

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

Strafford Regional Planning Commission Meeting Agenda
September 23, 2021 from 3:45 – 5:00 p.m.

Online Access: <https://us02web.zoom.us/j/86448086062>

Telephone-only Access: 1 646 558 8656

Meeting ID: 864 4808 6062

Note: The meeting will be held in person, virtual access is provided for staff and members of the public that wish to attend remotely.

1) Welcome/Introductions

2) Actions Items (motion required)

- a) Approval of Draft July 16, 2021 SRPC Commission Meeting Minutes **(Enclosed)**
- b) Approval of Executive Committee recommended FY 2023 Dues Rates **(Enclosed)**
- c) Acceptance of the FY 2021 SRPC Annual Report and Commissioner's Handbook **(Available at Meeting)**
- d) Adoption of Amended SRPC Bylaws **(Enclosed)**

3) Featured Presentation: SRPC Website Demonstration

Presenters: Shayna Sylvia, communications and outreach planner; Rachel Dewey, data analyst; and Jackson Rand, GIS planner.

4) Economic Development Program Highlights

- a) Economic Development District Activities
- b) SRPC Resiliency Committee Update

5) Commissioner's Roundtable

6) Other Business

7) Citizen's Forum

8) Adjournment

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

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 when speaking.

The Strafford Regional Planning Commission, Economic Development District, and 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

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Strafford Regional Planning Commission Meeting

July 16, 2021, 9– 10:30 a.m.

Meeting Minutes

1. Introductions

David Landry called the meeting to order at 9:10 a.m. Introductions were given around the room.

Commissioners Present In Person: Bill Fisher, Farmington Mark Avery, Madbury, Don Hamann, Rochester, Tom Crosby, Madbury, Peter nelson, Newmarket, Evan McDougal, Wakefield, Mark Richardson, Somersworth, Rick Michaud, Somersworth, Barbara Holstein, Rochester, Mike Bobinsky, Somersworth, David Landry, Dover, Wayne Burton, Durham,

SRPC Staff Present: Stephen Geis, Jen Czysz, Mark Davie, Nancy O'Connor Zuzana Duffy, Natalie Moles, Megan Taylor-Fetter,

Commissioners via Zoom: Steve Diamond, Barrington, Stephanie Benedetti, Dover

SRPC Staff via Zoom: James Burdin

Guests via Zoom: Julian Long, Rochester

2. Public Hearing

a. Presentation of the Draft Comprehensive Economic Development Strategy

J. Burdin presented the Draft CEDS and explained it is the core plan to establish and promote our region's economic development priorities. The plan operates on a five-year cycle at the end of which the plan undergoes a complete overhaul and receives updates to the goals, themes and visioning. He added that the 30-day public comment period ended on July 15. After the the presentation, the Commissioners will be asked if they have any requests to revise any aspects of the plan but to particularly turn their attention to the proposed action items at the end of each thematic section. J. Burdin explained that once the plan is adopted, SRPC can turn the page from planning to implementation.

Questions:

W. Burton talked about baseline metrics. He also spoke on businesses and the labor force and what areas, local or outside the region, benefit from these implementations.

J. Burdin responded that SRPC compiled a large amount of information on labor force and businesses in its Data Snapshot. He gave an update on commuting patterns and how the pandemic has effected this.

S. Diamond opined that there are alternatives to the Gross Domestic Product (GDP) for examining economic growth. He suggested using the Genuine Progress Indicator. S. Diamond noted the importance of including images in the CEDS document and how that can show community vibrancy.

S. Diamond touched on topics including Broadband, Housing Costs, Unemployment Benefits, Class VI roads and Vaccinations.

J. Burdin replied that he would look at the GPI Progress Indicators.

A discussion ensued in response to S. Diamonds questions on unemployment benefits, vaccinations, and Class VI roads.

W. Burton spoke on reducing our carbon footprint and that it not addressed in the plan. He added that there is a very strong movement towards this right now, and that the technology is such that some towns are redesigning some of their power consumption with legislative backing to continue.

J. Burdin responded that this was considered but that SRPC has yet to find a consistent data source to use to convey this information,

S. Diamond stated that from a municipal perspective, it would be great if towns could see or have access to the data behind the reports.

J. Burdin responded that SRPC is looking to create an interactive data list.

J. Czysz explained that the next phase of those pieces is to have a geospatial component integrated into our ARC online data viewer portal. This first year we invested a significant amount of time in scripting the data analysis. The next phase is building out the more interactive aspect.

A discussion ensued. Members discussed the importance of working and interacting with the municipalities to move towards an effective planning process.

Exercise

SRPC staff member N. Moles presented an exercise to Commissioners to determine priorities for implementation of the CEDS plan. Their responses would be combined with those from the sustainability subcommittee.

These results will be shared once completed.

3. Action Items

a. Approval of Draft June 18, 2021 Commission Meeting Minutes

D. Hamann motioned to approve the June 18, 2021 minutes as written seconded by B. Fisher. J. Czysz informed the members that the by-laws would have to be amended before any votes could be made virtually. All in favor: B. Fisher, M. Avery, D. Hamann, T. Crosby, P. Nelson, E. McDougal, M. Richardson, R. Michaud, B. Holstein, M. Bobinsky, D. Landry, W. Burton

b. Adoption of the 2021-2025 Comprehensive Economic Development Strategy.

B. Fisher motioned to adopt, seconded by D. Hamann. All in favor: B. Fisher, M. Avery, D. Hamann, T. Crosby, P. Nelson, E. McDougal, M. Richardson, R. Michaud, B. Holstein, M. Bobinsky, D. Landry, W. Burton

4. Discussion

a. Update on SRPC FY 2020-2022 Strategic Plan.

J. Czysz presented the SRPC FY 2020-2022 Strategic Plan to the Commission, explaining that she would be giving an update. She explained that SRPC has expanded its circuit rider program even further, now working with the Town of Strafford. On the environmental planning side, staff have been working on grant writing and have maintained their current project level. On the hardware and software side, SRPC has updated about 2/3 of itsd computers with the remainder to be updated in FY 22. J. Czysz shared that SRPC has updated its MTP CEDS. In FY 22, the Housing Needs Assessment will be a major focus. On the staffing end, with an office coordinator now in place staff have more time to focus on projects.

J. Czysz updated Commissioners on the relationships, marketing and communication goals, SRPC now has an Arc Online platform, online mapping resources, and has launched a YouTube page to post meetings. SRPC is moving forward with the new website, which is scheduled for a Labor Day launch date. SRPC staff has also been

working extensively with the UNH Planning Department on its Communities for Healthy Aging Transitions (CHAT) project and hopes to continue that relationship. Coming up, SRPC is looking at re-launching its municipal roadshow program to strengthen communications and advocacy strategy.

J. Czysz update Commissioners on internal opportunities for staff, sharing that SRPC just adopted and amended telecommuting policy. Other important areas include mentorship programs. J. Czysz added that despite the pandemic, SRPC has a vibrant resiliency roundtable presentation lined up for next week. She added that SRPC is continuing to look for opportunities for Commissioner engagement.

Questions

D. Landry asked for clarification on the matrix showing updates to the strategic plan. This was clarified.

POP Update: N. O'Connor updated Commissioners on the POP! program, stating that the big launch was scheduled for next week. SRPC will be launching its Summer Passport Program which includes 8 different sites around the region. Children and families will be encouraged to go to each site to find a birdhouse, which has a stamp inside. There is also a way to log trips digitally. And win prizes.

5. Commissioner Roundtable

B. Holstein complimented the staff on the excellent work and added that SROC should be proud.

W. Burton spoke up to say that in his ten years on the Commission he has never seen a more vibrant and hardworking group. He thanked staff and J. Czysz for their hard work.

D. Hamman informed the members of the upcoming road work and detours at Strafford Square.

6. Other Business

There was no other business

7. Citizen's Forums

There were no comments.

8. Adjournment

B. Holstein motioned to adjourn the meeting, seconded by W. Burton. All in favor: B. Fisher, M. Avery, D. Hamann, T. Crosby, P. Nelson, E. McDougal, M. Richardson, R. Michaud, B. Holstein, M. Bobinsky, D. Landry, W. Burton

The meeting ended at 10:37 a.m.

Strafford Regional Planning Commission

Draft Fiscal Year 2023 Dues Rates - OPTION 1: No Increase

Recommended by the Executive Committee on 8/20/21 for adoption by the full Commission on September 23, 2021

Community	Current FY2022 Dues Rates				Proposed FY2023 Dues Rates				
	2019 Population Estimates	FY2022 Per Capita Rate for up to 5,000 Population	FY2022 Per Capita Rate for above 5,000 Population	FY2022 Approved Dues	2019 Population Estimates	FY2023 Per Capita Rate for up to 5,000 Population using CPI Increase	FY2022 Per Capita Rate for above 5,000 Population using CPI Increase	FY2023 Proposed Dues	Dues Change from FY2022-FY2023
Dover	31,795	\$1.2475	\$0.5884	\$22,003.46	31,795	\$1.2475	\$0.5884	\$22,003.46	\$0.00
Rochester	30,992	\$1.2475	\$0.5884	\$21,530.98	30,992	\$1.2475	\$0.5884	\$21,530.98	\$0.00
Durham	16,085	\$1.2475	\$0.5884	\$12,759.81	16,085	\$1.2475	\$0.5884	\$12,759.81	\$0.00
Somersworth	11,844	\$1.2475	\$0.5884	\$10,264.43	11,844	\$1.2475	\$0.5884	\$10,264.43	\$0.00
Newmarket	9,460	\$1.2475	\$0.5884	\$8,861.70	9,460	\$1.2475	\$0.5884	\$8,861.70	\$0.00
Barrington	9,123	\$1.2475	\$0.5884	\$8,663.41	9,123	\$1.2475	\$0.5884	\$8,663.41	\$0.00
Farmington	6,883	\$1.2475	\$0.5884	\$7,345.41	6,883	\$1.2475	\$0.5884	\$7,345.41	\$0.00
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,141	\$1.2475	\$0.5884	\$6,320.43	\$0.00
Nottingham	5,144	\$1.2475	\$0.5884	\$6,322.20	5,144	\$1.2475	\$0.5884	\$6,322.20	\$0.00
Milton	4,617	\$1.2475		\$5,759.68	4,617	\$1.2475		\$5,759.68	\$0.00
Lee	4,483	\$1.2475		\$5,592.52	4,483	\$1.2475		\$5,592.52	\$0.00
Northwood	4,300	\$1.2475		\$5,364.22	4,300	\$1.2475		\$5,364.22	\$0.00
Strafford	4,179	\$1.2475		\$5,213.28	4,179	\$1.2475		\$5,213.28	\$0.00
New Durham	2,641	\$1.2475		\$3,294.63	2,641	\$1.2475		\$3,294.63	\$0.00
Rollinsford	2,579	\$1.2475		\$3,217.29	2,579	\$1.2475		\$3,217.29	\$0.00
Middleton	1,812	\$1.2475		\$2,260.46	1,812	\$1.2475		\$2,260.46	\$0.00
Madbury	1,846	\$1.2475		\$2,302.87	1,846	\$1.2475		\$2,302.87	\$0.00
Brookfield	735	\$1.2475		\$916.91	735	\$1.2475		\$916.91	\$0.00
TOTALS	153,659			\$ 137,993.70	153,659			\$137,993.70	\$0.00

Inflation not applied to per capita rate (typically CPI increase is applied, 2022-2023 increase was 5.4%)

NHOSI does not release population estimates for Decennial Census years, 2020 Census population figures have not been released

Sources:

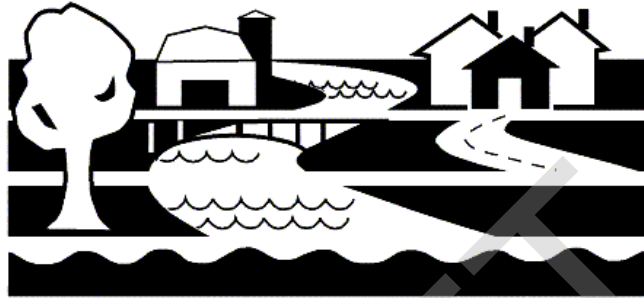
CPI: <http://www.bls.gov/news.release/pdf/cpi.pdf>

Population Estimates: <https://www.nh.gov/osi/data-center/population-estimates.htm>

Strafford Regional Planning Commission

BYLAWS

Strafford



REGIONAL PLANNING

C O M M I S S I O N

150 WAKEFIELD STREET
SUITE 12

ROCHESTER, NH 03867

WWW.STRAFFORD.ORG

Adopted: September 22, 1994
Amendments Adopted: January 28, 2010
Amendments Adopted: November 18, 2010
Amendments Adopted: February 22, 2018

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ARTICLE I: NAME AND AUTHORITY

Section 1: NAME

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

Section 2: AUTHORITY

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 that power and authority expressly provided for in Chapter 36.

ARTICLE II: MISSION STATEMENT

In order 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.

ARTICLE III: MEMBERSHIP

Section 1: 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.

Section 2: 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.

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 Commission and shall be deemed to be vested with all the authority of the member communities with respect to actions by the Commission (see RSA 36:46).

Section 3: 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.

Section 4: FINANCES

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

Section 1: 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.

Section 2: DUTIES OF THE CHAIR

The Chair shall call and preside at meetings of the Commission and the Executive Committee; shall create and discharge standing committees and special committees; shall serve as a non-voting member ex officio of all committees, voting only in case of a tie; and shall perform other duties customary to the office.

Section 3: DUTIES OF THE VICE-CHAIR

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

Section 4: 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.

Section 5: 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.

Section 6: REMOVAL OF OFFICERS

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

ARTICLE V: COMMISSION

Section 1: 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.

Section 2: MEETINGS

There shall be at least four meetings 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.

Section 3: QUORUM AND VOTING

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.

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.

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.

Section 4: PROCEDURES

Robert's Rules of Order shall govern.

Section 5: VOTING

~~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.~~

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1: 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.

Section 2: 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.

Section 3: 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.

In the case of hybrid meetings², 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.

Section 4: PROCEDURES

Robert's Rules of Order shall govern.

ARTICLE VII: EXECUTIVE DIRECTOR

Section 1: 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.

Section 2: 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.

Section 3: 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 VIII: INDEMNIFICATION FOR DAMAGES

The Commission adopts RSA 31:105 Indemnification for Damages.

ARTICLE IX: AMENDMENTS

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.

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 _____

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