

# STRAFFORD

Regional Planning Commission

## SRPC COMMISSION COMMITTEE MEETING

Thursday, September 22, 2022, 3:45-5:30 P.M.

In-person meeting (Conference Rm 1A, SRPC Office, 150 Wakefield St. Rochester, NH) \*

\*Due to the activity scheduled for Commissioner engagement, we will not be able to accommodate remote participation at this meeting.

Agenda Item	Time	Notes
1) <b>Pre-meeting exercise, welcome and introductions</b>	3:45-4:00 PM	1) Come prepared with some ideas about housing needs in your community, how your municipality is responding to those needs and any barriers that may be in the way.
2) <b>Action Items (Motions Required)</b> a) Approval of the June 17, 2022 Minutes b) Acceptance of the FY 2024 Dues Rates c) Acceptance of the FY 2022 Annual Report d) RIC Appointments	4:00-4:20 PM	2a) Enclosed 2b) Enclosed 2c) Separate Mailing 2d) SRPC is looking for a new member(s) for its <a href="#">Regional Impact Committee</a> . Interested? See enclosed memo.
3) <b>Regional Housing Needs Assessment Commissioner Workshop</b> a) Presentation: Data overview of housing, demographic, and economic data trends, and public survey outcomes ( <i>Shayna Sylvia, Senior Communications and Outreach Planner, and Natalie Gemma, Economic Development Coordinator</i> ) b) Activity: Assessing housing needs, barriers, and opportunities in the SRPC region ( <i>Various SRPC staff</i> )	4:20-5:20 PM	
4) Citizen's Forum	5:20-5:25 PM	
5) Other Business	5:25-5:30 PM	
6) Adjourn	5:30 PM	

Reasonable accommodation for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last-minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 x115 or email [srpc@strafford.org](mailto:srpc@strafford.org).

### 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



## **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 & 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.



# STRAFFORD

Metropolitan Planning Organization

## Policy Committee Meeting Combined Meeting of the Stafford EDD & Strafford MPO

Meeting Minutes

Friday, June 17, 2022

9:00 – 11:00 AM

Strafford Regional Planning Commission

Hybrid Meeting

Rochester, NH

### 1. Introductions

9:16 Chair David Landry called the meeting to order and asked for introductions.

**Committee members present:** Bill Fisher, Farmington; Katrin Kasper, Lee; Barbara Holstein, Rochester; Rick Michaud, Somersworth; David Landry, Dover; Tom Crosby, Madbury; Michael Bobinsky, Somersworth; Michael Williams, COAST; Donald Hamann, Rochester; Joe Boudreau, Rochester; Evan McDougal, Wakefield; Michael Bobinsky, Somersworth; Herb Ueda, Rollinsford; David Landry, Dover.

**Committee Members participating remotely:** Peter Nelson, Newmarket; Glenn Davison, DOT, Steve Diamond, Barrington; Dawn Genes, Lee; Ricky DiCillo, DES.

**Staff members present:** Jen Czysz, Colin Lentz.

**Staff attending remotely:** Rachel Dewey, Jackson Rand, Stephen Geis, James Burdin, Tyler Distefano.

**Guests attending remotely:** Donna Benton, Dover; Brian Hettrick., Rochester.

**At 9:20 a.m. the meeting convened as the Strafford Metropolitan Planning Organization**

### 2. Public Hearing Amendment 4 to the 2021-2024 TIP

At 9:20 a.m. D. Hamann MOTIONED to open the public hearing, SECONDED by T. Crosby. All members agreed to open the public hearing.

The public hearing opened for the proposed Amendment #4 to the adopted 2021-2024 Transportation Improvement Program (TIP). The TIP is a prioritized list of federal and state funded regional transportation projects programmed for the next four years. The amendment is necessary to account for project changes and to maintain consistency with the 2021-2024 State Transportation Improvement Program (STIP). SRPC, in its role as Strafford Metropolitan Planning Organization (MPO), is conducting this process in accordance with its public involvement procedures and federal and state regulations.

Amendment #4 impacts projects listed in the 2021-2024 TIP, which is part of the regional 2021-2045 Metropolitan Transportation Plan (MTP).

C. Lentz provided a summary of the amendments to the TIP which includes several state programs and two local projects with proposed changes. The new projects advancing through the TIP are the Milton sidewalk project and the widening of a portion of Route 11 in Rochester. New projects added to the MTP out years are the Dover Central Avenue Complete Streets and UNH South Drive project.

C. Lentz asked for questions or comments. There were no questions or discussions.

T. Crosby MOTIONED to close the Public Hearing, SEONDED by M. Bobinsky. All in Favor. The public hearing closed at 10:32 am

### **3. Action Items**

#### **a. Approve draft minutes of May 20, 2022**

Bill Fisher MOTIONED to approve the May 20, 2022 minutes as written, seconded by M. Bobinsky. A roll call vote was taken: B. Fisher, T. Crosby, K. Kasper, M. Bobinsky, B. Holstein, M. Williams, H. Ueda, D. Landry, P. Nelson, S. Diamond, R. DiCillo, G. Davison voting IN FAVOR. E. McDougal, D. Hamann, J. Boudreau, M. Richardson, D. Genes ABSTAIN. There were no objections. The motion passed with a majority in favor.

#### **b. Amendment 4 to the 2021-2024 TIP**

C. Lentz asked the members to entertain a vote to approve.

D. Hamann MOTIONED to approve Amendment 4 to the TIP, SEONDED by E. McDougal. A roll call vote was taken: B. Fisher, T. Crosby, K. Kasper, M. Bobinsky, B. Holstein, M. Williams, H. Ueda, D. Landry, P. Nelson, S. Diamond, R. DiCillo, G. Davison, E. McDougal, D. Hamann, J. Boudreau, M. Richardson, D. Genes voting IN FAVOR. The motion passed with all members in favor.

### **4. Discussion Items**

#### **Updates to the draft nondiscrimination plan (including Limited English Proficiency and Environmental Justice)**

C. Lentz explained that as a recipient of federal dollars, the MPO needs to conform to the Title VI Act and provide equitable access to the process. He added that the public comment period for the nondiscrimination plan is open until July 15, 2022. A formal vote to approve will take place at the July Policy Meeting. This latest draft of the Nondiscrimination plan includes new information and analysis of people with Limited English Proficiency (LEP) and populations that fall under Environmental Justice provisions. Both sections include description of demographics, geography, and action steps by SRPC. LEP equity considerations include things like translating documents. Environmental Justice requires consideration of disproportionate impacts from transportation planning and equitable distribution of benefits.

C. Lentz asked members to contact him if they have any questions.

## 5. Adjourn the MPO Policy Meeting

At 10:00 a.m. the Stafford MPO portion of the meeting adjourned.

At 10:00 a.m. the meeting convened as the Stafford Regional Planning Commission & EDD Board of Directors

### Public Hearing: 2022 Comprehensive Economic Development Strategy (CEDS)

J. Burdin explained SRPC staff have completed a draft of the Comprehensive Economic Development Strategy 2022 and released it for the required 30-day public comment period. Staff also presented an overview of the CEDS 2022 to commissioners at the May 13, 2022 joint SRPC/Policy Committee meeting. As part of the public comment period, notice was also given for a public hearing at the June 17, 2022 joint SRPC/Policy Committee meeting.

Staff compiled a record of all comments received during the public comment period. This record also indicates what changes, if any, have been made to the plan in response or any recommendations staff has for commissioners to consider during discussion and adoption. Staff recommends that an additional four priority projects be included in the adopted CEDS.

J. Burdin recommended that Commissioners open the public hearing and accept comments from any members of the public present in person or electronically. After comments by the public are complete, the Commissioners should discuss adoption of the CEDS, including any final edits to the plan that are desired prior to adoption. Staff request that the Commission move to adopt the Comprehensive Economic Development Strategy 2022 update (either as written or as amended by Commissioners).

At 10:05 a.m. M. Bobinsky MOTIONED to open the Public Hearing for the 2022 CEDS, SECONDED by D. Hamann. ALL IN FAVOR.

M. Bobinsky thanked J. Burdin for the explanation on the Spaulding Turnpike Exit Ten project and the description of SRPC being a sponsor of this project at this stage. M. Bobinsky stated for the record that as the project moved forward and goes into the planning stage, the implementation component is more involved with the three cities. He expressed appreciation for the level of effort that staff has put into the project.

There was a brief discussion on the Town of Farmington's levee and the potential for the designation of downtown Farmington as a floodplain zone. B. Fisher explained the levee is in good shape and has been inspected and has passed all requirements put forth by the Army Corps of Engineers. This is just a matter of the Army Corps of Engineers and FEMA working together to come to a resolution.

At 10:10 a.m. D. Hamann MOTIONED to close the Public Hearing, SECONDED by K. Kasper. ALL IN FAVOR

J. Czysz requested **Agenda Item 2-d, Motion to adopt the 2022 CEDS Update**, be brought forward.

D. Hamann MOTIONED to accept the 2022 Comprehensive Economic Development Strategy (CEDS) SECONDED by M. Bobinsky. A roll call vote was taken: B. Fisher, T. Crosby, K. Kasper, M. Bobinsky, B. Holstein, H. Ueda, D. Landry, P. Nelson, S. Diamond, G. Davison, E. McDougal, D. Hamann, J. Boudreau, M. Richardson, D. Genes voting IN FAVOR. There were no objections. The motion passed with all members in favor.

## **1. Action Items**

### **a. Minutes from February 24, 2022**

D. Hamann MOTIONED to approve the minutes of February 24, 2022 as written, SECONDED by T. Crosby. ALL IN FAVOR. The motion passed with all members in favor.

### **b. Adopt FY 2023 Budget recommended by the Executive Committee**

J. Czysz highlighted items on the proposed FY 2023 Budget. She explained that some shifts between the current year and the upcoming FY 2023 between the various revenue streams are due to more grants coming in from federal sources than state. On the revenue side, there is an increase due to Lee and Milton becoming dues paying communities.

The expense table reflects some basic shifts to staffing levels as well as in the contracted work. The allocation for professional development has increased to \$1000 per staff member.

D. Hamann MOTIONED to adopt the FY 2023 Budget, SECONDED by T. Crosby. A roll call vote was taken: B. Fisher, T. Crosby, K. Kasper, M. Bobinsky, B. Holstein, H. Ueda, D. Landry, P. Nelson, S. Diamond, G. Davison, E. McDougal, D. Hamann, J. Boudreau, M. Richardson, D. Genes voting IN FAVOR. There were no objections. The motion passed with all members in favor.

### **c. Elect FY2023 Officers & Executive Committee members**

J. Czysz reported that the current 7 members of the Executive Committee have expressed interest and willingness to continue on the Executive Committee. The current officers have agreed to continue in their roles. The committee has two alternate seats to fill. Katrin Kasper of Lee has offered to be appointed as an alternate.

Current members are:

David Landry, Dover; Chair

Peter Nelson, Newmarket, Vice Chair

Tom Crosby, Madbury, Secretary, Treasurer

Donald Hamann, Rochester

Barbara Holstein, Rochester

Michael Bobinsky, Somersworth

William Fisher, Farmington

D. Hamann MOTIONED to accept the Slate of Officers as recommended by the Executive Committee with K. Kasper joining as an alternate, SECONDED by T. Crosby. A roll call vote was taken: B. Fisher, T. Crosby, K. Kasper, M. Bobinsky, B. Holstein, H. Ueda, D. Landry, P. Nelson, S. Diamond, G. Davison, E. McDougal, D. Hamann, J. Boudreau, M. Richardson, D. Genes voting IN FAVOR. The motion passed with all members in favor.

**d. Adopt the 2022 CEDS Update**

This item was moved to item #1

**2. Other Business & Updates from Staff**

J. Czysz reported that the Annual Meeting takes place next week and that all business items normally addressed have been covered today at this meeting. This is because this is the first in person meeting in two years and the focus will be on the panelist presentation and recognitions.

J. Boudreau reported on the Resiliency Committee's upcoming meeting.

**3. Commissioners' roundtable**

B. Fisher reported that if the Army Corps of Engineers and FEMA cannot come into agreement regarding the Farmington levee, it will increase the 100-year floodplain by 75 percent. The ACE has approved the levee and it is just a matter of FEMA and the ACE coming to an agreement. He reiterated that the levee is in good shape.

S. Diamond reported that at the Little Bay Road, he saw a bicyclist use the crossing button, but traffic did not yield to allow the bicyclist safe passage across. He asked if there a way of clarifying who has the right of way at rotaries and to add signage to that effect. G. Davison answered he will bring this concern to the Bureau of Traffic.

H. Ueda thanked Colin for his extensive visit with the Selectmen. His assistance was helpful and the Board was impressed by the services provided by SRPC.

**4. Citizens Forum**

There were no citizen comments.

**5. Adjourn**

M. Bobinsky MOTIONED to adjourn, SECONDED by D. Hamann. All in favor. Meeting adjourned.

# STRAFFORD

Regional Planning Commission

DATE: September 16, 2022

TO: SRPC Commissioners

FROM: Megan Taylor-Fetter, Office Coordinator

RE: Election of Regional Impact Committee Members for FY 2023

SRPC sent an email recruitment for Regional Impact Committee members on August 26, 2022. The following individuals were already members or expressed interest at that time.

Commissioner	Community	Current Status	Notes
Don Hamann	Rochester	Member (current)	
Mark Richardson	Somersworth	Interested	Would serve as a regular member

Nominations for Regional Impact Committee members will be entertained at the September 22, 2022 Commission meeting. If you have any questions or comments, please feel free to contact Megan Taylor-Fetter at 603-994-3500 X115 or [mtaylorfetter@strafford.org](mailto:mtaylorfetter@strafford.org).

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# Strafford Regional Planning Commission

## Proposed Fiscal Year 2024 Dues Rates - Adjusted by US Census 2020 Population

Recommended by the Executive Committee on 9/16/22 for adoption by the full Commission September 22, 2022

					CPI Rate	0.0%	0.0%			
Current FY2023 Dues Rates					Proposed FY2024 Dues Rates					
Community	2019 Population Estimates	FY2023 Per Capita Rate for up to 5,000 Population	FY2023 Per Capita Rate for above 5,000 Population	FY2023 Approved Dues	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population using CPI Increase	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase	FY2024 Proposed Dues	Dues Change from FY2023-FY2024	
Dover	31,795	\$1.2475	\$0.5884	\$22,003.46	32,741	\$1.2475	\$0.5884	\$22,560.08	\$556.62	
Rochester	30,992	\$1.2475	\$0.5884	\$21,530.98	32,492	\$1.2475	\$0.5884	\$22,413.57	\$882.59	
Durham	16,085	\$1.2475	\$0.5884	\$12,759.81	15,490	\$1.2475	\$0.5884	\$12,409.71	-\$350.09	
Somersworth	11,844	\$1.2475	\$0.5884	\$10,264.43	11,855	\$1.2475	\$0.5884	\$10,270.90	\$6.47	
Newmarket	9,460	\$1.2475	\$0.5884	\$8,861.70	9,430	\$1.2475	\$0.5884	\$8,844.05	-\$17.65	
Barrington	9,123	\$1.2475	\$0.5884	\$8,663.41	9,326	\$1.2475	\$0.5884	\$8,782.86	\$119.44	
Farmington	6,883	\$1.2475	\$0.5884	\$7,345.41	6,722	\$1.2475	\$0.5884	\$7,250.68	-\$94.73	
Nottingham	5,144	\$1.2475	\$0.5884	\$6,322.20	5,229	\$1.2475	\$0.5884	\$6,372.21	\$50.01	
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,201	\$1.2475	\$0.5884	\$6,355.74	\$35.30	
Northwood	4,300	\$1.2475		\$5,364.22	4,641	\$1.2475		\$5,789.62	\$425.40	
Lee	4,483	\$1.2475		\$5,592.52	4,520	\$1.2475		\$5,638.67	\$46.16	
Milton	4,617	\$1.2475		\$5,759.68	4,482	\$1.2475		\$5,591.27	-\$168.41	
Strafford	4,179	\$1.2475		\$5,213.28	4,230	\$1.2475		\$5,276.90	\$63.62	
New Durham	2,641	\$1.2475		\$3,294.63	2,693	\$1.2475		\$3,359.50	\$64.87	
Rollinsford	2,579	\$1.2475		\$3,217.29	2,597	\$1.2475		\$3,239.74	\$22.45	
Madbury	1,846	\$1.2475		\$2,302.87	1,918	\$1.2475		\$2,392.69	\$89.82	
Middleton	1,812	\$1.2475		\$2,260.46	1,823	\$1.2475		\$2,274.18	\$13.72	
Brookfield	735	\$1.2475		\$916.91	755	\$1.2475		\$941.86	\$24.95	
<b>TOTALS</b>	<b>153,659</b>			<b>\$ 137,993.70</b>	<b>156,145</b>			<b>\$139,764.25</b>	<b>\$1,770.55</b>	

\$ 130,754.60	Total without Non-dues Paying Towns (BRK and NOT)	\$132,466.66
population change	2,486	