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SOMERSWORTH
STRAFFORD
WAKEFIELD

Strafford Regional Planning Commission (SRPC) Q2 Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867

FINAL Meeting Minutes
February 28, 2019

SRPC Members Present: Chair Victoria Parmele (Northwood), Leslie Schwartz (Durham), Bill Fisher (Farmington), Randy Orvis (Farmington), Jon Hotchkiss (Middleton), Michael Bobinsky (Somersworth), Richard Michaud (Somersworth), Donald Hamann (Rochester), Peter Nelson (Newmarket), Steve Diamond (Barrington), David Landry (Dover), Barbara Holstein (Rochester), Joe Boudreau (Rochester), Lindsey Williams (Dover).

SRPC Staff Present: Jen Czysz (executive director), Shayna Sylvia (communications and outreach planner), Marcia Moreno-Báez (GIS planner), Stefanie Casella (data collection and analysis assistant), Nancy O'Connor (program content coordinator), Kyle Pimental (principal regional planner), James Burdin (regional economic development planner), Colin Lentz (senior transportation planner)

1. Welcome/Introductions

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

Introductions were given around the room. V. Parmele introduced item 2 on the agenda, action item(s).

2. Action Item(s)

a. Approval of Draft Minutes of Dec. 6, 2018, Commission Meeting

Donald Hamann **MOVED** to approve the minutes of Dec. 6, 2018. Michael Bobinsky **SECONDED** the motion. The motion **CARRIED** and the minutes were approved with the suggested change. Bill Fisher and Richard Michaud **ABSTAINED**.

b. Approval of Recommended Commissioners to Fill Executive Committee Vacancies

D. Hamann **MOVED** to approve the recommended Commissioners to Fill Executive Committee Vacancies. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** and the new executive committee positions were approved.

3. Staff Introductions

Each staff member present introduced themselves and briefed the commissioners on their role and responsibilities at SRPC.

Shayna Sylvia shared that she is the communications and outreach planner. She has been at SRPC for six years and is responsible for the weekly and monthly newsletters, graphic design and layout for reports, managing social media accounts and the website, and coordination with executive committee members and commissioners.

Stefanie Casella said that her title is data collection and analysis assistant. Her primary responsibility is administering the data collection program including traffic counts during the summer months. During the winter she does the data collection and reporting for the regional building permit report and assists the other planners in the office in various projects.

Kyle Pimental explained his role as the principal regional planner. He has been with SRPC for 11 years and works on all the water resources projects as well as climate adaptation, resiliency planning, leads the writing of master plan and hazard mitigation documents.

James Burdin stated that he has been with SRPC for a little over two years and is the regional economic development planner. He works on the Comprehensive Economic Development Strategy (CEDS) document updates, land use planning, master plan and hazard mitigation planning and updates, the SRPC brownfields assessment program, and he is the contract town planner for the town of Northwood.

Marcia Moreno-Báez shared that she is the GIS planner and has been working at SRPC for six months. She collaborates with everyone in the office to manage and display data and information.

Nancy O'Connor explained her role as the program content coordinator. She works with all staff and plays many different roles in projects including the development and editing of documents, and event and meeting planning and coordination.

Colin Lentz said that he is the senior transportation planner. He works with communities on transportation project development and collaborates with the State and MPO partners on regional and stateside planning, and plan development.

Jen Czysz explained her role as the executive director. She handles day to day administration and management of the office. She went on to share that the following presentations are an effort to create better connections with the commissioners and give them a snap shot of the work that the SRPC staff does on a daily basis as well as an in depth overview of the non-transportation projects

4. Presentation: Behind the Scenes at SRPC

Panelists: Marcia, James, Kyle, Shayna

M. Moreno-Báez presented on how spatial information is used to display data and explained how it can be used to support community needs and projects. She touched on a few current projects that she is working on including mapping used in hazard mitigation planning, build out analyses, and a recreation mapping effort called Pathways to Play.

M. Moreno-Báez reviewed the regional co-occurrence mapping project that she is working on, explaining that an in-depth analysis is occurring as part of Barrington's Natural Resources Assessment. The goal of the project is to identify conservation land and is an update to the co-occurrence conservation mapping done in 2010. She elaborated on the process by which the data is mapped. She added that the majority of funding for this project came from the Lamprey River Advisory Committee as the model can be run for the entire region and will produce valuable information on natural resources for the Lamprey River watershed.

Steve Diamond asked about next steps following this project. J. Cysz responded that the data could be used in zoning changes as well as prioritizing areas for conservation land acquisition.

J. Burdin presented on the SRPC Brownfields Assessment Program. This is a grant funded program which began at SRPC in Oct. 2015. He reviewed the parts of the program including Phase 1 and Phase 2 assessments. He explained that Phase 1 is considered historical record research and includes looking back into property records to determine what contaminants may be present and where they may be coming from. Phase 2 is onsite sampling. These samples may include lead paint, building materials, water quality, or soils. J. Burdin added that SRPC handles grant administration, but that the environmental assessments are completed by an environmental consultant.

J. Burdin updated Commissioners on project progress since the program's inception, sharing that SRPC facilitated eight phase 1 ESA's in six different communities, and five phase 2 ESA's in four different communities. He explained that before the grant ends in fall 2019 there will be one additional site requiring supplemental testing, and that another has already been targeted for planning assistance.

J. Burdin gave updates on some Brownfields sites including the Hilltop School in Somersworth, the old police station in Somersworth, the Nelson Estate in Farmington, and the Dover Round House.

David Landry asked how sites are chosen for assessment. J. Burdin responded explaining that the sites mentioned are not superfund sites and do not have a federal or state designations. He added that the sites are targeted for assessment through local interviews and have property owners that are interested in working with the SRPC Brownfields program. Additionally, SRPC has a running list of sites that are anticipated for future assessments.

Peter Nelson asked about the future of the Brownfields program. J. Burdin explained that there is a grant application round this summer, to which SRPC is applying. J. Burdin added that if SRPC receives funding in

this next round he would like to start connecting properties to other sources of funding to help develop the properties after the assessments are completed.

Victoria Parmele asked how economic development is factored in. J. Burdin responded that it depends on the type of site that is being assessed and how some property owners are interested in planning for future development. J. Czysz added that other sources of funding support redevelopment, but that the assessment is the first step.

K. Pimental introduced his presentation regarding SRPC projects funded through the New Hampshire Department of Environmental Services (NHDES) Coastal Program. He reviewed the Dover Rising Waters project, explaining that the group was created following the adoption of Dover's Climate Adaptation Master Plan chapter. The goal of Dover Rising Waters is to implement climate actions outlined in the chapter. K. Pimental highlighted the High Water Mark project as one way in which Dover Rising Waters is looking to implement its goal. He reviewed examples other communities have used before explaining Dover's approach.

K. Pimental shared how Dover Rising Water hosted a youth art contest for Dover residents age 18 and under. He explained the process and stated that the winner was a 13-year-old named Sophia. Her artwork will be installed at the Dover Children's Museum on May 4th. He explained the project's funding source including the importance of donations during the process. He added that the artwork was first revealed on an event on February 20 and gained lots of publicity through social media, newspapers, newsletters, company websites, and the event was attended by Senator Shaheen and Representative Pappas.

K. Pimental shared another project supported by NHDES Coastal Program funding, Durham's Climate Remembrance in Durham. This is an ongoing project made possible through a partnership with Professor Tom Starr at Northeastern University. K. Pimental explained that the project focuses on public art installations which aim to close the gap between the viewer and the scientific data. The installations are site specific markers with future statements on historical plaques. He shared how the signs will use data to predict flooding, extreme heat, ecological changes, and climate adaptations measures that would be likely to happen in the future. The plaques will also have a QR code so viewers can have access more information.

K. Pimental reviewed the Lee Floodplain project. He stated that the Lamprey River was originally assessed by UNH in 2012. After looking at the data for its hazard mitigation in 2013, the Town decided to explore making changes to its overlay district but did not want to regulate this solely on the Lamprey River.

A project was then funded through the Coastal Program, allowing SRPC to partner with UNH and Geosyntec to produce planning level maps for the North River, Little River, Oyster River, and Lamprey River in Lee. These updates will incorporate new LiDAR data that was not available in 2012 and give Lee a comprehensive look at all the rivers in the town.

K. Pimental ended his presentation by mentioning a handful of other coastal projects including the Science and Technical Advisory Panel report, a groundwater rise modeling project in Durham, updating Madbury's

Hazard Mitigation Plan, and additional technical assistance for floodplain management to communities in Strafford County.

M. Bobinsky asked if the climate remembrance project was part of any existing plan. K. Pimental explained that the Coastal Adaptation Workgroup (CAW) was approached by Professor Starr and because the program came with its own funding it was an easy to partner with the Town of Durham. He added that Durham volunteered as a pilot for the region and the signs will stay up for as long a time and the town allows. P. Nelson suggested adding a geocaching component to deter vandalism.

S. Diamond asked how accurate the regional 100-year flood data was. K. Pimental responded that for the five coastal communities the most recent data is from 2015. The rest of Strafford County relies on 2005 data. He added that the next round of mapping will be of higher quality due to the integration of topographic data.

S. Sylvia presented on SRPC's involvement in CommuteSmart NH. She explained that SRPC partnered with Central New Hampshire Regional Planning Commission and the other nine regional planning commissions (RPCs) on this effort. The funding for this program comes from NH DOT's Community Technical Assistance Program (CTAP) and additional funding provided by the Office of Strategic Initiative. S. Sylvia elaborated on SRPC's role in creating outreach materials including a new logo, guidebook, posters, and branded images for the initiative's statewide commuter challenge.

S. Sylvia expanded, sharing SRPC's partnership with Commute Smart Seacoast, a Transportation Management Association (TMA) for the seacoast of New Hampshire. CommuteSMART Seacoast has been running their commuting challenge for five years and the statewide challenge will be modeled after the Seacoast challenge. S. Sylvia explained that she is on both the Statewide and the Seacoast Commute Smart Committees.

5. Other Business

a. SRPC Strategic Planning

J. Czysz recapped the strategic planning retreat that occurred on February 8. She has received the first preliminary report from the facilitation consultant. The report focused on 4 main priority areas: Services (data and technology), relationships and partnerships, advocacy and marketing, and staff retention and development.

J. Czysz stated that comments could be provided, and that they plan was to approve the document at the SRPC Annual Meeting.

6. Commissioner Roundtable

J. Czysz introduced a new item to the agenda which allowed Commissioners to give a brief update on the happenings in their communities. Commissioners proceeded to go around the room sharing updates of common interest.

7. Citizen's Forum

There were no citizen comments.

8. Adjournment

M. Bobinsky **MOVED** to adjourn the meeting. Jon Hotchkiss **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 6 p.m.

Respectfully submitted by,

Stefanie Casella
Data Collection and Analysis Assistant

Minutes approved on 4/27/19

By: Victoria Parmele
Victoria Parmele
SRPC Chair