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DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

**Strafford Regional Planning Commission
Annual Meeting and Luncheon
Frisbie Community Education and Conference Center
11 Whitehall Road, Rochester, NH**

**Thursday, June 27, 2019
11:00 AM – 2:30 PM**

AGENDA

1. Welcome/Introduction

- a. Reading of letter from special invitees
 - i. Chris Scott, Office of U.S. Senator Jeanne Shaheen
 - ii. Bobby Graham, Office of U.S. Senator Maggie Hassan
 - iii. Letter from the Office of U.S. Congressman Chris Pappas

2. Presentation: Integrated Planning Approaches for the Future – Linkages between Transportation, Housing, and Conservation

Panelists: George Reagan (NH Housing Finance Authority), Michael Williams (COAST), and Steve Bird (City of Dover Planning Department)

3. Annual Excellence Award

4. Actions Item - SRPC (motion required):

- a. Draft minutes of February 28, 2019 Commission Meeting (**Attached**)
- b. FY 2020 Annual Budget - Approval of Executive Committee recommended FY 2020 Budget (**Attached**)
- c. FY 2020 Officers and Executive Committee Member Election (**Attached**)

5. Other Business

6. Citizen's Forum

7. 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.

Rules of Procedure

*Strafford Regional Planning Commission
Strafford Metropolitan Planning Organization, and
Strafford Economic Development District*

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.

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.

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WAKEFIELD

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

DRAFT Meeting Minutes
February 28, 2018

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. Czysz 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,

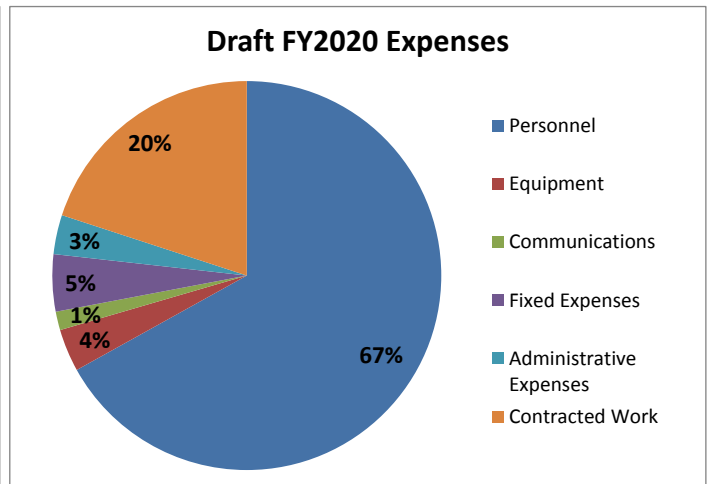
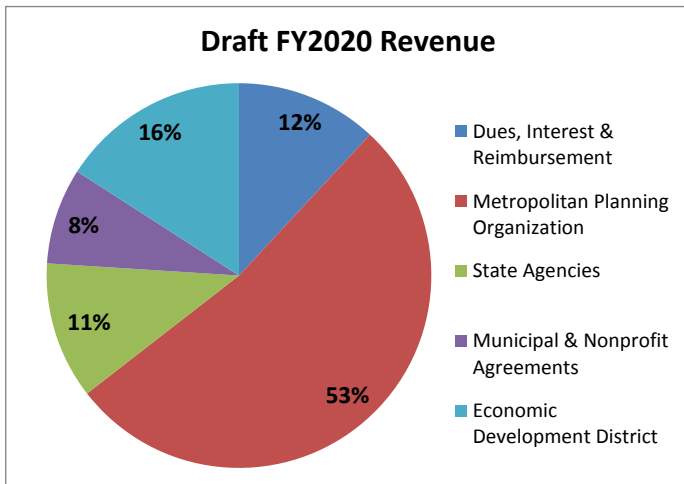
Stefanie Casella
Data Collection and Analysis Assistant

Minutes approved on _____

By: _____
Victoria Parmele
SRPC Chair

Strafford Regional Planning Commission			
DRAFT FY2020 Budget			
Summary Table			
	Adopted FY2019*	Draft FY2020 Budget	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	120,040.96	116,476.06	(3,564.90)
Metropolitan Planning Organization	541,242.24	513,736.95	(27,505.29)
State Agencies	144,226.00	112,555.33	(31,670.67)
Municipal & Nonprofit Agreements	79,737.36	79,003.00	(734.36)
Economic Development District	98,320.00	155,401.00	57,081.00
Total	983,567	977,172	(6,394)
	Expenses	Expenses	Net Change
Personnel	666,085	651,273	(14,813)
Equipment	25,309	34,485	9,176
Communications	22,188	14,990	(7,198)
Fixed Expenses	45,716	46,156	440
Administrative Expenses	10,195	31,765	21,570
Contracted Work	212,397	194,341	(18,056)
Total	981,891	973,010	(8,880)
Net Deficit/Surplus	1,676	4,162	2,486

*As amended December 2018



Strafford Regional Planning Commission

FY2020 REVENUES	<i>Draft Budget Revenue</i>					Total	974,505	69,814	74,740	2,667	977,172	12%
	Funding Source	Internal Match	Outside Source	Outside Source	Net Outside							
	Revenue	using Dues	Soft Match	Cash Match	Funding							
Dues, Interest & Reimbursements												
	116,476	0	0	0	0	116,476					12%	
Municipal Dues (minus BRK, NOT, MIL, LEE)	115,876	0	0	0	0	115,876						
Interest	100	0	0	0	0	100						
Health Trust reward/reimbursement	500	0	0	0	0	500						
Misc Revenue	0	0	0	0	0	0						
Municipal & Nonprofit Service Agreements												
	79,003	0	1,000	0	0	79,003					8%	
Dover Arts and Recreation Master Plan Chapter (pending \$25,000)	1	0	0	0	0	1						
Durham Wagon Hill Living Shoreline Outreach	4,000	0	1,000	0	0	4,000						
Farmington Master Plan Support	1	0	0	0	0	1						
Farmington Town Planner Services	24,000	0	0	0	0	24,000						
MapGeo Subscriptions	4,000	0	0	0	0	4,000						
NH Children's Health Foundation (Pathways to Play)	15,000	0	0	0	0	15,000						
Northwood Technical Services: through 6/30/20	28,000	0	0	0	0	28,000						
Nottingham Town Planner Services	1	0	0	0	0	1						
Projected GIS projects (Tax Maps, MS4 Field Work)	4,000	0	0	0	0	4,000						
						0						
Economic Development District Agreements												
	155,401	15,000	55,000	0	0	155,401					16%	
U.S. Dept of Economic Development Administration												
EDD Planning Grant, Dues & Inkind Match (7/1/19-6/30/20)	70,000	15,000	55,000	0	0	70,000						
U.S. Environmental Protection Administration												
Brownfields Community Assessment Grant: through 9/30/19	10,400	0	0	0	0	10,400						
Brownfields Community Assessment Grant: through 9/30/22	75,000	0	0	0	0	75,000						
Environmental Justice Small Grant (pending \$19,364)	1	0	0	0	0	1						
State Agreements												
	109,888	2,292	18,740	2,667	0	112,555					12%	
Office of Energy and Planning												
Targeted Block Grant for EDD Planning match: through 6/30/120	11,111	0	0	0	0	11,111						
Dept of Environmental Services												
Coastal Grant 2020 through 6/30/20	12,500	0	12,500	0	0	12,500						
Coastal Resilience Grant - UNH Climate in the Classroom (1/1/19-6/30/20)	1,000	0	0	0	0	1,000						
Coastal Resilience Grant - Dover (1/1/2020 - TBD)	1	0	0	0	0	1						
Durham Groundwater Modeling	55,713	0	0	0	0	55,713						
Project of Special Merit FY18 (10/1/18-3/31/20)	1,500	0	0	0	0	1,500						
Source Water Protection	18,333	2,292	0	2,667	0	21,000						
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2020)	8,980	0	5,990	0	0	8,980						
Department of Safety Homeland Security												
HazMit Plans PDM17-MAD,NOR (7/1/18-12/31/19)	750	0	250	0	0	750						
Metropolitan Planning Organization Agreements												
	513,737	52,522	0	0	0	513,737					53%	
Dept of Transportation												
UPWP FY20/21 Federal Highways & Transit: through 6/30/20	502,396	50,822	0	0	0	502,396						
Rochester Sidewalks SADES Inventory (match to UPWP)	5,000	0	0	0	0	5,000						
FHWA MultiModal Connectivity Pilot (Bicycle LTS)	6,341	1,700	0	0	0	6,341						
						0						

100%

Strafford Regional Planning Commission

FY2020 EXPENSES			FY 2019	FY2020
			Adopted MID-YEAR Budget Expenses	Draft Budget Expenses
Total			935,528	973,010
PERSONNEL			643,667	651,273
			69%	67%
Salaries and Hourly Wages	530,121	516,333		
Payroll Taxes	40,554	39,499		
Health Insurance	50,046	51,128		
Dental Insurance	3,433	3,507		
Life Insurance	1,068	996		
Shortterm Disability	2,099	1,929		
Longterm Disability	743	572		
Health Incentives	5,040	5,097		
SIMPLE IRA Pension	15,604	15,490		
Worker's Compensation	1,744	1,388		
Payroll Processing - QuickBooks	2,250	2,600		
Unemployment Insurance	2,883	3,313		
Staff Training & Workshops	5,000	5,000		
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	5,500	4,421		
EQUIPMENT			26,184	34,485
			3%	4%
ARCInfo/View Software: Maintenance	6,384	5,100		
Plotter: Monthly charge (see Depreciation)	0	0		
Server: Monthly charge (see Depreciation)	0	0		
Transpo Software Maintenance: Transcad, Nvivo	1,200	1,200		
Office Software: Maintenance, purchase	8,090	9,647		
Databases for Transportation Planning	0	8,200		
Traffic Count Expenses (Equipment, Repair, Supplies)	3,228	3,000		
Equipment Rental and Repair	294	500		
Copier Maintenance Contract	4,348	3,838		
Office Furniture, Computers	1,765	3,000		
COMMUNICATIONS			23,121	14,990
			2%	2%
Postage and Delivery	780	400		
Travel (moved to Administrative Exp)	18,000			
Office Phone System (replacement of hardware)		11,260		
Internet and Phone Service (separate items in FY2019)	3,408	3,330		
Marketing and Media Outreach Activities	0	0		
FIXED EXPENSES			46,551	46,156
			5%	5%
Property & Liability	5,051	5,056		
Audit and Accounting Services (moved to Administrative Exp)	10,665			
Depreciation	0	0		
Office Vehicle Lease and Maintenance		11,100		
Rent	30,000	30,000		
ADMINISTRATIVE EXPENSES			12,100	31,765
			1%	3%
Printing	1,200	1,200		
Audit and Accounting Services (FY19 included under Fixed Expenses)		10,665		
Legal	1,000	1,000		
Office and Mapping Supplies	2,520	3,600		
Office Expense	1,300	1,300		
Meeting Expenses (Meetings and Meeting Adv)	2,175	2,000		
Travel (FY19 was included under Communications)		10,000		
Library & Subscriptions: NH Planning Books	2,000	2,000		
OUTSOURCED CONTRACTS			183,905	194,341
			20%	20%
Web Design & Maintenance	47	0		
IT Services	3,390	4,240		
Financial Services	54,600	60,000		
EPA Brownfields - Credere (contract end 9/30/2019)	57,170	10,000		
EPA Brownfields - Consultant TBD (10/1/2019-9/30/2022)		67,000		
Durham SRF Groundwater Modeling Consultant	26,530	44,521		
Watershed Assistance (Permeable Reactive Barrier) Consultant	27,220	8,580		
Traffic Model Assistance	20,795	0		
Lee Floodplain - Geosyntec	21,490	0		
GIS Contract Support (FAR Tax Map Updates)	1,155	0		
			100%	100%

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DATE: June 21, 2019

TO: SRPC Commissioners

FROM: Shayna Sylvia, Communications and Outreach Planner

RE: Election of Officers and Executive Committee for FY 2020

At both the March and April Executive Committee (E.C.) meetings SRPC staff asked E.C. members about their interest in continuing to serve on the committee in fiscal year 2020. All current Committee members expressed interest staying on in their roles.

Current members include:

Commissioner	Office	Community	Term	Commission Term
Victoria Parmele	Chair	Northwood	FY 2020	4/30/2022
Peter Nelson	Vice-Chair	Newmarket	FY 2020	3/1/2021
Tom Crosby	Secretary/Treasurer	Madbury	FY 2020	9/1/2022
Donald Hamann	Member	Rochester	FY 2020	6/30/2021
Marcia Gasses	Member	Dover	FY 2020	11/4/2019
Michael Bobinsky	Member	Somersworth	FY 2020	5/2/2020
Dave Landry	Member	Dover	FY 2020	11/4/2019
Vacant	Alternate	N/A	FY 2020	N/A
Vacant	Alternate	N/A	FY 2020	N/A

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

