



SRPC Commission Meeting Minutes
September 21, 2023
3:45-5:30 p.m.

1. Welcome and Introductions

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

Members attending in person: Dave Landry, Dover; Mark Richardson, Somersworth; Don Hamann, Rochester; Katrin Kasper, Lee; Mike Bobinsky, Somersworth; Peter Nelson, Newmarket; Lindsey Williams, Dover

Staff attending in person: Rachel Dewey, Stephen Geis, Angela Cleveland,

Guests attending in person: Ashley Wright, Strafford County PHN; Bonnie McNair, Falls Chamber of Commerce; James Burdin, City of Dover; Michelle Mears, Somersworth;

Members attending on Zoom: Mary Woodward, Lee

Guests attending on Zoom: Tina Kasim, Office of Senator Jeanne Shaheen

Staff attending on Zoom: Megan Taylor-Fetter, Lisa Murphy, Mark Davie

2. Action Items

a. Approval of the June 16, 2023 Draft Minutes

D. Landry motioned to approve the minutes of June 16, 2023 seconded by D. Hamann. A roll call vote was taken: D. Landry, M. Richardson, D. Hamann, K. Kasper, M. Bobinsky, P. Nelson, L. Williams, M. Woodward all voted in favor. Motion passed with a unanimous vote in favor.

b. Acceptance of the FY 2025 Dues Rates

J. Czysz stated that at the September 15 Executive Committee meeting the committee voted to recommend adjusting the FY 2025 dues rate by per capita and CPI. The difference in the dues rate from FY 2024 dues would be \$5,564.40.

D. Hamann motioned to approve adjustment of the FY2025 dues rate by per capita and CPI as recommended by the Executive Committee. M. Bobinsky seconded the motion. A roll call vote was taken: D. Landry, M. Richardson, D. Hamann, K. Kasper, Bobinsky, P. Nelson, L. Williams, M. Woodward all voted in favor. Motion passed with a unanimous vote in favor.

J. Czysz reported that the dues letters will be sent to municipalities within the next few weeks.

c. Acceptance of the FY 2023 Annual Report

J. Czysz stated that with the change in staff since last year, the task of compiling and formatting the annual report fell to Autumn Scott and Rachel Dewey with all staff contributing. The report was formatted to comply with accessibility rules. J. Czysz complimented staff on a

job well done and asked the committee members to forward any comments and suggestions to Megan.

D. Hamann motioned to accept the 2023 Annual report as presented. M. Bobinsky seconded the motion. D. Landry, M. Richardson, D. Hamann, K. Kasper, M. Bobinsky, P. Nelson, L. Williams, M. Woodward all voted in favor. Motion passed with a unanimous vote in favor.

d. Updated FY 2024 Meeting Schedule

J. Czysz presented the committee with an amended SRPC, RPC, and MPO meeting schedule as discussed by the Policy Committee at their September 15, 2023 meeting. The proposed revision would change the focus of the regularly scheduled meetings to better balance the work performed at SRPC. The reformatting of what is currently Policy meetings would rotate the topics of the quarterly meetings between the EDD, MPO, and RPC. The quarterly commission meetings would be divided between the three topics and the June annual meeting.

3. Comprehensive Economic Development Strategy Commissioner Workshop

Angela Cleveland presented an overview of the Comprehensive Economic Development Strategy (CEDS). 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.

The presentation was followed by a workshop exercise in which the members split into groups and were asked to prioritize the top actions that Strafford EDD should be focusing on in 2024 and what actions are the highest priority for implementation in the coming year.

4. Other Business

No other business was discussed.

5. Adjourn

D. Hamann motioned to adjourn the meeting seconded by P. Nelson. The meeting was adjourned at 5:35 P.M.

Attachments: Strafford CEDS Action Tracker