at Commission, EDD Board, and MPO Policy Committee meetings. There may also be opportunities to serve on subcommittees for various SRPC projects.

- Discuss your perspective and concerns regarding both local and regional issues with your fellow Commissioners.
- Brief your municipality's boards and officials on issues facing the region.
- Encourage your community officials to use you as their contact with the Commission.
- Volunteer to serve on special committees, such as the Regional Impact Committee, and to attend planning seminars and workshops.
- Volunteer to serve as an SRPC representative to the New Hampshire Association of Regional Planning Commissions.

Additional Opportunities for Involvement

- Executive Committee
- Resiliency Subcommittee
- Regional Impact Committee
- As-Needed on SRPC Projects

Meetings

The Commission holds monthly meetings on the third Friday of the month at 9 a.m. The meetings rotate between the Economic Development District (EDD), the Regional Planning Commission, (RPC), and the Metropolitan Planning Organization (MPO).

The Commission shall have Quarterly Field Trip Meetings, Thursdays, 3:45-5:30 PM, in Sept., Dec., Feb., and Jun. The meeting held during the fourth quarter of the fiscal year shall be designated as the Annual Meeting, at which time officers for the next fiscal year shall be elected and an annual budget adopted. The annual budget may instead be adopted at the prior meeting if the Commission desires.

The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each representative and alternate at least five days before each regularly scheduled meeting. The meeting held during the fourth quarter of the fiscal year shall be designated as the Annual Meeting, at which time officers for the next fiscal year shall be elected and an annual budget adopted. The annual budget may instead be adopted at the prior meeting if the Commission desires.

Business Ethics and Conduct

A Commission member is expected to engage in best practices for professional and civic conduct.

Commissioners shall not engage in the following actions:

- Disclose any confidential Commission information that is available solely as a result of the individual's affiliation with the Commission to any person not authorized to receive such information or use to the disadvantage of the Commission any such confidential information without the express authorization of the Commission and Executive Director.
- Accept or seek on behalf of oneself or any other person, any financial advantage or gain of other than nominal value offered as a result of the individual's affiliation with the Executive Committee.
- Knowingly take any action or make any statement intended to influence the conduct of the Commission in such a way to confer any financial benefit or any person, corporation, or entity in which the individual has a significant interest or affiliation.
- Authorize the use of or use for the benefit or advantage of any person, the name, endorsement, services, or property of the Commission, except in conformance with Commission policy.

Meeting Etiquette

- Be present at the scheduled start of the meeting.
- Be respectful of the views of others.
- Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.
- Do not interrupt others or start talking before someone finishes.
- Do not engage in cross talk.
- Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.
- Active participation is encouraged from all members.
- When speaking, participants should adhere to topics of discussion directly related to agenda items.
- When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.

EXECUTIVE COMMITTEE POSITION DESCRIPTION

The role of the Executive Committee (E.C.) is to oversee the administration of the organization. In carrying out its responsibilities, the E.C. shall strive to ensure that work produced by SRPC is in accordance with the policies of the Commission, as stated in the mission statement and other Commission actions.

Membership: Officers, members, and alternates shall have served at least two years as a Commissioner on the SRPC. This qualification may be waived if the prospective member has public service experience deemed equivalent to two years of service as a Commissioner.

Major Responsibilities & Duties

- Become familiar with the Commission's finance and resource needs.
- Understand the policies and procedures of the Commission.
- Attend and participate in meetings on a regular basis.
- Oversee the administration of the Commission.
- Hire and supervise the Executive Director.
- Adopt personnel policies.
- Monitor fiscal matters and accept monthly financial statements and annual audit.
- Recommend to the Commission an annual budget and any necessary amendments.
- Authorize all capital expenditures in excess of executing contracts.
- Strive to ensure that work products are in accordance with policies of the Commission.
- Help communicate and promote the mission and programs of the Commission to the region.

- Other duties as may be deemed appropriate by the Commission. Committee Configuration.

Officers and Length of Term

The Committee will consist of a Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting. The Executive Committee shall fill member vacancies from the Commission. Such appointments shall expire at the end of the fiscal year. Any officer may be removed for cause, as defined in the bylaws, by a two-thirds vote at a Commission meeting.

Accountability

Work is conducted according to legal requirements, APA/AICP standards of planning and data management, and general business standards. All members shall comply with applicable federal, state, and local laws and regulations and with Commission policies and regulations.

Meetings and Time Commitment

The E.C. meets at 8 a.m. on the third Friday of every month, at the Rochester Community Center. Meetings typically last one hour unless essential business requires otherwise. A quorum of the E.C. is deemed as four members. Robert's Rules of Order will govern.

HISTORY

In the article "Why Preserving History Matters", New York Times best-selling author Steve Berry explains, "History is not something obscure or unimportant. History plays a vital role in our everyday lives. We learn from our past in order to achieve greater influence over our future."¹ This is especially important considering SRPC's function as a regional planning entity. To plan for the future of the Strafford region, it is important to learn from the past. Considering this, SRPC took on the task, in the summer of 2015, to research the history of the organization.

While SRPC's roots date back to the mid-1960s, the story begins slightly earlier, in 1962. Although a transportation entity for the Strafford region would not be established until 1982, the Federal Highway Act of 1962 created the federal requirement for urban transportation planning. This legislation was related to the construction of the Interstate Highway System. The act required recipients of federal transportation funds allocated to urban areas with populations of 50,000 or more to base their work on the 3C planning process (continuing, comprehensive, and cooperative).

Three years later, in 1965, all 224 urbanized areas in the United States had some type of urban transportation planning process in the works. (Urbanized areas are based on population density and include residential, commercial, and other land uses with a minimum population of 50,000 people).

1965 was a significant year for the establishment of a formal process for regional planning. Under President Lyndon B. Johnson, the Housing and Urban Development Act of 1965 made funding available for organizations composed of public officials responsible for metropolitan or urban areas. This legislation encouraged the formation of regional planning organizations administered by elected officials.

President Johnson urged state and local planning agencies to work together in using common or consistent planning bases. He also encouraged the "utilization of common boundaries for planning and development districts or regions assisted by the federal government and consistent with districts established by state planning entities."²

Fulfilling this request, New Hampshire Gov. John King established the Governor's Committee on Regional Planning to delineate planning zones through a statewide study in the autumn of 1968. Around the same time, Rochester Mayor Royal Edgerly took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester-Somersworth area. As an outcome of Gov. King's task force, all municipalities in Strafford County and the towns of Nottingham and Newmarket in Rockingham County were designated as region #17 in 1968.

¹*Why Preserving History Matters*. Steve Berry http://www.huffingtonpost.com/steve-berry/why-preserving-history-matters_b_1446631.htm

² *September 2, 1966, Presidential Memorandum, Lyndon B. Johnson*

Following the designation of planning regions, Gov. King declared that the Committee on Regional Planning would continue for members to discuss regional planning and cooperation between communities. With a region already established, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission.

Shortly after the formation of this commission, New Hampshire adopted legislation (RSA 36:45-53) that allowed municipalities and counties to join in the formation of regional planning commissions and established their duties and powers. By 1971, when the Strafford Regional Planning Commission was officially established, three new municipalities had joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970). An office was opened at 600-A Central Avenue in Dover. At this time, the Commission was granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities and given the A-95 Clearinghouse designation by Gov. Walter Peterson.

In July 1972, Gov. Peterson, through Executive Order Number 15, combined the 17 regions in New Hampshire into six sub-state planning regions. To eliminate duplicative efforts, SRPC, Southeastern New Hampshire Planning Commission (headquartered in Exeter), and Southern Rockingham Regional Planning District (headquartered in Salem) were merged into Sub-State Region #6.

Due to this change in regional boundaries, the three regional planning commissions were joined administratively into the Strafford-Rockingham Regional Council. However, each maintained separate organizational structures and offices through the 1970s.

With changes in national policy in the early 1980s, funds that the regional planning commissions had depended on were withdrawn. (HUD had been the source of most of those funds.) New sources of funding and fiscal management strategies had to be established in order for the Commission to continue to operate and provide services. 1980 marked another move for SRPC, which relocated to an office in the Strafford County Justice and Administration building in Dover. Around this time, the Strafford-Rockingham Regional Council was dissolved and SRPC became fully independent. In 1982, the Rockingham Planning Commission and the Southeastern Regional Planning Commission combined to become the Rockingham Planning Commission (RPC).

A new source of transportation funds became available when Gov. Hugh Gallen designated a three-party Metropolitan Planning Organization (MPO) in September 1982. This new entity was formed by designating SRPC, the RPC, and a policy committee as the MPO responsible for implementing the 3C transportation planning process for the New Hampshire portion of the Portsmouth-Dover-Rochester, NH-Maine urbanized area.

Transportation planning within this organizational structure continued until 1993, after the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Clean Air Act Amendments of 1990 (CAAA) had been passed. With this legislation

came significant changes to the MPO structure. First, the MPO study area was expanded to include the entire air quality non-attainment areas within the two regional planning commissions' boundaries. This was done to comply with federal requirements that either MPOs assume planning responsibility for adjacent rural communities not in attainment of federal ambient air quality standards, or that the State implement a transportation planning process for those communities. With the exception of the town of Wakefield, the entire Rockingham Planning Commission and SRPC planning districts at that time were classified as being in "non-attainment" for ozone pollution.

Another change took place on April 16, 1993, when the MPO was redesignated by Gov. Steve Merrill to consist only of the SRPC and the Rockingham Planning Commission acting jointly. To be consistent with the other New Hampshire MPOs, and to incorporate policy-level oversight for the entire MPO study area, the Transportation Policy Committee, which functioned as an external advisory committee to the Rockingham Planning Commission, was abolished and instead began functioning directly as the Policy Committee of the Seacoast Metropolitan Planning Organization. The Technical Advisory Committee remained as previously organized. The two regional planning commissions co-directed the Commissioners from the 35 communities within the MPO study area together with the relevant state, federal, and local agencies. Together, they functioned as the Seacoast MPO Policy Committee, reviewing and approving all MPO transportation plans, programs, and policies.

In 2001, SRPC moved its office to 2 Ridge Street in Dover.

The Seacoast MPO existed until July 2007, when Gov. John Lynch re-designated the Seacoast MPO as two separate MPOs coterminous with the planning boundaries of Rockingham Regional Planning Commission and SRPC. This change was based on federal MPO designation rules following the 2000 census, in which the former Portsmouth-Dover-Rochester, NH-Maine urbanized area was split into the Dover-Rochester, NH-ME UZA and the Portsmouth-Kittery, NH-ME UZA.

2010 marked another move for SRPC, to our current office at 150 Wakefield Street in Rochester. The latest and greatest change to the organizational structure of SRPC came with a 2015 Economic Development Administration federal designation. On January 30, 2015 the Strafford economic development region (which is the SRPC planning region minus the communities in Rockingham County) was designated an Economic Development District.

What is to come in the future? Only time will tell. But we will continue to look back to our past in order to prepare for our future. As we learn more about our past, we will share this information with you as we prepare to celebrate 50 years as a regional planning entity.

TIMELINE

Concerned with long-range planning initiatives, Royal Edgerly, mayor of Rochester, took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester-Somersworth area. In his November 1967 letter, Mayor Edgerly wrote:

"Roads, schools, hospitals, water and sewer systems are being designed and built to serve groups of communities, but generally long-range planning is being conducted by communities only on an individual basis. Few formal attempts have been made to conduct coordinated planning to take steps to form a regional planning agency".

Because of this initial meeting, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission. Walworth Johnson of Dover was elected the first chairman of the Commission.

On December 26, 1968, Governor King established 17 planning regions in New Hampshire. As a result of a study prepared by a governor-appointed New Hampshire Committee on Regional Planning, all municipalities in Strafford County, plus Nottingham and Newmarket in Rockingham County, were incorporated into the original planning commission. The new region was designated #17.

1969 The State of New Hampshire adopted enabling legislation allowing municipalities and counties to join in the formation of regional planning commissions and establish their duties and powers (RSA 36:45-53). These statutes were revised in 1970.

1971 When the Strafford Regional Planning Commission (SRPC) was officially formed, three new municipalities joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970).

Charles B. Noyes appointed as the first full-time director. An office was opened at 600-A Central Avenue, Dover.

The Commission is granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities; and the A-95 Clearinghouse designation by Governor Peterson. Beginning November 3, 1971, all location applications for federal funds were referred to SRPC for comment and recommendation.

1972 Lee joined the Commission.

Rebecca B.W. Frost of Durham elected chair.

Silas Weeks appointed interim director in August upon the death of Charles Noyes. Governor Peterson, through Executive Order Number 15, combined

the 17 regions in New Hampshire into six Sub-State Planning Regions. In order to eliminate duplication, SRPC; Southeastern New Hampshire Planning Commission, headquartered in Exeter; and Southern Rockingham Regional Planning District, headquartered in Salem; were merged into Sub-State Region #6 on July 1, 1972.

1973 Nottingham joined SRPC.

Michael Kulka appointed as director.

Commission's office relocated to 90 Washington Street, Dover.

1974 The towns, through Town Meeting vote, and the cities, through City Council action, voted to join SRPC and the Strafford-Rockingham Regional Council, formerly called Sub-State District #6. With this action, the municipalities gained dual membership in both SRPC and the Council.

Their representatives became members of both organizations.

Joan Schreiber of Madbury elected chair.

1975 George Olson appointed as executive director.

Middleton joined SRPC.

1976 Aaron Chadbourn of Lee elected chair.

Jack Mettee appointed executive director

1977 Governor Thomson, through Executive Order 77-3, transferred Northwood from Region 5 to Region 6

1980 Edmund Jansen, Jr. of Rollinsford elected chair.

1981 Milton joined the Commission.

1982 At the request of the Commission and Council representatives, Governor Gallen issued Executive Order number 82-7 authorizing the separation of SRPC from the Strafford Rockingham Regional Council.

1983 Jimmy Hicks appointed executive director.

1984 Dover rejoined the Commission.

1985 James Yurick of Somersworth elected chair.

1986 Northwood became a Commission member.

Richard Danforth appointed executive director.

1987 Paul Smith appointed executive director.

1989 Donald Sumner of Durham elected chair.

- 1990** William Baber of Dover elected chair.
- 1991** Edward McNitt of Durham elected chair.
- 1993** Jack Creamer of Strafford elected chair.
Steve Burns appointed executive director.
Governor Merrill, through Executive Order 93-3, transferred Wakefield from Region 2.
- 1995** Ronald Cole of Dover elected chair.
- 1999** Samuel Reid of Somersworth elected chair.
Cynthia Copeland, AICP, appointed executive director.
- 2000** George Rief of Durham elected chair.
- 2001** Commission office relocated to 2 Ridge Street in Dover.
- 2002** Governor Shaheen, through Executive Order 2002-6, transferred Brookfield from Region 2 to Region 7.
Thomas Fargo of Dover elected chair.
- 2006** Alphonse Dixon of Newmarket appointed interim chair.
- 2007** Edmund Jansen, Jr. of Rollinsford elected chair.
Governor John Lynch authorized the dissolution of the joint Seacoast Metropolitan Planning Organization (MPO) creating separate Strafford and Rockingham MPOs.
- 2008** Larry Brown of Milton elected chair.
- 2009** Edmund Jansen, Jr. of Rollinsford elected chair.
- 2010** Commission office relocated to 150 Wakefield Street in Rochester.
- 2012** Lucien Vita of Middleton elected chair.
- 2013** Brian Tapscott of Somersworth elected chair.
- 2015** SRPC received federal designation from the EDA as an Economic Development District (EDD).
- 2016** Victoria Parmele of Northwood elected chair.
- 2018** Jennifer Czysz appointed as Executive Director.
- 2021** Dave Landry of Dover elected chair.

FY2025 MEETING SCHEDULE

Commissioners and transportation partners meet monthly to govern our three programs as well as quarterly to engage in peer learning opportunities for each:

- **RPC:** Regional Planning Commission (Commissioners)
- **EDD:** Economic Development District Board of Directors (Commissioners)
- **MPO:** Metropolitan Planning Organization’s Transportation Policy Committee (Commissioners + Transportation Partners)

Meetings are typically held on the 3rd Friday of the month at the SRPC Office, Conference Room 1A. The Executive Committee meets right before the regular monthly meeting in the same room. Quarterly field trips are held across the region.

Fiscal Year 2025 Schedule

Date	Location	Executive Committee Time	Commission Time	Commission Program*
Fri. Jul. 12, 2024	SRPC	10:30-11:30 AM	9-10:30 AM	MPO
Fri. Aug. 16, 2024	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri. Sep. 20, 2024	SRPC	8-9:00 AM	9-10:30 AM	RPC
Thur. Sep. 26, 2024	Field Trip/ TBD	NA	3:45-5:30 PM	EDD
Fri. Oct. 18, 2024	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri, Nov. 15, 2024	SRPC	8-9:00 AM	9-10:30 AM	EDD
Thu. Dec. 5, 2024	Field Trip/ TBD	NA	3:45-5:30 PM	MPO
Fri. Dec. 20, 2024	SRPC	8-9:00 AM	9-10:30 AM	RPC
Fri, Jan. 17, 2025	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri. Feb. 21, 2025	SRPC	8-9:00 AM	9-10:30 AM	EDD
Thu. Feb. 27, 2025	Field Trip/ TBD	NA	3:45-5:30 PM	RPC
Fri. Mar. 21, 2025	SRPC	8-9:00 AM	9-10:30 AM	RPC
Fri. Apr. 18, 2025	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri. May 16, 2025	SRPC	8-9:00 AM	9-10:30 AM	EDD
Fri. Jun. 20, 2025	SRPC	8-9:00 AM	9-10:30 AM	RPC
Thu. June 26, 2025	TBD	NA	11 AM – 2 PM	All

* Tentative line up of SRPC programs, subject to change. One or more program areas may partner for a single meeting.

COMMISSIONER DIRECTORY

Community	Commissioners	Appointment Expiration
Barrington	Steve Diamond	07/01/2025
	Matthew Towne	07/09/2027
Brookfield	Marshall Goldberg	03/02/2028
	Chris Kinville	03/02/2026
Dover	Steve Brown	11/04/2028
	David Landry	11/04/2027
	Lindsey Williams	11/04/2025
	Sophie Robinson	11/04/2026
Durham	Vacant	04/30/2029
	Wayne Burton	04/30/2028
	Michael Lehrman	04/30/2026
Farmington	Vacant	03/31/2029
	Vacant	01/01/2027
Lee	Katrin Kasper	11/21/2024
	Mary Woodward	03/01/2025
Madbury	Mark Avery	03/01/2025
	Vacant	09/01/2026
Middleton	Kate Buzard	05/28/2025
	John Mullen	05/28/2027
Milton	John Nute	12/09/2026
	Karen Golab	03/13/2027
New Durham	Vacant	10/28/2024
	Vacant	06/28/2027
Newmarket	Peter Nelson	03/01/2025
	Vacant	12/07/2024
Northwood	Vacant	04/30/2027
	Scott Martin	04/30/2025
Nottingham	Vacant	02/01/2029
	Teresa Bascom	05/13/2026
Rochester	Barbara Holstein	06/06/2027
	Kevin Sullivan	06/30/2025
	Rick Healey	06/06/2028

Community	Commissioners	Appointment Expiration
	Joe Boudreau	06/30/2026
Rollinsford	Vacant	04/21/2025
	Vacant	04/21/2027
Somersworth	Chris Horton	05/02/2026
	Mark Richardson	05/31/2025
	Michael Bobinsky	05/02/2028
Strafford	Donald Coker	08/15/2025
	Vacant	08/01/2028
Wakefield	Vacant	08/01/2026
	Vacant	08/1/2024
Strafford County	George Maglaras	Indefinite

EXECUTIVE COMMITTEE

The officers for the Commission and members of the Executive Committee for FY 2025 are listed below.

Officers

Chair: Dave Landry, Dover

Vice Chairperson: Peter Nelson, Newmarket

Secretary/Treasurer: Barbara Holstein, Rochester

Executive Committee Members

Michael Bobinsky, Somersworth

Katrin Kasper, Lee

Joe Boudreau, Rochester

Matt Towne, Barrington

Alternates

Michael Lehrman, Durham

STAFF DIRECTORY

Blair Haney

Principal Regional Planner
bhaney@strafford.org



Brian Notinger

GIS Intern
intern@strafford.org



Colin Lentz

Principal Transportation Planner
Clentz@strafford.org



Courtney Grugnale

Housing Navigator
cgrugnale@strafford.org



Jackson Rand

Senior GIS Planner
jrand@strafford.org



Jennifer Czysz

Executive Director
jczysz@strafford.org



Kathy Foster

Financial Manager
kfoster@strafford.org



Kerrie Diers

Principal Planner
kdiers@strafford.org



Kyle Pimental
Assistant Director
kpimental@strafford.org



Lisa J. Murphy
Senior Regional Planner
lmurphy@strafford.org



Mark Davie
Senior Regional Planner
mdavie@strafford.org



Megan Taylor-Fetter
Office Coordinator
mtaylorfetter@strafford.org



Michael Polizzotti
Senior Economic Development Planner
mpolizzotti@strafford.org



Natalie Gemma
Senior Regional Planner
nmoles@strafford.org



Rachel Dewey
Senior Data Analyst
rdewey@strafford.org



Stephen Geis
Planning Technician
sgeis@strafford.org



ACRONYMS

Acronym	Name
3C	Continuing, Comprehensive, & Cooperative Transportation Planning Process
AADT	Annual Average Daily Traffic
AASHTO	American Association of State Highway and Transportation Officials
AARP	American Association of Retired People
ACS	American Community Survey
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
ADU	Accessory Dwelling Unit
APA	American Planning Association
APTA	American Public Transportation Association
BFA	Bicycle Federation of America
BMPs	Best Management Practices
CAA	Clean Air Act Amendments of 1990
CARES Act	The Coronavirus Aid, Relief, and Economic Security Act
CCSNH	Community College System of New Hampshire
CDBG	Community Development Block Grants
CDC	Center for Disease Control
CDFA	Community Development Finance Authority
CEDS	Comprehensive Economic Development Strategy
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CILUG	Coastal Innovative Land Use Guide
CIP	Capital Improvement Plan
CHAT	Communities for Healthy Aging Strategies
CMAQ	Congestion Mitigation and Air Quality Funding Program
CNHRPC	Central New Hampshire Regional Planning Commission
CO	Carbon Monoxide
COAST	Cooperative Alliance for Seacoast Transportation
COG	Council of Governments
CORD	Council on Resources and Development
CTPP	Census Transportation Planning Package
DES	Department of Environmental Services
DOT	Department of Transportation
DRA	Department of Revenue Administration
DRED	Department of Resources and Economic Development
EDD	Economic Development District
EMM	Explore Moose Mountains
EPA	Environmental Protection Agency

Acronym	Name
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FCC	Federal Communications Commission
FEET	Frederick E. Everett Turnpike
FEMA	Federal Emergency Management Administration
FHWA	Federal Highway Administration
FIRM	Flood Insurance Rate Map
FmHA	Farmers Home Administration
FMV	Fair Market Value
FTA	Federal Transit Administration
FY	Fiscal Year
G&C	Governor & Executive Council
GACIT	Governor's Advisory Commission on Intermodal Transportation
GARVEE	Grant Anticipation Revenue Vehicle (borrows against federal funds)
GIS	Geographic Information System
GBCC	Great Bay Community College
HB 1817	House Bill 1817-Special Funding for red listed bridges
HCM	Highway Capacity Manual
HDC	Historic District Commission
HHW	Household Hazardous Waste
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Program
HUD	Housing and Urban Development
ICMA	International City Management Association
ITE	Institute of Transportation Engineers
LAB	League of American Bicyclists
LCHIP	Land and Community Heritage Investment Program
LEDPA	Least Environmentally Damaging Practicable Alternative
LF	Labor Force
LOB	Legislative Office Building
LRPC	Lakes Region Planning Commission
LTAP	Local Technical Assistance Program
LTS	Level of Traffic Stress, Bicycle or Pedestrian
LUST	Leaking Underground Storage Tank
LSWP	Local Source Water Protection
LWCF	Land and Water Conservation Fund
MBE	Minority Business Enterprise
MINUPT	Microcomputer Based Software for the Urban Transportation Planning System
MPO	Metropolitan Planning Organization
MS4	Municipal Separate Storm Sewer Systems

Acronym	Name
MTP	Metropolitan Transportation Plan
NARC	National Association of Regional Councils
NCC	North Country Council
NEARC	New England Association of Regional Councils
NEARC	Northeast Arc Users Group
NHACC	New Hampshire Association of Conservation Commissions
NHRA	New Hampshire Realtors Association
NHARD	New Hampshire Air Resources Division
NHDES	New Hampshire Department of Environmental Services
NHDHR	New Hampshire Division of Historical Resources
NHDOT	New Hampshire Department of Transportation
NHES	New Hampshire Employment Security
NHFPI	New Hampshire Fiscal Policy Institute
NHHFA	New Hampshire Housing Finance Authority
NHMA	New Hampshire Municipal Association
NHOEP	New Hampshire Office of Energy and Planning
NHPA	New Hampshire Planners Association
NHPR	New Hampshire Public Radio
NHRSA	New Hampshire Revised Statutes Annotated
NHS	National Highway Systems
NPL	National Priorities List: List of hazardous waste sites eligible for Super trust funds
NPS	National Park Service
NPS	National Pollution Source
NRCS	National Resources Conservation Service
NRPC	Nashua Regional Planning Commission
NTI	National Transit Institute
O-D Survey	Origin Destination Survey: A procedure used to obtain data on travel patterns
PFAS	Per and Polyfluoroalkyl Substances
PL FUNDS	Transportation Planning Funds Allocated to the MPO's
PMS	Pavement Management System
PMSA	Primary Metropolitan Statistical Area
POP!	Promoting Outdoor Play
PPE	Personal Protection Equipment
PPP	Paycheck Protection Program
PREP	Piscataqua Region Estuaries Partnership
PREPA	Piscataqua Region Estuaries Partnership Assessment
PUC	Public Utilities Commission
PUD	Planned Unit Development
RCRA	Resource Conservation and Recovery Act

Acronym	Name
RPA's	Regional Planning Agencies
RPC	Regional Planning Commission
RPC	Rockingham Planning Commission
RSA	Revised Statutes Annotated (New Hampshire Body of Laws)
RSMS	Road Surface Management System
Rte.	Route
SAB	State Aid Bridge Program
SABR	Seacoast Area Bicycle Routes
SAH	State Aid Highway Program
SARA	Superfund Amendments and Reauthorization Acts
SB 367	Senate Bill 367-4.2 Cents Road toll tax (gas tax)
SBA	Small Business Association
SEDS	Seacoast Economic Development Stakeholders
SHPO	State Historic Preservation Office
SIP	State Implementation Plan for Air Quality Attainment
SNHPC	Southern New Hampshire Planning Commission
SPNHF	Society for the Protection of New Hampshire Forests
SPOA	State Plan on Aging
SPR	Statewide Planning and Research
SRPC	Strafford Regional Planning Commission
STBG	Surface Transportation Block Grant
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAP	Transportation Alternatives Program
TAC	Technical Advisory Committee
TAP	Technical Assistance Program
TAZ	Traffic Analysis Zone
TDD	Transportation Development District
TDM	Transportation Demand Management
TDR	Transfer of Development Rights
TIF	Tax Increment Financing
TIFIA	Transportation Infrastructure Finance & Innovation Act (Federal loan)
TIFIA DS	TIFIA Debt Service
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TRB	Transportation Research Board
TRR	Turnpike Rehabilitation & Reconstruction
TSM	Transportation Systems Management Actions
TTAC	Transportation Technical Advisory Committee
TYP	Ten Year Plan

Acronym	Name
UG	Uniform Guidance (AKA Super Circular)
UNH	University of New Hampshire
UPWP	Unified Planning Work Program
USDA	United States Department of Agriculture
USGS	US Geological Survey
UST's	Underground Storage Tanks
UTA	Urban Trails Alliance of Nashua
UZA	Urbanized Zone Area
UVLSRPC	Upper Valley-Lake Sunapee Regional Planning Commission
VMT	Vehicle Miles Traveled
VOIP	Voice Over Internet Protocol
WBE	Woman Business Enterprise
WHPA	Wellhead Protection Area
WSPCD	Water Supply and Pollution Control Division
ZBA	Zoning Board of Adjustment

QUORUM REQUIREMENTS



Green represents the number of members needed for a quorum.



Teal represents the additional appointed and voting members.



Dark gray represents communities that have not appointed members.



Light gray represents the communities that do not pay dues, and therefore do not have any voting representatives.

Commissioners/EDD Board of Directors

A quorum is representation of no less than 1/2 of the dues paying communities who have made appointments. As of July 2024, there are 14 dues paying communities with appointments. A quorum is representation of 7 communities.

Voting members include dues paying municipalities with appointed Commissioner(s) which include Barrington, Brookfield, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, Newmarket, Northwood, Rochester, Rollinsford, Somersworth, Strafford, and Wakefield.



Policy Committee

A quorum is $1 + 1/3$ (rounded up) of the municipal and voting agencies who have made appointments. As of July 2024, there are 14 dues paying communities and 4 voting agencies with appointments ($1/3$ of 18 is 6, plus 1 is 7). A quorum is representation of 7 voting member communities and agencies.

The voting members include dues paying municipalities with appointed Commissioner(s) in addition to the entities COAST, NHDES-ARD, NHDOT, and UNH that have appointed members.



Executive Committee (EC)

A quorum is 4 of the 7 elected EC members. Alternate members may be appointed by the Commissioners.



Strafford Regional Planning Commission

BYLAWS



Adopted: September 22, 1994
Amendments Adopted: January 28, 2010
Amendments Adopted: November 18, 2010
Amendments Adopted: February 22, 2018
Amendments Adopted September 23, 2021
Amendments Adopted January 19, 2024

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover Durham Farmington | Lee | Madbury | Middleton | Milton | New Durham
Newmarket | Northwood | Nottingham | Rochester Rollinsford | Somersworth | Strafford | Wakefield



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ARTICLE I: ORGANIZATION

A. DESIGNATION

The name of this planning agency shall be the Strafford Regional Planning Commission.

The Commission and its Commissioners acts as the:

- **Regional Planning Commission (RPC)**, which is designated by New Hampshire state statute.
- **Metropolitan Planning Organization Policy Committee (MPO)**, which is designated by the Federal Highway Administration.
- **Economic Development District Board of Directors (EDD)**, which is designated by the United States Economic Development Administration.

B. AUTHORIZATION

The **Strafford Regional Planning Commission**, hereinafter known as the Commission, is established in accordance with Chapter 36, New Hampshire Revised Statutes Annotated, as amended. The Commission is a political subdivision of the state with the powers and authority expressly provided for in Chapter 36. The Commission's primary responsibility is to develop a regional master plan and to provide technical assistance for local planning efforts.

The Commission is federally designated as a **Metropolitan Planning Organization (MPO)**. In its role as an MPO, the Commission is focused on regional transportation planning and technical assistance to municipalities. As an MPO, the Commission is required to maintain a long-range transportation plan and fulfill general and specific functions described in federal statute (23 CFR part 450).

The authorization for the MPO is set forth in an Executive Order dated August 10, 2007, whereby The Commission was designated as the cognizant MPO for the New Hampshire portion of the Rochester-Dover Urbanized area, pursuant to the Federal Highway Act of 1964.

The Commission was designated as an **Economic Development District (EDD)** by the Economic Development Administration (EDA) of the US Department of Commerce in 2015. In its role as an EDD, the Commission maintains a Comprehensive Economic Development Strategy for the region and facilitates collaboration among economic development stakeholders.

C. STRAFFORD REGIONAL PLANNING COMMISSION/MPO AREA:

The following communities constitute the **Strafford Regional Planning Commission**: Barrington, Brookfield, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Newmarket, Northwood, Nottingham, Rochester, Rollinsford, Somersworth, Strafford, and Wakefield.

Strafford MPO is comprised of:

1. Based on the 2020 Census, Communities within the Dover-Rochester, NH-ME urbanized area include: Dover, Durham, Newmarket, Rochester, Rollinsford, and Somersworth.
2. Non-Urbanized Communities include: Barrington, Brookfield, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Northwood, Nottingham, Strafford, and Wakefield.

The **Strafford Economic Development District** includes all the SRPC municipalities except Newmarket, Nottingham, and Northwood (which are represented by the Regional Economic Development Center).

D. ORGANIZATIONAL STRUCTURE

The Commission's fiscal year shall be July 1st through June 30th.

E. PRINCIPAL OFFICE:

The principal office of the Strafford Regional Planning Commission is located at SRPC Office at 150 Wakefield Street, Suite 12, Rochester, NH 03867 Office Hours: 8:30 am to 5:00 pm. Monday-Friday, Telephone: (603) 994-3500 Fax: (603) 994-3504 Email: SRPC@strafford.org; Website: www.strafford.org.

ARTICLE II: MISSION STATEMENT

Strafford Regional Planning Commission's mission is to ensure the region is responsive to the needs of its inhabitants, the Commission, in cooperation with federal and state agencies and with its communities, shall pursue a two-part mission of regional planning and local planning assistance, and it shall actively pursue implementation of the Commission's plans and policies.

Strafford Regional Planning Commission's mission is to ensure that the region is responsive to the needs of its residents through cooperation with the federal and state agencies and its member municipalities, through the implementation of its policies and plans, and through the provision of local planning assistance. These actions foster sustainable development and improve the quality of life in the region. Sustainable development balances economic progress with environmental protection and community well-being.

ARTICLE III: COMMISSION MEMBERSHIP

A. MEMBER MUNICIPALITIES

Municipalities of the Strafford Planning Region that have adopted planning boards may become members of the Commission by ordinance of resolution passed by their respective legislative bodies and will remain members until that action is rescinded. Members may include municipalities in an adjacent state. The Commission may, by resolution, determine the terms and conditions for accepting additional members, taking into account the timing of initial membership and responsibility for program areas already undertaken within the Commission's area of jurisdiction.

B. REPRESENTATION

Each municipality that becomes a member of the Commission shall be entitled to two representatives. A municipality with a population greater than 10,000 but less than 25,000 shall be entitled to three representatives, and a municipality with a population of 25,000 or more shall be entitled to four representatives on the Commission. For the purposes of this section, population shall be determined by the last federal census. Each municipality's representatives to the Commission shall be nominated by the planning board from among the municipality's residents and appointed by its municipal officers.

Barrington (2)	Madbury (2)	Nottingham (2)
Brookfield (2)	Middleton (2)	Rochester (4)
Dover (4)	Milton (2)	Rollinsford (2)
Durham (3)	New Durham (2)	Somersworth (3)
Farmington (2)	Newmarket (2)	Strafford (2)
Lee (2)	Northwood (2)	Wakefield (2)

An alternate from each member town may be appointed in the same manner as representatives, and as such, may serve in the absence of the representatives. Alternates shall have the privilege of the floor at all meetings.

A county may, by resolution of its commissioners, become a member of the Commission and shall be entitled to appoint two representatives from among its residents to serve on this Commission. These representatives do not have to be county commissioners.

The representatives collectively shall be known as the Commissioners and shall be deemed to be vested with all the authority of their member communities with respect to actions by the Commission (see RSA 36:46).

C. TERMS OF REPRESENTATIVES

The terms of office of representatives and alternates on this Commission shall be four years (see RSA 36:46). When a municipality joins or rejoins the Commission, initial appointments shall be for two and four years. For municipalities entitled to three or more representatives, initial appointments shall be for two, three, and four years. Vacancies shall be filled for the remainder of the un-expired term in the same manner as original appointments.

D. FINANCES (DUES)

The Commission shall determine on an annual basis the proportion of its costs to be borne by each municipality or county that is a member. Failure upon the part of any municipality or county to pay its proportionate annual share of the cost as determined by the Commission shall constitute a termination of such municipality's or county's vote in the Commission's affairs until such annual share is paid.

ARTICLE IV: OFFICERS

A. ELECTION AND FILLING OF VACANCIES

The Commission shall annually elect a Chair, Vice-Chair, Secretary-Treasurer, and four additional Executive Committee members, and may elect or appoint other officers as deemed necessary. The remaining elected officers of the Commission shall make appointments to fill any vacancies that arise among the officers of the Commission. Such appointments shall expire at the end of the fiscal year in which they are made.

The Officers of SRPC will function as the Officers of the Policy Committee per the SRPC bylaws. Vacancies in office shall be filled immediately by the regular election procedure described in the SRPC bylaws.

B. DUTIES OF THE CHAIR

The Chair shall call and preside at meetings of the Commission, the Policy Committee, and the Executive Committee; shall create and discharge standing committees and special committees;; and shall perform other duties customary to the office.

C. DUTIES OF THE VICE-CHAIR

The Vice-Chair shall act as Chair in the absence or incapacity of the Chair.

D. DUTIES OF THE SECRETARY-TREASURER

The Secretary-Treasurer shall perform duties customary to the office, including countersigning checks as directed by the Commission and periodically checking the accounts.

E. EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting.

F. REMOVAL OF OFFICERS

Any officer may be removed for cause by a two-thirds vote at a Commission meeting.

ARTICLE V: PROCESSES

A. RESPONSIBILITIES

The primary responsibility of the Commission is to set planning policies for the region through discussions at meetings, by providing input to staff reports, and by adopting reports and position statements. Additional responsibilities include adopting and amending the Bylaws and the Annual Budget and adopting the Annual Dues.

The appointed representatives of the Strafford Regional Planning Commission also serve a separate role as members of the Policy Committee in fulfilling the function of the Strafford MPO. The purpose of the Policy Committee shall be to provide a public decision-making forum for the development and implementation of transportation policies and policies for the Strafford MPO region.

The Policy Committee is responsible for carrying out the metropolitan transportation planning process as required by federal statute (23 CFR part 450). This responsibility is carried out through oversight of the Unified Planning Work Program (UPWP) and through the development, review and approval of the Prospectus, the Metropolitan Transportation Plan, the Transportation Improvement Program (TIP), and the Air Quality Conformity Determination. Strafford MPO activities related to these responsibilities include, but are not limited to the following:

- a) Establish the policy directions of the Strafford MPO through its adopted plans and policy statements.
- b) Establish procedures and requirements whereby federal transportation funds will be allocated and made available in cooperation with the New Hampshire Department of Transportation (NHDOT).
- c) Adopt, review and/or revise the Unified Planning Work Program (UPWP), Prospectus, Metropolitan Transportation Plan, TIP and Conformity Determination.
- d) Review and comment on individual projects, programs, plans and reports relative to the adopted transportation policies and positions.
- e) Request, review, and endorse technical reports and studies prepared by the Strafford MPO staff or consultants.
- f) Ensure compliance with the provisions of the Clean Air Act Amendment (CAAA) of 1990 through periodic conformity evaluation and a determination.
- g) Adopt, review and/or revise policies relative to the findings of the Technical Advisory Committee (TAC), including technical reports and memoranda.
- h) Provide a mechanism to facilitate and broaden public involvement in transportation planning and decision-making processes.

- i) Coordinate and prioritize transportation projects to be implemented with Federal and/or State assistance.
- j) Monitor and participate in transportation policy making activities with the NHDOT and the transportation or other relevant committees of the New Hampshire General Court.
- k) Collaborate in the development of public transit and multi-modal plans.

B. MEETINGS

There shall be at least four meetings of the Commission each year at times and places agreeable to a majority of the representatives. The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each representative and alternate at least five days before each regularly scheduled meeting. The meeting held during the fourth quarter of the fiscal year shall be designated as the Annual Meeting, at which time officers for the next fiscal year shall be elected and an annual budget adopted. The annual budget may instead be adopted at the prior meeting if the Commission desires.

The Policy Committee shall meet at least four (4) times a year. Commission and Policy Committee meetings may be combined. However, separate minutes shall be kept, and separate voting and quorum requirements shall be observed for the respective portions of the meeting.

C. QUORUM AND VOTING

1. COMMISSION

A quorum of the Commission consists of at least one-half of the dues-paid municipalities that have appointed Commissioners. Current state law [91: A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations. For regular business, voting is limited to representatives of dues-paying members, including alternates replacing appointed representatives. For Metropolitan Planning Organization (MPO) business only, all MPO representatives as specified in the MPO Bylaws may vote. Commission staff members shall have no voting powers in Commission affairs.

In the case of hybrid meetings¹, an in-person quorum is still required, however additional Commissioners may attend, participate, and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

When a quorum is not present, but Commission action is essential, the Chair may declare a quorum with the unanimous approval of those Commissioners present.

2. MPO/POLICY

¹ For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

A quorum of the Policy Committee shall be deemed as representing no less than one-third (1/3) rounded plus one of the municipalities with appointed Commissioner(s) and voting agencies per (1) (C). Current state law [91: A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations.

For the purposes of a quorum, one (1) appointed representative per municipality or voting agency present at the meeting would be counted.

Motions shall be carried by a simple majority of the voting power present after having established a quorum. In the case of hybrid meetings², an in-person quorum is required, however additional Commissioners may attend, participate, and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

D. PROCEDURES

Robert's Rules of Order shall govern.

ARTICLE VI: EXECUTIVE COMMITTEE

A. RESPONSIBILITIES

The responsibility of the Executive Committee is to oversee the administration of the organization. This includes supervising the Executive Director, adopting Personnel Policies, recommending to the Commission the Annual Dues, an Annual Budget and any necessary amendments, monitoring fiscal matters, authorizing all capital expenditures and use of the line of credit, and other duties as may be deemed appropriate by the Executive Committee. In carrying out its responsibilities, the Executive Committee shall strive to ensure that the work produced by the Commission conforms to the policies of the Commission as stated in the Mission Statement and via other Commission actions.

B. MEETINGS

The Executive Committee shall hold at least six meetings each year at times and places agreeable to a majority of its members. The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each Executive Committee member at least five days before each regularly scheduled meeting.

C. QUORUM AND VOTING

Four members of the Executive Committee constitute a quorum. For regular business, voting is limited to appointed Executive Committee officers and members, including alternates replacing appointed members. Current state law [91: A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations.

² For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

In the case of hybrid meetings³, an in-person quorum is still required, however additional Executive Committee members may attend, participate, and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

D. PROCEDURES

Robert's Rules of Order shall govern.

ARTICLE VII: POLICY COMMITTEE

A. Purpose

The Policy Committee is the governing body of the Metropolitan Planning Organization. Commissioners serve on the Policy Committee and represent their municipalities in regional transportation decisions.

B. Voting Members:

Each member community within SRPC will be represented by their appointed regional planning commissioners. Each commissioner shall have one vote. Communities are entitled to appoint as many voting representatives as permitted per RSA 36:46, III.

There shall be one voting member or designee from each of the following agencies:

- New Hampshire Department of Transportation (NHDOT)
- New Hampshire Department of Environmental Services-Air Resources Division (NHDES-ARD)
- Cooperative Alliance for Seacoast Transportation (COAST)
- University of New Hampshire (UNH)

The appointing authority is permitted and encouraged to designate one alternate for each appointed representative. An alternate shall have voting privileges in the absence of the voting representative.

C. Non-Voting Members:

Each of the following may appoint a non-voting member:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- New Hampshire Department of Transportation-Bureau of Aeronautics (NHDOT-Aeronautics)
- New Hampshire Department of Transportation – Bureau of Rails and Transit (NHDOT-BRT)
- New Hampshire Office of Planning and Development (NHOPD)

³ For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

- Rockingham Planning Commission (RPC)
- Southern Maine Regional Planning Commission (SMRPC)
- Maine Department of Transportation (Maine-DOT)
- New Hampshire Transit Association (NHTA)
- Federal Railroad Administration (FRA)
- Pease Development Authority/New Hampshire Port Authority (PDA/NHPA)

The appointing authority is permitted and encouraged to designate one alternate for each appointed representative.

The Committee may authorize additional non-voting members.

ARTICLE VIII: TECHNICAL ADVISORY COMMITTEE

A. NAME:

The Strafford MPO Technical Advisory Committee shall hereafter be referred to as the "Technical Advisory Committee".

B. PURPOSE:

The purpose of the Technical Advisory Committee (TAC) is to provide the Strafford MPO with technical assistance and recommendations concerning transportation issues that have a bearing on the Strafford MPO's continued, comprehensive, and coordinated transportation planning process. The TAC is hereby established as a standing committee of the Strafford MPO.

C. RESPONSIBILITY:

The TAC will review and make recommendations to the Strafford MPO Policy Committee on transportation planning efforts in the Strafford MPO area as follows:

- a) Updates, revisions, and amendments to the Metropolitan Transportation Plan to assure that recommended activities identified in the Metropolitan Transportation Plan are considered in the development of the annual work plan, Transportation Improvement Plan, air conformity determination, and other required documents of the Strafford MPO.
- b) Development of a comprehensive public transportation system in the region by understanding the necessary components as well as developing funding models and indicators of success.
- c) Policy recommendations related to the public transportation systems.
- d) Contents of the biennial Transportation Improvement Plan (TIP) update.
- e) Technical planning/engineering studies to be considered in the Unified Planning Work Program (UPWP).
- f) Scoping reports and planning studies.
- g) Development and implementation of the Public Participation Plan.
- h) Guidance to UPWP and TIP related to issues or projects that arise from the long-term planning.

- i) Development of and coordination of projects and issues that are of regional significance and or require the perspective that spans communities.
- j) Any other activities as requested by the Strafford MPO Policy Committee.

The TAC, without Strafford MPO Policy Committee approval, may:

- a) Evaluate and prioritize technical assistance for the Strafford MPO members.
- b) Review and suggest revisions to staff and consultant technical assistance work.
- c) Establish subcommittee(s) to address significant areas of interest.

D. MEMBERSHIP:

The TAC shall include representatives from the Strafford MPO communities, federal, state and interested agencies.

1. Voting Members:

There shall be one (1) voting member or designee from each of the following: (The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative. An alternate shall have voting privileges in the absence of the voting representative).

- Each SRPC community represented on the Strafford MPO
- NH Department of Transportation (NHDOT), District 6, or District 3
- NH Department of Environmental Services – Air Resources Division (NHDES-ARD)
- Cooperative Alliance for Seacoast Transportation (COAST)
- University of New Hampshire (UNH)

3. Non-voting member:

Each of the following may appoint a non-voting member: (The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative).

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- New Hampshire Department of Transportation – District 6
- New Hampshire Department of Transportation – District 3
- New Hampshire Department of Transportation – Bureau of Aeronautics
- New Hampshire Department of Transportation- Bureau of Rails and Transit
- Southern Maine Regional Planning Commission (SMRPC)
- Rockingham Planning Commission (RPC)
- Maine Department of Transportation (Maine-DOT)
- Pease Development Authority (PDA)/New Hampshire Port Authority (NHPA)
- Guilford Railroad or Pan Am Railways
- Federal Railroad Administration (FRA)
- Northern New England Passenger Rail Authority (NNEPRA)
- New Hampshire Transit Association (NHTA)
- Transportation Center or Park and Ride Terminal Operator

- Alliance for Community Transportation (ACT)
- Strafford Regional Area Bicycle Routes (SABR)
- Bike-Walk Alliance of New Hampshire (BWANH)
- New Hampshire Motor Transport Association
- Seacoast Commuter Options
- C&J Trailways

The Committee may authorize additional non-voting members.

4. Quorum:

A quorum of the TAC shall be deemed as representing no less than one-third (1/3) rounded plus one of the municipal membership and voting agencies who have made appointments. Current state law [91: A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations.

Motions shall be carried by a simple majority of the voting power present after having established a quorum. In the case of hybrid⁴ meetings, an in-person quorum is required, however additional Commissioners may attend, participate, and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

5. Vacancy:

In the event that a Committee member resigns, notification of their resignation shall be filed with SRPC and the appointing body. The municipality or voting agency shall receive a notice from SRPC so that a new appointment can be made.

6. Terms and Re-Appointment:

The appointment of each representative shall be for a period of two years. Appointments shall be certified in writing by the appointment authority prior to the start of the fiscal year (July 1st).

E. OFFICERS:

1. Election of Officers:

At the first Committee meeting after the start of the fiscal year, the election of officers will take place. The TAC Officers shall consist of a Chairperson and Vice-Chairperson. Nominations for Chairperson and Vice-Chairperson shall be made from the floor and can include only voting members. The Chairperson will serve a one (1) year term. Vice-Chairperson will take over the role of Chairperson after the one (1) year term. Vacancies in office shall be filled immediately by the regular election procedure.

2. Positions:

⁴ For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

As a qualification for office, the Chairperson shall have served at least one (1) year as a representative on the Strafford MPO. The Chairperson shall preside over all meetings and shall have the power to call special meetings, establish agendas, establish, and appoint committees and their members.

The Vice-Chairperson, if the Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson.

F. MEETINGS:

The MPO TAC meetings are held monthly on the first Friday of the month at 9AM and at the call of the Chairperson. Meetings are generally held at the SRPC office, but may be held in other publicly accessible locations.

ARTICLE IX: REGIONAL IMPACT COMMITTEE

A. AUTHORITY

These By-Laws are designed to assist the Strafford Regional Planning Commission (SRPC) Regional Impact Committee (RIC) fulfill the statutory requirements of RSA 36:54 – 36:58, as amended.

B. MEMBERS

1. The RIC shall consist of three (3) SRPC members appointed by the Executive Committee (EC) and up to three (3) SRPC members as alternates. Membership on the RIC shall run concurrent with a member's Commission term. At no time shall there be two regular or alternate members on the RIC representing the same community.
2. Filling of vacant positions and removal of RIC members shall be by vote of the EC.
3. A RIC member or alternate may participate in discussion before the RIC, even if the project is taking place within the RIC member's municipality. RIC members shall follow the standard for conflict of interest that guides land use board members in RSA 673:14, as amended.
4. If there are fewer than three RIC members present, up to two alternates shall be appointed to act as voting members for the duration of the meeting.

C. ORGANIZATION

The RIC shall elect a Chair from among its membership at the first meeting called in any given fiscal year. In the event the Chair is unavailable for a meeting of the RIC, the members in attendance for that meeting shall appoint an Acting Chair from their ranks to oversee the RIC's actions. An alternate may be an Acting Chair.

D. MEETINGS

Meetings shall be held at the call of the Chair after notification has been received by SRPC that a community has determined an application reasonably may be construed to have the potential for regional impact in accordance with RSA 36:54 - 36:58.

E. APPLICATION PROCEDURES AND NOTICES

1. Upon notification that SRPC has been granted abutter status, staff shall contact the appropriate municipal officials to secure copies of the proposal in order to facilitate RIC's discussions.
2. Staff shall confer with the RIC Chair to determine whether to call a meeting.
 - a) If there are no foreseen impacts or impacts are de minimis in nature, then staff shall document any considerations or recommendations, without convening a meeting of the RIC, and forward this correspondence under signature of the RIC Chair to the municipality originally making the determination of potential regional impact, and to other municipalities with declared abutter status.

A minor or de minimis impact may be determined for applications where the proposed use is expected to have an insignificant or no direct or indirect, new or cumulative, adverse effect on the region or surrounding communities. For example, a project that results in a slight traffic volume increase but does not change to the transportation level of service, assuming no other impacts, could be declared a de minimis impact.

- b) If the application exceeds a de minimis threshold, or there is any doubt as to whether a project is of de minimis impact, staff will work with the Chair to call a meeting of the RIC.
3. Staff shall notice the date and time of the RIC meeting as follows:
 - a) Notification to members of the RIC.
 - b) Notification to SRPC Commissioners.
 - c) Notification to the Local Land Use Board Designee where the project is located.
 - d) Notification to abutter status municipality(ies):
 - Local Land Use Board Chair
 - Board of Selectmen/Council
 - Town/City Clerk
 - e) Notification to the property owner and/or applicant's agent.
 - f) Any other affected party as determined by SRPC staff.

F. PUBLIC MEETING PROCEDURES

1. Public meetings shall be governed by the following rules:
 - a) The Chair shall call the meeting to order.
 - b) RIC Business:

- A quorum shall consist of three RIC members which may include the appointment of up to two (2) alternates, if necessary.
 - A brief overview of the process by the Chair to detail RIC's statutory authority and responsibilities for review of projects of regional impact under RSA 36:54 – 36:58.
 - Agenda items, as prepared by SRPC staff for the meeting.
- c) SRPC staff will give a report as necessary. In the event that representatives of the applicant are in attendance, the Chair may grant such representatives time to present an overview of the application to the RIC.
- d) After questions from the RIC members have been answered, the Chair may ask for comments from abutters and other interested members of the public in attendance.
- e) Written testimony received by the RIC shall be read by the Chair into the public record or made a part of the public record.

G. RIC RECOMMENDATIONS

1. The RIC shall discuss its position relative to its statutory authority and responsibilities (RSA 36:54 - 36:58, as amended) as these relate to the application. At the conclusion of the RIC meeting, the RIC shall restate its authority and statutory responsibilities under RSA 36:54 - 36:58. The RIC shall summarize its recommendations relative to the application and request SRPC staff to draft such a summary and forward it to those parties noted under Section E-3.
2. SRPC staff shall prepare a letter detailing the outcomes of the RIC process with respect to the application pending and forward this correspondence under signature of the RIC Chair to the municipality originally making the determination of potential regional impact, and to other municipalities with abutter status for the application.
3. RIC draft minutes shall be made available for public inspection at the SRPC Office during office hours. Copies of the minutes shall be supplied to those parties noted under Section E-3. The draft RIC minutes shall be posted on the SRPC website. The draft minutes shall be presented at the next Commission meeting following a RIC meeting for special vote by the present RIC members only.

H. AMENDMENT

Note: if the bylaws are incorporated into the SRPC bylaws they will require a full vote of the commission to be amended and Section VIII here would be removed.

These By-Laws may be amended by a majority vote at a regular meeting of the RIC provided it is in writing and presented before the meeting.

Adopted: July 19th, 2007

Amended: February 23, 2017 – Section II, C and D; Section IV; Section V, B; Section VI A; Section VII, A, B and C and Section VIII

ARTICLE X: EXECUTIVE DIRECTOR

A. RESPONSIBILITIES

The Executive Director shall organize and supervise a planning program, consistent with state and federal laws and rules, that pursues the policies of the Commission as stated in the Mission Statement and via other Commission actions. The Executive Director shall be in charge of the office and other employed staff members; prepare, under the guidance of the Executive Committee, the Annual Dues and the Annual Budget including estimated revenues and expenditures, which shall be reviewed and approved or modified by the Commission; keep accounts and records which shall at all times be open to inspection by the Officers and shall be submitted for annual audit as prescribed by the Commission; issue press releases and other communications; be authorized to enter the Commission into contracts consistent with the adopted Annual Budget; and undertake other duties and responsibilities as assigned by the Executive Committee.

B. SUPERVISION

The Executive Committee shall be responsible for supervision of the Executive Director, including performance reviews, fixing of compensation, and, if necessary, separation from the Commission.

C. HIRING

The Executive Committee shall be responsible for hiring the Executive Director, using the Transition and Search Committee as specified in the Emergency Succession Plan.

ARTICLE XI: INDEMNIFICATION FOR DAMAGES

The Commission adopts RSA 31:105 Indemnification for Damages.

ARTICLE XII: AMENDMENTS

Any section of the Bylaws may be amended by resolution of the voting representatives of the Commission at any legally constituted and noticed meeting provided the following conditions are met:

1. The proposed amendment is presented in writing to the Commission representatives at least twenty 20 days prior to the date of the meeting at which it will be voted on.
2. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds of the Commission's dues-paid representatives present and voting.
3. The date of approval must be included with any amendment to these Bylaws.

These Bylaws shall be revised, updated, or amended as circumstances dictate. Bylaw amendments shall become effective upon passage.

SRPC Chairperson

Date