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Regional Planning Commission

SRPC COMMISSION DRAFT MEETING MINUTES

JUNE 16, 2023

9:00 10:30 A.M.

1. Welcome and Introductions

Chair David Landry called the meeting to order at 9:10am. He called for introductions.

Members attending in-person:

David Landry, Dover; Mark Richardson, Somersworth; Katrin Kasper, Lee; Tom Crosby, Madbury; Matt Towne, Barrington; Michael Bobinsky, Somersworth; Bill Fisher, Farmington; Joe Boudreau, Rochester; Don Hamann, Rochester; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Karen Golab, Milton;

Members attending on Zoom:

Cheryl Smith, Nottingham;

Staff attending on Zoom: Rachel Dewey, Mark Davie, Natalie Gemma, Angie Cleveland.

Staff attending in Person: Jen Czysz

2. Public Hearing: 2023 Comprehensive Economic Development Strategy Update

N. Gemma and A. Cleveland presented on the draft Comprehensive Economic Development Strategy (CEDS). They noted that they had received no public comments during the public comment period. They emphasized updates to reading accessibility in the document.

C. Smith suggested that staff find a way to directly contact local boards about upcoming document reviews and public hearings. P. Nelson recommended that documents and information could be added to each town's website. Local librarians could be contacted to post or print documents for people to review when they visit libraires.

D. Landry closed the public hearing.

3. Commissioner Roundtable

J. Boudreau complimented the recent commissioner convening and expressed its value to generating discussion about regional issues.

M. Bobinsky noted that Somersworth has posted an RFP for the recently vacated Army National Guard facility on NH108. He also described a downtown housing project that was in in the planning stages.

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C. Smith described a potential expansion of the Pawtuckaway camping area, and the development of a light industrial park along US4 in Nottingham.

4. Action Items (require a vote)

a. Minutes from February 23, 2023

D. Hamann made a motion to approve the minutes as written. Seconded by P. Nelson.
Vote: unanimous in favor with C. Smith abstaining.

b. Adopt the 2023 CEDS Update

D. Hamann made a motion to approve the draft 2023 CEDS. Seconded by T. Crosby.
Vote: unanimous in favor.

c. Adopt FY24 Budget Recommended by the E.C

J. Czysz presented an overview of the SRPC budget and its constituent contracts. She noted that the budget was over \$2 million, which is the largest ever. The biggest increase is in municipal contracts. There is a federal grant from Housing and Urban Development (HUD) that is pending; it currently appears as a decrease in the budget because of approval delays at the federal level.

M. Towne asked how the federal delay might affect SRPC operations. J. Czysz said the budget is technically operating at a loss until HUD comes through with funds for the contract. She said HUD confirmed that the dollars will come through. She added that it forces SRPC to delay additional local contracts till HUD dollars come through. She has Adjusted the budget and cashflow to flex until the HUD contract is completed.

J. Czysz continued noting that expenses increased because of higher staffing levels to work on grants. There is an additional increase because of health insurance plans. Premiums are spiking nationally recently because of people scheduling surgeries they weren't able to have during covid. New SRPC staff are adopting plans with higher premiums compared to staff who recently left.

A new statewide paid family medical leave policy began on June 1st which is more flexible and affordable for SRPC staff. The new policy gives staff flexibility for paid time off to care for family members or bond with newborns.

J. Czysz explained that new software had been added to SRPC suite to improve visualizations for master plans and other work.

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P. Nelson asked about the INRIX database. J. Czysz explained it is a shared purchase of travel and congestion data from the National Performance Management Research Data Set. The data set comes from cell phones and other smart devices in vehicles traveling on the national highway system. The data are aggregated along major corridors so exact addresses cannot be identified. C. Lentz added that INRIX is the approved federal vendor for data used by Metropolitan Planning Organizations for performance target setting.

J. Boudreau asked if the INRIX data could be used for corridor analysis for NH11 and NH16/108 economic and exit 10. C. Lentz said they could.

K. Golab asked if INRIX data could be used for local analysis. C. Lentz said INRIX data was not detailed enough for individual intersections but could be used for corridor level analysis at specific points in a community. He added that INRIX data density is best on higher level roads (US4 as opposed to a local road).

M. Towne asked about cyber security and virus defenses. J. Czysz said SRPC has a new IT security vendor with great service.

**D. Hamann made a motion to approve the draft budget. Seconded by + J. Boudreau.
Vote: unanimous in favor**

d. Elect FY24 Officers & Executive Committee Members

D. Hamann made a motion to approve the proposed slate of officer candidates for the Commission and Executive Committee. Seconded by M. Bobinsky. Vote: unanimous in favor.

5. Discussion Items and Updates

a. Regional Impact Committee Update

M. Richardson noted three projects with regional impacts under review:

- A solar project in Farmington with potential impacts in Milton.
- An unfinished building in Nottingham to become a bottling warehouse. Potential traffic impacts to Northwood and Barrington?
- A housing project in Dover along gulf road with potential impacts to a crossing stream and common areas.

b. Annual Meeting

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J. Czysz reminded members that the annual meeting was next Thursday (6/22/2023) and asked them to register and forward the invite to others. The meeting will focus on municipalities preparing for solar. There will be a presentation and panel discussion with local and regional perspectives about solar energy, ordinance, etc.

c. Other Staff Updates

There were no other staff updates.

6. Other Business

No other business was brought before the commission.

7. Citizen's Forum

No citizens were present for comment.

8. Adjourn

B. Fisher made a motion to adjourn. Seconded by D. Hamann.

The meeting was adjourned at 10:30am