

Meeting of the Strafford RPC Commissioners

Friday, June 21, 2024 9:00 – 10:30 AM

Hybrid Meeting (Conference Rm 1A, SRPC Office & via Zoom)

In accordance with RSA 91:A, the Commission requires an in-person quorum. So long as an in-person quorum, Commissioners may participate virtually. Guests may attend the meeting virtually or at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously.

Meeting URL: <https://us02web.zoom.us/j/85802372877>

Meeting ID: 858 0237 2877

Telephone-only Access: +1 646 558 8656

These instructions have also been provided at www.strafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@strafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Pre-Meeting Notes
1) Introductions	9:00-9:05	
2) Commissioner Roundtable	9:05-9:15	Updates from your community
3) CEDS Annual Update Hearing and Adoption	9:15-9:30	
4) Annual Meeting Business Items <ul style="list-style-type: none"> a) FY 2025 Budget Presentation and Adoption b) Elect FY 2025 Officers and Executive Committee c) FY 2025 Meeting Schedule d) NHARPC Vacancy 	9:30-9:50	
5) Data Viewer Presentation	9:50-10:20	
6) Other Business	10:20-10:25	
7) Citizens Forum	10:25-10:30	
8) Adjourn	10:30	

Reasonable accommodations 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 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.



STRAFFORD

Regional Planning Commission

DATE: June 14, 2024

TO: SRPC Commissioners

FROM: Jen Czysz, Executive Director

RE: June 21, 2024 Meeting Discussion Items

CEDS Annual Update Hearing and Adoption

SRPC staff presented the Comprehensive Economic Development Strategy's draft Annual Update. Thank you for your comments and feedback. Since last month, the staff team has been working on revisions to include your feedback as well as public comments. The revised draft will be share with commissioners on June 20th and include any feedback from the remaining days of the public comment period that is still open. Please note, as this is only an annual update that highlights changes since last year, not all comments were able to be incorporated at this time. Please note that these bigger ideas have been retained for consideration in the next full five-year plan update.

Procedural steps at our June Meeting:

- Open the hearing
- Natalie will highlight key changes to the draft
- Public comment
- Close the hearing
- Vote to Approve the 2024 CEDS Annual Update

Annual Meeting Business Items

FY 2025 Budget Presentation and Adoption

Enclosed in your packet please find the draft budget for Fiscal Year 2025. Should you have any questions in advance of the meeting, please forward them to me at jczysz@strafford.org.

Elect the FY 2025 Officers and Executive Committee Members

Enclosed in your packets please find the current slate of officers and committee members. There is still an open alternate seat. All commissioners are invited to sit in on executive committee meetings to learn more about the commission and its day-to-day operations.

FY 2025 Meeting Schedule

Enclosed in your packet please find a schedule of upcoming meetings. We were hoping to cancel the July meeting, however, NHDOT has requested we meet to hold a hearing on a draft Transportation Improvement Program amendment.

NH Association of Regional Planning Commissions Vacancy

The [NH Association of Regional Planning Commissions](#) meets quarterly to discuss opportunities for all NH Commissions to collaborate and network. Each region is entitled to two Commissioner representatives along with its executive director. Current representatives are Katrin Kasper, Lee, and Jen Czysz, executive director. We are looking for one other commissioner to join. If there is a volunteer, the commission should vote to appoint that individual.

Data Viewer Presentation

At the April meeting staff presented the annual update to the Data Snapshot. This month we are rolling out the companion interactive GIS data viewer. Jackson will provide a demonstration of how to use the data viewer, the data sets, and key changes since last year.

Strafford Regional Planning Commission

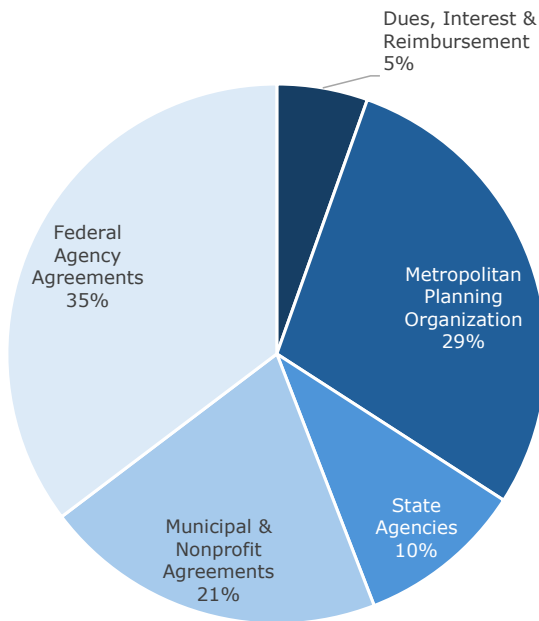
DRAFT FY 2025 Budget

Summary Table

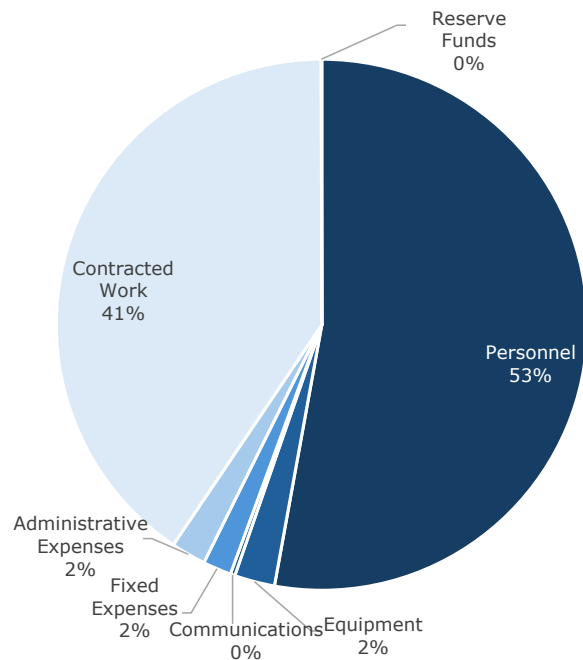
	FY24*	FY25 DRAFT	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,422	138,270	(1,153)
Metropolitan Planning Organization	626,458	727,766	101,308
State Agencies	313,575	254,112	(59,463)
Municipal & Nonprofit Agreements	621,569	522,036	(99,533)
Federal Agency Agreements	407,394	896,350	488,956
Total	2,108,418	2,538,533	430,116
	Expenses	Expenses	Net Change
Personnel	1,313,760	1,341,557	27,796
Equipment	38,615	62,365	23,750
Communications	7,591	7,100	(491)
Fixed Expenses	47,166	43,894	(3,272)
Administrative Expenses	50,000	54,000	4,000
Contracted Work	613,075	1,028,100	415,025
Reserve Funds	13,000	1,000	(12,000)
Total	2,083,208	2,538,016	454,807
Net Deficit/Surplus	23,445	518	(24,692)

*Based on FY2024 adopted Mid Year budget

FY2025 DRAFT Revenue



FY2025 DRAFT Expenses



Strafford Regional Planning Commission

FY2025 REVENUES	FY 24 Adopted Mid Year Revenue	FY25 Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Revenue		Net Change	% Change
Dues, Interest & Reimbursements	139,422	138,270	0	0	0	138,270	5%	(1,153)	-0.8%
2000 Municipal Dues (minus BRK, NOT)	138,822	137,670	0	0	0	137,670		(1,153)	-0.8%
0000 Interest	100	100	0	0	0	100		0	0.0%
0000 Health Trust reward/reimbursement	500	500	0	0	0	500		0	0.0%
0000 Misc Revenue	0	0	0	0	0	0		0	-
Municipal & Nonprofit Service Agreements	599,569	522,036	900	2,500	0	522,036	21%	(77,533)	-12.9%
3304 Dover Regulatory Audit and Dev. Of Land Use Policies		20,000	0	0	0	20,000		20,000	-
3403 Durham Wagon Hill Living Shorelines Phase 2		5,500	0	0	0	5,500		5,500	-
3501 Farmington Town Planner Services	60,000	70,000	0	0	0	70,000		10,000	16.7%
350x Farmington Tax Maps	1,000	2,225	0	0	0	2,225		1,225	122.5%
3507 Farmington RT11 Audit and Regulatory Change	133,740	17,500	0	0	0	17,500		(116,240)	-86.9%
3903 Milton Nitrogen Removal Plan (CWSRF)	40,000	60,000	0	0	0	60,000		20,000	50.0%
4004 New Durham Housing & Land Use MP Chapters	22,000	5,000	0	0	0	5,000		(17,000)	-77.3%
410x Newmarket Tax Maps	1	500	0	0	0	500		499	49900.0%
4105 Newmarket Housing & Demographics HOP Grant	24,500	2,000	0	0	0	2,000		(22,500)	-91.8%
4106 Newmarket Comprehensive Master Plan Update	20,000	65,000	0	0	0	65,000		45,000	225.0%
4107 Newmarket Form Based Code	90,500	22,000	0	0	0	22,000		(68,500)	-75.7%
4201 Northwood Technical Services	25,000	30,000	0	0	0	30,000		5,000	20.0%
4301 Nottingham Town Planner Services	25,000	20,000	0	0	0	20,000		(5,000)	-20.0%
4403 Rochester Recreation Master Plan	24,200	5,000	900	0	0	5,000		(19,200)	-79.3%
460x Somersworth Tax Maps	1,686	500	0	0	0	500		(1,186)	-70.3%
4605 Somersworth Master Plan and Audit	66,000	4,000	0	0	0	4,000		(62,000)	-93.9%
4701 Strafford Town Planner Services	36,250	36,000	0	0	0	36,000		(250)	-0.7%
470x Strafford Tax Maps	693	500	0	0	0	500		(193)	-27.8%
4801 Wakefield Contract Planner	5,400	2,500	0	0	0	2,500		(2,900)	-53.7%
4803 Wakefield NBRC Grant Admin (Union Hotel)	1,500	1,500	0	0	0	1,500		0	0.0%
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000		0	0.0%
5091 SMPDC InterRegional Housing Solutions		17,500	0	2,500	0	17,500		17,500	-
5121 GB2030 Milton Three Ponds Watershed Plan		78,750	0	0	0	78,750		78,750	-
5122 GB2030 Installation of Watershed Signage		45,770	0	0	0	45,770		45,770	-
5311 Lamprey River Watershed Mapping		2,290	0	0	0	2,290		2,290	-
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%
Federal Agency Agreements (including EDD)	407,394	894,900	18,800	52,500	1,450	896,350	35%	488,956	120.0%
U.S. Dept of Economic Development Administration									
7003 EDD Planning Partnership	64,644	70,000	17,500	52,500	0	70,000		5,356	8.3%
U.S. Environmental Protection Agency									
7111 Brownfields Community Assessment (FY24-28)	93,750	135,300	0	0	0	135,300		41,550	44.3%
U.S. Department of Housing and Urban Development									
7201 HUD EDI CDS - Regional Plans	237,500	596,000	0	0	0	596,000		358,500	150.9%

Strafford Regional Planning Commission

FY2025 REVENUES

	FY 24 Adopted Mid Year Revenue	FY25 Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Revenue		Net Change	% Change
U.S. Department of Agriculture - Rural Development									
7301 USDA RD- Farmington & Milton Town Facilities	11,500	93,600	1,300	0	1,450	95,050		83,550	726.5%
State Agreements	313,575	254,112	5,000	26,233	0	254,112	10%	(59,463)	-19.0%
Dept of Business and Economic Affairs									
6004 Targeted Block Grant (FY24-25)	11,111	11,111	0	0	0	11,111		0	0.0%
Dept of Environmental Services									
6105 Coastal Grant 2025	15,000	15,000	5,000	10,000	0	15,000		0	0.0%
6152 Coastal Res. Grant Newmarket Riverfront Plan	18,650	32,000	0	0	0	32,000		13,350	71.6%
6153 PREPARE: Preparing for Resilient & Equitable Recovery		10,000	0	0	0	10,000		10,000	-
6154 5-Yr Coastal Flood Risk Summary Update		1,700	0	0	0	1,700		1,700	-
6181 Phase II of NH Coastal Flood Risk Model		3,500	0	0	0	3,500		3,500	-
6306 LSWP Northwood Septic System Database		29,937	0	0	0	29,937		29,937	-
University of New Hampshire									
5206 Great Bay Adapts	5,000	1,400	0	0	0	1,400		(3,600)	-72.0%
5207 PREPA Grant-Dover NRI	18,730	4,700	0	0	0	4,700		(14,030)	-74.9%
5208 PREPA Grant-Lee NRI	18,730	4,200	0	0	0	4,200		(14,530)	-77.6%
5209 PREPA Grant-Somersworth Nat Res MP	15,000	7,500	0	0	0	7,500		(7,500)	-50.0%
5210 Building a Foundation to Evolve CAWs Practice		7,000	0	0	0	7,000		7,000	-
NH Community Development Finance Authority									
6602 CDBG Grant Administration (ROC Gafney Home)	7,000	1,000	0	0	0	1,000		(6,000)	-85.7%
6603 CDBG Grant Administration (SOM YMCA Childcare)		16,364	0	0	0	16,364		16,364	-
6604 Transformative Planning Grant	5,000	20,000	0	0	0	20,000		15,000	300.0%
NH Housing Finance Authority									
6801 InvestNH Housing Navigator Grant	131,154	40,000	0	0	0	40,000		(91,154)	-69.5%
Department of Safety Homeland Security									
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR	22,937	4,050	0	1,350	0	4,050		(18,887)	-82.3%
6503 HazMit Plans BRIC21-MAD, NOR, ROC	18,000	8,250	0	2,750	0	8,250		(9,750)	-54.2%
6504 HazMit Plans 4516-DOV, FAR, NKT	6,600	26,400	0	8,800	0	26,400		19,800	300.0%
6505 HazMit Plans BRIC22-TBD		10,000	0	3,333	0	10,000		10,000	-
Metropolitan Planning Organization Agreements	626,458	727,766	89,307	0	0	727,766	29%	101,308	16.2%
Dept of Transportation									
8001 UPWP Federal Highways & Transit	621,958	722,766	80,307	0	0	722,766		100,808	16.2%
8101 COAST CommuteSmart Seacoast	4,500	5,000	1,250	0	0	5,000		500	11.1%
8102 Safe Streets for All MPO Partnership	0	0	7,750	0	0	0		0	-
TOTAL REVENUE	2,108,418	2,537,083	114,007	81,233	1,450	2,538,533	100%	430,116	20.4%

* Revenue sources not continued beyond FY2024 are included in totals but not displayed in individual project rows

Strafford Regional Planning Commission

FY2025 Expenses

FY2025 Expenses	FY2024 Adopted Mid Year Budget		FY2025 Draft Budget		Net Change	% Change
PERSONNEL	1,313,760	69%	1,341,557	53%	27,796	2.1%
Salaries and Hourly Wages	1,018,140		1,033,729		15,589	1.5%
Payroll Taxes	78,678		79,673		995	1.3%
Payroll Processing - QuickBooks	3,778		4,000		222	5.9%
Health Insurance	129,181		140,132		10,951	8.5%
Dental Insurance	8,321		8,867		546	6.6%
Life Insurance	1,524		1,457		(67)	-4.4%
Shortterm Disability	2,876		2,873		(3)	-0.1%
Longterm Disability	837		798		(39)	-4.7%
Paid Family Medical Leave	6,102		6,485		384	6.3%
FSA Fees	0		0		0	-
Health Incentives	10,334		7,749		(2,586)	-25.0%
SIMPLE IRA Pension	30,069		30,645		575	1.9%
Worker's Compensation	1,899		1,871		(28)	-1.5%
Unemployment Insurance	2,230		2,960		730	32.7%
Staff Training & Workshops	15,000		16,000		1,000	6.7%
Professional Dues	4,792		4,319		(473)	-9.9%
EQUIPMENT	38,615	3%	62,365	2%	23,750	61.5%
GIS Software	6,338		6,380		42	0.7%
Transportation Model and Databases	9,700		27,960		18,260	188.2%
Office Software: Maintenance, purchase	11,177		14,000		2,823	25.3%
Traffic Count Supplies and Repair	3,000		3,000		0	0.0%
Equipment Rental and Repair	500		500		0	0.0%
Copier Maintenance Contract	3,900		3,900		0	0.0%
Computers and Peripherals	3,000		5,625		2,625	87.5%
Office Furniture	1,000		1,000		0	0.0%
COMMUNICATIONS	7,591	2%	7,100	0%	(491)	-6.5%
Postage and Delivery	400		400		0	0.0%
Office Phone System	1,164		915		(249)	-21.4%
Internet and Phone Service	3,600		3,600		0	0.0%
Website Design and Maintenance	1,427		1,185		(242)	-17.0%
Media Outreach Activities	1,000		1,000		0	0.0%
FIXED EXPENSES	47,166	5%	43,894	2%	(3,272)	-6.9%
Property & Liability	7,173		9,294		2,121	29.6%
Office Vehicle Lease and Maintenance	9,993		4,600		(5,393)	-54.0%
Rent	30,000		30,000		0	0.0%

Strafford Regional Planning Commission

FY2025 Expenses

	FY2024 Adopted Mid Year Budget		FY2025 Draft Budget		Net Change	% Change
ADMINISTRATIVE EXPENSES	50,000	1%	54,000	2%	4,000	8.0%
Printing	1,500		1,500		0	0.0%
Audit and Accounting Services	16,000		18,000		2,000	12.5%
Legal	4,000		4,000		0	0.0%
Office and Mapping Supplies	4,000		4,000		0	0.0%
Office Expense	10,000		10,000		0	0.0%
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0	0.0%
Travel	8,000		10,000		2,000	25.0%
Library & Subscriptions: NH Planning Books	2,500		2,500		0	0.0%
Bank Fees	0		0		0	-
HealthTrust Employee Health Rewards	500		500		0	0.0%
OUTSOURCED CONTRACTS	613,075	20%	1,028,100	41%	415,025	67.7%
1000 IT Services	34,000		20,880		(13,120)	-38.6%
5122 and 6152 Contract Planner			30,000			
3507 Far RT11 Audit & Regs Consultant Team	113,075		15,000		(98,075)	-86.7%
3903 Milton Nitrogen Removal Plan Engineer	30,000		45,000		15,000	50.0%
4107 Newmarket Form Based Code Consultant	73,000		20,000		(53,000)	-72.6%
5121 GB2030 Milton Three Ponds Watershed Plan Engineer			60,900			
5122 GB2030 Signage - UNH & Production Costs			25,770			
5207 PREPA Grant-Dover NRI Environmental Consultar	6,000		3,000		(3,000)	-50.0%
5208 PREPA Grant-Lee NRI Environmental Consultant	6,000		3,000		(3,000)	-50.0%
6105 Coastal Technical Assistance Subaward to Durham			4,000			
6152 Coastal Resilience Grant (NKT) Engineer	4,000		20,000		16,000	400.0%
7111 EPA Brownfields QEP	78,000		127,000		49,000	62.8%
7201 HUD EDI CDS Regional Plans - RPC Pass Through	200,000		500,000		300,000	150.0%
7301 USDA RD FAR & MIL Town Facilities Consultant	5,250		75,800		70,550	1343.8%
8002 Contract Transportation Support (UPWP)	40,000		60,000		20,000	50.0%
8002 Contract Title VI/Environmental Justice Support (10,000		10,000		0	0.0%
8102 Safe Streets for All	13,750		7,750		(6,000)	-43.6%
RESERVE FUND CONTRIBUTION	13,000	0%	1,000	0%	(12,000)	-92.3%
TOTAL EXPENSES	2,083,208	100%	2,538,016	100%	454,807	21.8%

* FY2024 Expense line items not occurring in FY2025 are not displayed but are included in totals

STRAFFORD

Regional Planning Commission

DATE: June 12, 2024
TO: SRPC Commissioners
FROM: Megan Taylor-Fetter, Office Coordinator
RE: Election of Officers and Executive Committee for FY 2025

Under the bylaws there are 3 officers: Chair, Vice Chair, and Secretary-Treasurer. The Executive Committee consists of the 3 officers, 4 members elected by Commission, and any alternate

The Slate Officers and Executive Committee Membership for FY2025 is:

Commissioner	Current Office	Proposed Office	Community	Commission Term
Dave Landry	Chair	Member	Dover	11/5/2027
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	03/1/2025
Barbara Holstein	Member	Sec./Treas.	Rochester	6/6/2026
Michael Bobinsky	Member	Member	Somersworth	5/2/2028
Katrin Kasper	Member	Member	Lee	11/21/2024
Joe Boudreau	Alternate	Member	Rochester	6/30/2026
Matt Towne	-	Member	Barrington	7/9/2027
Michael Lehrman	-	Alternate	Durham	4/30/2026
Vacant	-	Alternate		

Nominations for Officers and Executive Committee members will also be entertained at the Commission Meeting on Jun. 21. If you have any questions or comments, please feel free to contact Jen Czysz, AICP, Executive Director, at 603-994-3500 x100 or jczysz@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



SRPC Commission Meeting Schedule

Commissioners and transportation partners meet monthly to govern our three programs as well as quarterly to engage in peer learning opportunities for each:

- **RPC:** Regional Planning Commission (Commissioners)
- **EDD:** Economic Development District Board of Directors (Commissioners)
- **MPO:** Metropolitan Planning Organization’s Transportation Policy Committee (Commissioners + Partners)

Monthly Meetings: 3rd Friday of the month, 9-10:30 AM, SRPC Office, Conf. Room 1A

Quarterly Field Trips: Thursdays, 3:45-5:30 PM, in Sept., Dec., Feb., and Jun.

Fiscal Year 2025 Schedule

Date	Time	Location	Program*
Fri. Jul. 19, 2024	9-10:30 AM	SRPC	MPO
Fri. Aug. 16, 2024	9-10:30 AM	SRPC	MPO
Fri. Sep. 20, 2024	9-10:30 AM	SRPC	RPC
Thur. Sep. 26, 2024	3:45-5:30 PM	Field Trip/ TBD	EDD
Fri. Oct. 18, 2024	9-10:30 AM	SRPC	MPO
Fri, Nov. 15, 2024	9-10:30 AM	SRPC	EDD
Thu. Dec. 5, 2024	3:45-5:30 PM	Field Trip/ TBD	MPO
Fri. Dec. 20, 2024	9-10:30 AM	SRPC	RPC
Fri, Jan. 17, 2025	9-10:30 AM	SRPC	MPO
Fri. Feb. 21, 2025	9-10:30 AM	SRPC	EDD
Thu. Feb. 27, 2025	3:45-5:30 PM	Field Trip/ TBD	RPC
Fri. Mar. 21, 2025	9-10:30 AM	SRPC	RPC
Fri. Apr. 18, 2025	9-10:30 AM	SRPC	MPO
Fri. May 16, 2025	9-10:30 AM	SRPC	EDD
Fri. Jun. 20, 2025	9-10:30 AM	SRPC	RPC
Thu. June 26, 2025	11 AM – 2 PM	TBD	All

* Tentative line up of SRPC programs, subject to change. One or more program areas may partner for a single meeting.

