

STRAFFORD

Regional Planning Commission

SRPC COMMISSION/EDD BOARD OF DIRECTORS MEETING

Friday, October 20, 2023, 9:00-10:30 A.M.

Hybrid Meeting – in Person quorum is required at:

SRPC Office, Conference Room 1A
 150 Wakefield Street, Suite 12
 Rochester, NH 03867

Option to participate by Zoom:

Link: <https://us02web.zoom.us/j/85802372877>

Phone: +1 646 558 8656

Webinar ID: 858 0237 2877

Agenda Item	Time	Notes
1) Business Items a) Approval of the September 21, 2023 Minutes b) Apointment of an NHARPC Representative	9:00-9:10	a) Enclosed b) Refer to https://www.nharpc.org/
2) Commissioner Roundtable	9:10-9:20	
3) Communities for Healthy Aging Transitions - CHAT Jen Czysz, Executive Director Angela Cleveland, Principal Planner Autumn Scott, Regional Planner	9:20-10:20	Project Website: https://strafford.org/projects/communities-for-healthy-aging-transitions/
4) Public Comment	10:20-10:25	
5) Other Business	10:25-10:30	
6) Adjourn	10:30	

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.



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.





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

Strafford CEDS Action Tracker

Project	CEDS Theme	Primary Staff Members	Start	Finish	Status	Notes
Stay involved with food security issues and research potential funding sources.	Age Friendliness				In Progress	Jackson/Rachel - We think Autumn did a lot of food security research in school and may know of data sources that we can use. Not much done on this to-date. Autumn was in touch with some from UNH Coop Extension who was working on a module for food security. We were going to be a beta tester?
Increase the connectivity between communities by linking them with multi-modal infrastructure that includes public transit options and safe routes for bicycles and pedestrians.	Mobility and Accessibility				In Progress	Jackson/Rachel - We can provide maps of what we have (transportation infrastructure, transit, etc.). Promote as a connection to Bike Ped Plan. Advanced Transit (Upper Valley transit system) model could be an option. They get a lot of funding from private sector. Economic Impacts model written by Scott B and Colin
Leverage SRPC's Brownfields Program to increase opportunities for facility rehabilitation, development and land acquisition and maintenance to strengthen and promote vibrant communities.	Community Vibrancy				Ongoing	
Continue to work with municipalities to ensure that local hazard mitigation plans are updated regularly to improve the resilience of municipal infrastructure and encourage more resilient development patterns and techniques	Infrastructure				Ongoing	
Cultivate strong relationships with a wide variety of partner organizations to promote regional approaches to economic development and to advocate on behalf of our region	Economic Growth				Ongoing	
Maintain open communication with businesses and municipalities regarding economic development issues, best practices, or funding opportunities.	Business Operations				Ongoing	
Continue to convene the Seacoast Economic Development Stakeholders (SEDS) group to encourage and facilitate information and ideas sharing.	Economic Growth				Ongoing	
Support and advocate zoning reforms to ensure communities have access to more housing at affordable prices.	Housing					
Continue to engage SEDS to connect actors in workforce and education, understand the challenges facing employers and employees, and collaborate on actionable solutions	Workforce and Education					
Secure grants to assist small businesses in the region with workforce recruitment and development	Workforce and Education					
Leverage success from 2023 to expand knowledge, help our municipalities/businesses/childcare centers make connections, change policies, update zoning and access funding and resources	Childcare					