

STRAFFORD

Regional Planning Commission

SRPC COMMISSION/EDD COMMITTEE MEETING

Thursday, September 21, 2023, 3:45-5:30 P.M.

Hybrid Meeting – In Person quorum is required at:

SRPC Office
150 Wakefield Street, Suite 12
Rochester, NH 03867

Option to participate by Zoom:

<https://us02web.zoom.us/j/86384280497>

Phone: +1 305 224 1968

Webinar ID: 863 8428 0497

Passcode: 388131

Agenda Item	Time	Notes
1) Networking, Welcome, Introductions	3:45-4:00 PM	
2) Action Items (Motions Required) a) Approval of the June 16, 2023 Minutes b) Acceptance of the FY 2025 Dues Rates c) Acceptance of the FY 2023 Annual Report d) Updated FY2024 Meeting Schedule	4:00-4:20 PM	2a) Enclosed 2b) Enclosed 2c) Separate Mailing 2d) Enclosed
3) Comprehensive Economic Development Strategy Commissioner Workshop Angela Cleveland, Principal Planner Natalie Gemma, Senior Regional Planner	4:20-5:20 PM	
4) Commissioner Roundtable and 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.

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.



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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

Strafford Regional Planning Commission

Fiscal Year 2025 Dues Rates

Recommended by the Executive Committee for adoption by the full Commission September 21, 2023

Current FY2023 Dues Rates					Proposed FY2024 Dues Rates					
Community	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population	FY2024 Per Capita Rate for above 5,000 Population	FY2024 Adopted Dues	2022 Population Estimate	FY2025 Per Capita Rate for up to 5,000 Population using CPI Increase above	FY2025 Per Capita Rate for above 5,000 Population using CPI Increase above	FY2025 Proposed Dues	Dues Change from FY2024	
Dover	32,741	\$1.2475	\$0.5884	\$22,560.08	33,234	\$1.2874	\$0.6072	\$23,581.37	\$1,021.28	
Rochester	32,492	\$1.2475	\$0.5884	\$22,413.57	33,018	\$1.2874	\$0.6072	\$23,450.21	\$1,036.63	
Durham	15,490	\$1.2475	\$0.5884	\$12,409.71	14,695	\$1.2874	\$0.6072	\$12,324.08	-\$85.63	
Somersworth	11,855	\$1.2475	\$0.5884	\$10,270.90	12,037	\$1.2874	\$0.6072	\$10,710.09	\$439.18	
Newmarket	9,430	\$1.2475	\$0.5884	\$8,844.05	9,459	\$1.2874	\$0.6072	\$9,144.67	\$300.62	
Barrington	9,326	\$1.2475	\$0.5884	\$8,782.86	9,474	\$1.2874	\$0.6072	\$9,153.78	\$370.92	
Farmington	6,722	\$1.2475	\$0.5884	\$7,250.68	6,839	\$1.2874	\$0.6072	\$7,553.75	\$303.07	
Nottingham	5,229	\$1.2475	\$0.5884	\$6,372.21	5,371	\$1.2874	\$0.6072	\$6,662.35	\$290.14	
Wakefield	5,201	\$1.2475	\$0.5884	\$6,355.74	5,288	\$1.2874	\$0.6072	\$6,611.95	\$256.21	
Northwood	4,641	\$1.2475		\$5,789.62	4,684	\$1.2874		\$6,030.25	\$240.63	
Lee	4,520	\$1.2475		\$5,638.67	4,567	\$1.2874		\$5,879.62	\$240.95	
Milton	4,482	\$1.2475		\$5,591.27	4,536	\$1.2874		\$5,839.71	\$248.44	
Strafford	4,230	\$1.2475		\$5,276.90	4,280	\$1.2874		\$5,510.13	\$233.23	
New Durham	2,693	\$1.2475		\$3,359.50	2,770	\$1.2874		\$3,566.14	\$206.63	
Rollinsford	2,597	\$1.2475		\$3,239.74	2,638	\$1.2874		\$3,396.20	\$156.46	
Madbury	1,918	\$1.2475		\$2,392.69	1,964	\$1.2874		\$2,528.48	\$135.79	
Middleton	1,823	\$1.2475		\$2,274.18	1,856	\$1.2874		\$2,389.44	\$115.26	
Brookfield	755	\$1.2475		\$941.86	774	\$1.2874		\$996.46	\$54.60	
TOTALS	156,145			\$ 139,764.25	157,484			\$145,328.65	\$5,564.40	

Without Brookfield \$138,822.39

Without Brookfield \$144,332.20 \$5,509.80

Adjusted by population and CPI

Sources:

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

Population Estimates: [https://www.nheconomy.com/office-of-planning-and-development/what-we-do/state-data-center-\(census-data\)/population-estimates](https://www.nheconomy.com/office-of-planning-and-development/what-we-do/state-data-center-(census-data)/population-estimates)

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Regional Planning Commission

DATE: September 15, 2023

TO: SRPC Commissioners and Policy Committee Members

FROM: Jen Czysz, Executive Director

RE: Amended SRPC RPC-EDD-MPO Meeting Schedule

At the September 15 Policy Committee meeting we discussed revising the focus of our regularly scheduled meetings (monthly Policy and quarterly Commission) to better balance the work performed at SRPC. The following draft schedule for the next year is based upon reformatting what is currently the Policy Meeting, to allow for quarterly meetings of the:

- **EDD:** Economic Development District Board of Directors (Commissioners)
- **MPO:** Metropolitan Planning Organization Policy Com. (Commissioners + Partners)
- **RPC:** Regional Planning Commission (Commissioners)

The tentative 3rd Friday of the month (9AM) schedule is as follows for the next year:

Date	Lead	Agenda Items (Tentative)
Oct. 20, 2023	EDD	TBD
Nov. 17, 2023	MPO	Amend MPO Bylaws, Presentation of Active Transportation Plan, Highlights of the Congestion Mitigation Program, Vote on MTP criteria weights
Dec. 15, 2023	RPC (MPO)	TBD; Hearing and Adopt Active Transportation Plan
Jan. 19, 2024	EDD (MPO)	Preliminary review of ranked MTP projects
Feb. 16, 2024	MPO	Finalize discussion of and vote on transportation priority projects for the MTP
Mar. 15, 2024	RPC	TBD
Apr. 19, 2024	EDD	TBD
May. 17, 2024	MPO	Public Participation Plan update presentation
Jun. 21, 2024	RPC (EDD)	RPC Annual Meeting Business Items; EDD present draft CEDS;
Jul. 19, 2024	EDD (MPO)	Hearing & Adopt CEDS and PPP, Prioritize Annual EDD work plan (CEDS actions)
Aug. 16, 2024	MPO	TBD
Sep. 20, 2024	RPC	TBD

From time to time, we will need to conduct joint meetings between the MPO, EDD, and RPC. For example, when the commissioners need to adopt a plan or other document, we present one month then hold the hearing the following. These are indicated in () and will be approximately 15 minutes of the 1.5-hour agenda.

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To implement this change, we will need to amend our MPO bylaws. This revised schedule is already supported by our existing SRPC bylaws.

The quarterly Commission meetings will be redesigned as outreach and engagement events. Each will be held at an off-site location that will enable commissioners to visit other communities and experience our work firsthand. These quarterly meetings will rotate between our programmatic functions:

- September 21, 2023, 3:45 PM, SRPC Office, EDD workshop
- December 7, 2023, 3:45 PM, MPO or RPC focus, Location TBD
- February 22, 2024, 3:45 PM, MPO or RPC focus, Location TBD
- June 20, 2024, TBD, Annual Meeting Luncheon

Comprehensive Economic Development Strategy (CEDS)

Background:

The Strafford Regional Planning Commission is designated as an Economic Development District (EDD) by the US Economic Development Administration (EDA). Due to conflicting EDD boundaries, the Strafford EDD consists only of the SRPC communities located in Strafford and Carroll Counties. This designation requires that we maintain a Comprehensive Economic Development Strategy (CEDS) to establish and promote our region's economic development priorities. This plan is intended to be updated on 5-year cycles, with the plan being overhauled, including updates to selected themes, vision statements, and goal setting in the first year followed by minor updates in each of the subsequent years. The SRPC Commissioners act as the Board of Directors for the Strafford EDD and are responsible for formally adopting the CEDS.

SRPC's 2023 CEDS Update was adopted on June 16th, 2023 at the Commission Meeting acting as the EDD Board of Directors.

Documents to Review:

2021 – 2025 Comprehensive Economic Development Strategy:

https://strafford.org/uploads/documents/plans/edd/ceds_2021.pdf

2023 Comprehensive Economic Development Strategy Update:

https://www.strafford.org/uploads/documents/plans/edd/ceds_2023.pdf

Discussion:

During this meeting, SRPC staff will be highlighting our progress on the CEDS Action Items as well as prioritizing next steps to meet the continually evolving needs of our communities and create a vibrant economy in the Strafford Region.

Staff would like to particularly direct your attention to the Action Items proposed in each of the documents listed above. During the meeting, you will be asked to prioritize the top actions (for each of the 9 themes) that Strafford EDD should be focusing on in 2024. What actions are the highest priority for implementation in the coming year?

