

SRPC COMMISSION MEETING

Friday, December 20, 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.trafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@trafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	9:00-9:10	N/A
2) Commissioner Roundtable	9:10-9:20	Updates from your community
3) Action Items a) Approval of Mid-Year Budget Amendment	9:20-9:30	Materials included in meeting packet. See memo re: budget.
4) Presentation PREPA Grant Program Abigail Lyon, Community Engagement Manager, PREP Kyle Pimental, Assistant Director, SRPC	9:30-10:10	See memo
5) Discussion Items and Announcements a) Data Snapshot Update Cycle Kick Off b) Debrief 12/10/2024 Train Tour	10:10-10:20	See memo
6) Other Business	10:20-10:25	N/A
7) Citizens Forum	10:25-10:30	N/A
8) Adjourn	10:30	Join us in the staff office for a holiday bake off!

Note: Approval of the November 15, 2024 Policy Committee minutes will be held until the next convening of the full policy committee meeting.

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@trafford.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: December 13, 2024

TO: SRPC Commissioners

FROM: Jen Czysz, Executive Director
Kyle Pimental, Assistant Director
Rachel Dewey, Senior Data Analyst

RE: December 20, 2024 Meeting Discussion Items & Upcoming Meeting Schedule

Approval of Mid-Year Budget Amendments

The draft budget amendment will be added to the packet next week in advance of the meeting. An email will be sent to members alerting them to the update. The amended budget updates revenues from new contracts and grants that were awarded after the adoption of the FY2025 budget and adjust contracts that have continued from the prior fiscal year to reflect the actual amount of funds available this year. On the expense side, adjustments have been made to reflect the staffing levels in support of the additional contracts.

PREPA Grant Program Presentation

We will be joined by Abigail Lyon to hear more about an upcoming grant opportunity. Abigail is the Community Engagement Manager at the Piscataqua Region Estuaries Partnership (PREP), and she will be providing an overview of the [Piscataqua Region Environmental Planning Assessment \(PREPA\) Grant Program](#). Additionally, SRPC will provide several examples of successful projects that were completed using this funding. Lastly, attendees will participate in a facilitated discussion to brainstorm ideas for eligible projects to be submitted as part of the next round of proposals.

Data Snapshot Update Kickoff

The US Census Bureau released the American Community Survey 5-year estimates for 2019-2023 on Thursday December 12, 2024. This data release marks the beginning of the Regional Data Snapshot update cycle as it will provide data for about 45% of the Snapshot metrics. This year's Snapshot will be published on April 18, 2025. You can find past iterations of the Data Snapshot at <https://strafford.org/measure/data-snapshot/>. For any questions or to provide input about things you'd like to see in this year's Snapshot, reach out to Rachel Dewey at rdewey@strafford.org.

Debrief 12/10/2024 Train Tour

Members and staff from Strafford and Rockingham Planning Commissions met at the Dover Transportation Center on Tuesday December 10th for an interregional tour from Dover to Exeter on the Amtrak Downeaster. The group represented 28 communities throughout the Seacoast. During the trip we learned from NNEPRA and station community officials about Downeaster ridership growth, recent and planned service improvements, and planned station improvements. In between southbound and northbound trains in Exeter, the group continued the conversation with NNEPRA and Town of Exeter staff. What were your take aways from the event? How should we apply learning as we move forward?

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



Draft Schedule of Upcoming Meetings (subject to change)

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.

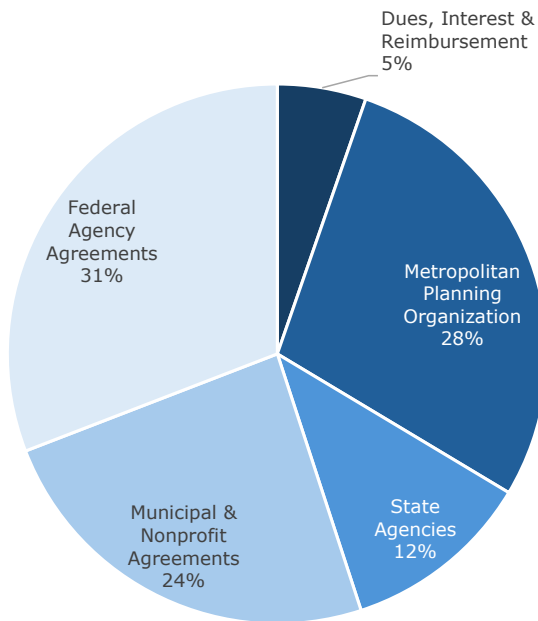
Date	Location	Program	Tentative Agenda Items
Fri, Jan. 17, 2025	SRPC	MPO	<ul style="list-style-type: none"> • Transportation Safety Targets • SRPC Comprehensive Plan update kickoff
Fri. Feb. 21, 2025	SRPC	EDD	<ul style="list-style-type: none"> • Comprehensive Economic Development Strategy (CEDS) Annual Update input session <ul style="list-style-type: none"> ○ Change over the last year ○ Change since adopting the 5-year plan ○ Initial thoughts on the next 5 years
Thu. Feb. 27, 2025	Barrington Town Hall	RPC/EDD	<ul style="list-style-type: none"> • Barrington Solar Energy Programs
Fri. Mar. 21, 2025	SRPC	MPO	<ul style="list-style-type: none"> • TIP Update public hearing • Ten Year Plan projects final vote • Transportation Alternatives Program projects scoring
Fri. Apr. 18, 2025	Rochester Child Care Center	RPC/EDD	<ul style="list-style-type: none"> • NYU student team final presentation on regional childcare project • Data Snapshot Release Party
Fri. May 16, 2025	SRPC	EDD	<ul style="list-style-type: none"> • Present the CEDS and kick off public comment period
Fri. Jun. 20, 2025	SRPC	RPC	<ul style="list-style-type: none"> • SRPC Annual Business items • Adopt the CEDS
Thu. June 26, 2025	TBD	All	<ul style="list-style-type: none"> • Annual Meeting Luncheon

Strafford Regional Planning Commission FY 2025 Budget - Draft Mid Year Amendment Summary Table

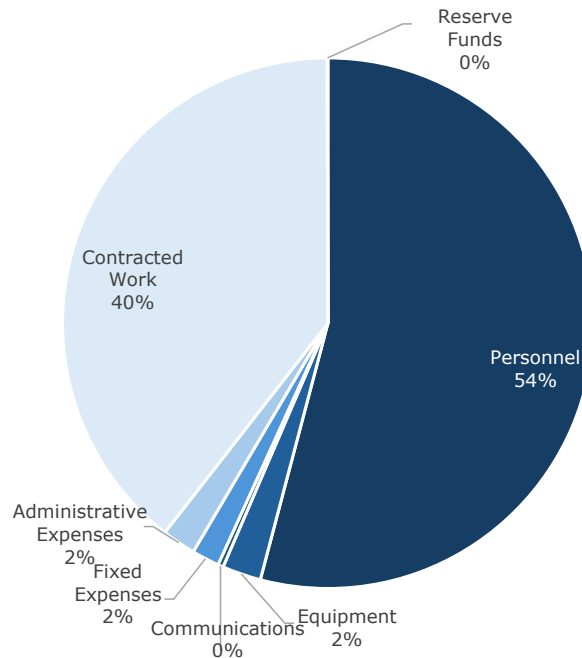
	FY25 Adopted	FY25 MidYear	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	138,270	139,266	996
Metropolitan Planning Organization	727,766	740,196	12,430
State Agencies	254,112	297,900	43,788
Municipal & Nonprofit Agreements	522,036	632,676	110,640
Federal Agency Agreements	896,350	807,803	(88,547)
Total	2,538,533	2,617,841	79,307
	Expenses	Expenses	Net Change
Personnel	1,341,557	1,415,804	74,247
Equipment	62,365	61,865	(500)
Communications	7,100	8,600	1,500
Fixed Expenses	43,894	43,894	0
Administrative Expenses	54,000	54,000	0
Contracted Work	1,028,100	1,031,761	3,661
Reserve Funds	1,000	1,000	0
Total	2,538,016	2,616,924	78,908
Net Deficit/Surplus	518	917	399

*Based on FY2024 adopted Mid Year budget

Revenue



Expenses



Strafford Regional Planning Commission

FY2025 REVENUES	FY 2025 Adopted Revenue	FY25 Mid Year Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Mid Year Amendment Revenue		Net Change	% Change
Dues, Interest & Reimbursements	138,270	139,266	0	0	0	139,266	5%	996	0.7%
2000 Municipal Dues (minus BRK, NOT)	137,670	138,666	0	0	0	138,666		996	0.7%
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	522,036	632,676	900	4,000	0	632,676	24%	110,640	21.2%
3304 Dover Regulatory Audit and Dev. Of Land Use Poli	20,000	25,910	0	0	0	25,910		5,910	29.6%
3403 Durham Wagon Hill Living Shorelines Phase 2	5,500	5,500	0	0	0	5,500		0	0.0%
3501 Farmington Town Planner Services	70,000	70,000	0	0	0	70,000		0	0.0%
3506 Farmington Tax Maps	2,225	1,575	0	0	0	1,575		(650)	-29.2%
3507 Farmington RT11 Audit and Regulatory Change	17,500	17,105	0	0	0	17,105		(395)	-2.3%
3802 Middleton Zoning Ordinance Updates		2,762	0	0	0	2,762		2,762	-
3903 Milton Nitrogen Removal Plan (CWSRF)	60,000	72,000	0	0	0	72,000		12,000	20.0%
4004 New Durham Housing & Land Use MP Chapters	5,000	7,358	0	0	0	7,358		2,358	47.2%
410X Newmarket Tax Maps	500	1	0	0	0	1		(499)	-99.8%
4105 Newmarket Housing & Demographics HOP Grant	2,000	687	0	0	0	687		(1,313)	-65.7%
4106 Newmarket Comprehensive Master Plan Update	65,000	65,000	0	0	0	65,000		0	0.0%
4107 Newmarket Form Based Code	22,000	37,480	0	0	0	37,480		15,480	70.4%
4108 Newmarket Code Rewrite (HOP2.0)		23,200	0	0	0	23,200		23,200	-
4201 Northwood Technical Services	30,000	30,000	0	0	0	30,000		0	0.0%
4301 Nottingham Town Planner Services	20,000	20,000	0	0	0	20,000		0	0.0%
4302 Nottingham Housing Master Plan Chapter (HOP2.0)		13,000	0	0	0	13,000		13,000	-
4403 Rochester Recreation Master Plan	5,000	8,450	900	0	0	8,450		3,450	69.0%
4606 Somersworth Tax Maps	500	500	0	0	0	500		0	0.0%
4605 Somersworth Master Plan and Audit	4,000	8,357	0	0	0	8,357		4,357	108.9%
4607 Somersworth Zoning Reform (HOP2.0)		9,000	0	0	0	9,000		9,000	-
4608 Somersworth Master Plan Chapters		10,000	0	0	0	10,000		10,000	-
4701 Strafford Town Planner Services	36,000	36,000	0	0	0	36,000		0	0.0%
470x Strafford Tax Maps	500	500	0	0	0	500		0	0.0%
4801 Wakefield Contract Planner	2,500	7,500	0	0	0	7,500		5,000	200.0%
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	25,000	0	4,000	0	25,000		7,500	42.9%
5121 GB2030 Milton Three Ponds Watershed Plan	78,750	70,000	0	0	0	70,000		(8,750)	-11.1%
5122 GB2030 Installation of Watershed Signage	45,770	54,000	0	0	0	54,000		8,230	18.0%
5311 Lamprey River Watershed Mapping	2,290	2,290	0	0	0	2,290		0	0.0%
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%
Federal Agency Agreements (including EDD)	896,350	804,903	18,948	52,500	2,900	807,803	31%	(88,547)	-9.9%
U.S. Dept of Economic Development Administration									
7004 EDD Planning Partnership	70,000	70,000	17,500	52,500	0	70,000		0	0.0%

Strafford Regional Planning Commission

FY2025 REVENUES	FY 2025 Adopted Revenue	FY25 Mid Year Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Mid Year Amendment Revenue	Net Change	% Change	
U.S. Environmental Protection Agency									
7111 Brownfields Community Assessment (FY24-28)	135,300	135,300	0	0	0	135,300	0	0.0%	
U.S. Department of Housing and Urban Development									
7201 HUD EDI CDS - Regional Plans	596,000	456,413	0	0	0	456,413	(139,587)	-23.4%	
U.S. Department of Agriculture - Rural Development									
7301 USDA RD- Farmington & Milton Town Facilities	95,050	143,190	1,448	0	2,900	146,090	51,040	53.7%	
State Agreements	254,112	297,900	5,000	20,471	0	297,900	11%	43,788	17.2%
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	32,000	33,582	0	0	0	33,582	1,582	4.9%	
6153 PREPARE: Preparing for Resilient & Equitable Recd	10,000	10,000	0	0	0	10,000	0	0.0%	
6154 5-Yr Coastal Flood Risk Summary Update	1,700	1,700	0	0	0	1,700	0	0.0%	
6181 Phase II of NH Coastal Flood Risk Model		2,100	0	0	0	2,100	2,100	-	
6252 Cocheco River Management Plan		14,300	0	2,150	0	14,300	14,300	-	
6253 Sunrise Lake Implementation (319)	3,500	39,000				39,000	35,500	1014.3%	
6306 LSWP Northwood Septic System Database	29,937	29,937	0	0	0	29,937	0	0.0%	
University of New Hampshire									
5206 Great Bay Adapts	1,400	2,000	0	0	0	2,000	600	42.9%	
5207 PREPA Grant-Dover NRI	4,700	6,500	0	0	0	6,500	1,800	38.3%	
5208 PREPA Grant-Lee NRI	4,200	6,500	0	0	0	6,500	2,300	54.8%	
5209 PREPA Grant-Somersworth Nat Res MP	7,500	6,816	0	0	0	6,816	(684)	-9.1%	
5210 CAW Evolve our Practice	7,000	10,000	0	0	0	10,000	3,000	42.9%	
NH Community Development Finance Authority									
6602 CDBG Grant Administration (ROC Gafney Home)	1,000	1,000	0	0	0	1,000	0	0.0%	
6603 CDBG Grant Administration (SOM YMCA Childcare)	16,364	15,000	0	0	0	15,000	(1,364)	-8.3%	
6604 Transformative Planning Grant	20,000	10,000	0	0	0	10,000	(10,000)	-50.0%	
NH Housing Finance Authority									
6801 InvestNH Housing Navigator Grant	40,000	47,750	0	0	0	47,750	7,750	19.4%	
Department of Safety Homeland Security									
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR	4,050	4,944	0	1,648	0	4,944	894	22.1%	
6503 HazMit Plans BRIC21-MAD, NOR, ROC	8,250	14,700	0	4,900	0	14,700	6,450	78.2%	
6504-6 HazMit Plans 4516-Farmington DOV, NKT	26,400	8,640	0	960	0	8,640	(17,760)	-67.3%	
6505 HazMit Plans 4516- Newmarket		4,320	0	480	0	4,320	4,320	-	
6506 HazMit Plans 4516- Dover		3,000	0	333	0	3,000	3,000	-	
650x HazMit Plans BRIC23 (no plans this round)	10,000	0	0	0	0	0	(10,000)	-100.0%	

Strafford Regional Planning Commission

FY2025 REVENUES	FY 2025 Adopted Revenue	FY25 Mid Year Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Mid Year Amendment Revenue		Net Change	% Change
Metropolitan Planning Organization Agreements	727,766	740,196	90,688	0	0	740,196	<i>28%</i>	12,430	1.7%
Dept of Transportation									
8001 UPWP Federal Highways & Transit	722,766	735,196	81,688	0	0	735,196		12,430	1.7%
8101 COAST CommuteSmart Seacoast	5,000	5,000	1,250	0	0	5,000		0	0.0%
8102 Safe Streets for All MPO Partnership	0	0	7,750	0	0	0		0	-
TOTAL REVENUE	2,538,533	2,614,941	115,536	76,971	2,900	2,617,841	100%	79,307	3.1%

Strafford Regional Planning Commission

FY2025 Expenses	FY2022 Adopted Budget		FY2025 Mid Year Amendment Budget		Net Change	% Change
PERSONNEL	1,341,557	69%	1,415,804	54%	74,247	5.5%
Salaries and Hourly Wages	1,033,729		1,104,915		71,186	6.9%
Payroll Taxes	79,673		85,227		5,554	7.0%
Payroll Processing - QuickBooks	4,000		4,000		0	0.0%
Health Insurance	140,132		132,832		(7,300)	-5.2%
Dental Insurance	8,867		8,526		(341)	-3.8%
Life Insurance	1,457		1,372		(85)	-5.9%
Shortterm Disability	2,873		2,946		74	2.6%
Longterm Disability	798		660		(138)	-17.3%
Paid Family Medical Leave	6,485		6,668		183	2.8%
FSA Fees	0		1,672		1,672	-
Health Incentives	7,749		9,163		1,414	18.3%
SIMPLE IRA Pension	30,645		32,439		1,794	5.9%
Worker's Compensation	1,871		1,984		113	6.0%
Unemployment Insurance	2,960		3,082		122	4.1%
Staff Training & Workshops	16,000		16,000		0	0.0%
Professional Dues	4,319		4,319		0	0.0%
EQUIPMENT	62,365	3%	61,865	2%	(500)	-0.8%
GIS Software	6,380		6,880		500	7.8%
Transportation Model and Databases	27,960		27,960		0	0.0%
Office Software: Maintenance, purchase	14,000		13,000		(1,000)	-7.1%
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	5,625		5,625		0	0.0%
Office Furniture	1,000		1,000		0	0.0%
COMMUNICATIONS	7,100	2%	8,600	0%	1,500	21.1%
Postage and Delivery	400		1,200		800	200.0%
Office Phone System	915		915		0	0.0%
Internet and Phone Service	3,600		4,200		600	16.7%
Website Design and Maintenance	1,185		1,285		100	8.4%
Media Outreach Activities	1,000		1,000		0	0.0%
FIXED EXPENSES	43,894	5%	43,894	2%	0	0.0%
Property & Liability	9,294		9,294		0	0.0%
Office Vehicle Lease and Maintenance	4,600		4,600		0	0.0%
Rent	30,000		30,000		0	0.0%

Strafford Regional Planning Commission

FY2025 Expenses	FY2022 Adopted Budget		FY2025 Mid Year Amendment Budget		Net Change	% Change
ADMINISTRATIVE EXPENSES	54,000	1%	54,000	2%	0	0.0%
Printing	1,500		1,500		0	0.0%
Audit and Accounting Services	18,000		18,000		0	0.0%
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	10,000		10,000		0	0.0%
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	1,028,100	20%	1,031,761	39%	3,661	0.4%
1000 IT Services	20,880		20,000		(880)	-4.2%
3507 Far RT11 Audit & Regs Consultant Team	15,000		17,007		2,007	13.4%
3903 Milton Nitrogen Removal Plan Engineer	45,000		56,000		11,000	24.4%
4107 Newmarket Form Based Code Consultant	20,000		28,250		8,250	41.3%
4108 Newmarket Form Based Code Consultant			18,000		18,000	-
5121 GB2030 Milton Three Ponds Watershed Plan Engi	60,900		55,000		(5,900)	-9.7%
5122 and 6152 Contract Planner	30,000					
5122 GB2030 Signage - Contract Planner			16,260		16,260	-
5122 GB2030 Signage - UNH & Production Costs	25,770					
5122 GB2030 Signage - Sign Manufacturer			25,000		25,000	-
5122 GB2030 Signage - UNH			5,844		5,844	-
5207 PREPA Grant-Dover NRI Environmental Consultan	3,000		6,250		3,250	108.3%
5208 PREPA Grant-Lee NRI Environmental Consultant	3,000		6,000		3,000	100.0%
6105 Coastal TA Subaward to Durham	4,000		4,000		0	0.0%
6152 Coastal Resilience Grant (NKT) Engineer	20,000		16,000		(4,000)	-20.0%
6152 Coastal Resilience Grant (NKT) Contract Planner			15,000		15,000	-
6252 Cocheco Riv Mgt Plan - NH Indigenous Community Connect			2,250		2,250	-
6253 Sunrise Lake 319 Engineer			32,000			
7111 EPA Brownfields QEP	127,000		127,000		0	0.0%
7201 HUD EDI CDS Regional Plans - RPC Pass Through	500,000		383,250		(116,750)	-23.4%
7301 USDA RD FAR & MIL Town Facilities Consultant	75,800		120,900		45,100	59.5%
8002 Contract Title VI/Environmental Justice Support (10,000		10,000		0	0.0%
8002 Contract Transportation Support (UPWP)	60,000		60,000		0	0.0%
8102 Safe Streets for All	7,750		7,750		0	0.0%
RESERVE FUND CONTRIBUTION	1,000	0%	1,000	0%	0	0.0%
TOTAL EXPENSES	2,538,016	100%	2,616,924	100%	78,908	3.1%

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