

## Meeting of the Strafford RPC Commissioners and MPO Policy Committee

Friday, May 17, 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](http://www.trafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@trafford.org](mailto:mtaylorfetter@trafford.org) or call 603-994-3500 (x115).

Agenda Item	Time	Pre-Meeting Notes
<b>1) Introductions</b>	9:00-9:05	
<b>2) Commissioner Roundtable</b>	9:05-9:15	Updates from your community
<b>3) Public Hearing: Active Transportation Plan</b>	9:15-9:30	<a href="#">LINK to draft plan</a>
<b>4) Business Items</b> a) Vote to adopt the Active Transportation Plan b) Review and approve the Minutes of 4/19/2024	9:30-9:45	
<b>5) Discussion</b> a) Public Participation Plan update presentation b) CEDS discussion and feedback on draft plan	9:45-10:30	
<b>6) Other Business</b>		
<b>7) Adjourn</b>	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@trafford.org](mailto: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.



## **MEMO**

### **May 2024 Commission**

#### **Preview of Meeting Agenda Items**

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##### Active Transportation Plan

SRPC published the draft Active Transportation Plan for public comments on Tuesday, April 16th. It was posted on the SRPC website and was available as a hard copy at several locations for this public comment period. Staff has received largely grammatical and structural comments about the document and is working to correct those. The Commission will vote on its adoption at the May 17th meeting.

##### Public Participation Plan

Effective planning cannot happen without effective public participation. The public participation plan is required for SRPC's transportation planning program. It establishes goals and objectives for engaging with the public in general, with various agencies, and other partners. The plan includes specific tasks and outcomes for improving SRPC's public outreach and engagement. Staff have conducted interviews and focus groups with various agencies; staff and commissioners recently completed an organizational bias assessment. That information will be incorporated into a draft update of the plan for review by Commissioners.

##### Comprehensive Economic Development Strategy

SRPC is updating its Comprehensive Economic Development Strategy (CEDS). The draft document will be posted soon. The CEDS contains an analysis of the region's economy and identifies goals, strategies, and priority projects for implementation. Adoption of a new CEDS requires public input as part of state and federal regulations. SRPC will be soliciting comments for the draft CEDS from Friday, May 17, 2024 to Friday, June 17, 2024. A public hearing will be held by the Strafford EDD Board of Directors at 9:00 am on Friday, June 21, 2024 to consider adoption of the 2024 CEDS.

**MPO Policy Meeting**

**Friday, April 19, 2024 9:00-10:30 AM**

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

**1. Introductions**

Vice Chair Peter Nelson called the meeting to order at 9:00 AM and asked for introductions.

**Members attending in person:** Peter Nelson, Newmarket; Bill Fisher, Farmington; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Glen Davison, DOT, Karen Golab, Milton; Michael Williams, COAST; Teresa Bascom, Nottingham

**Members attending on Zoom:** Katrin Kasper, Lee; Wayne Burton, Durham; Jesica Wilcox, DES

**Guests:** Michael Lehrman, Durham, Tim Roche, RPC; John Hotchkiss, NH Farm Museum

**Staff attending in person:** Jen Czysz, Colin Lentz, Kyle Pimental, Stephen Gies, Mark Davie, Rachel Dewey,

**Staff attending virtually:** Lisa Murphy, Megan Taylor-Fetter

**2. Commissioner Roundtable**

M. Towne stated that the proposal to move the Barrington Library relocation to the former medical building was approved at Town meeting and is expecting to open June 25

D. Hamann stated that the final paving and striping at Strafford Square will be completed shortly. This has been a 20-year project.

D. Hamann stated that another roundabout will be going in by Sig Sauer and is in the final design stages. The Howard building will be starting soon. The new school project is waiting for fish and game to issue the ok for construction; construction is due to start May 6.

P. Nelson stated that Newmarket has flipped the switch on the community power program and asked if SRPC could create a map referencing member communities.

W. Burton stated the Edge project proposals deadline was yesterday. The concept is for a large research and economic generator at the west edge of campus. This is proposed to be 1 million square foot \$30 mil building project which will house offices, restaurants, academic and industry collaborate. All activities will be taxed by the town and Durham zoning will be applied. Awaiting new president. \$100 mil project.

**a. Public Hearing: Transportation Improvement Program Amendment 5**



At 9:22 AM Vice Chair P. Nelson opened the public hearing. C. Lentz gave a brief description of the TIP process. Amendment 5 originally included no projects in our region. But we received a request from NHDOT to remove a project that is in the approved TIP. This is project 44367 – funding for COAST to hire a full-time staff member to run the CommuteSMART program in the seacoast. That program promotes alternatives commuting by bus, bike, walking, and telework. The removal request is because Federal Transit Administration was in the process of reviewing the project for eligibility. The project was requested to be removed from our TIP and the Statewide TIP until that determination was made. I just received word that FHWA and FTA have determined that the project is **not** eligible as submitted.

Discussion ensued on the options of how to move forward with the amendment.

M. Williams motioned and D. Hamann seconded to remove project 44367 from the TIP. A roll call vote was taken: D. Hamann, P. Nelson, B. Fisher, M. Williams, K. Golab, M. Towne, G. Davison, K. Kasper, W. Burton, J. Wilcox, P. Nelson, B. Holstein, J. Boudreau, voted in favor. T. Bascom voted in the negative. The motion passed with a majority in favor.

### **3. Business Items**

#### **a) Minutes of 1/19/2024, 2/16/2024, and 3/15/2024**

Czys stated that after review of the procedures employed by other regional planning commissions, there is no one way of voting on minutes of the Commission and Policy Committee. The three other MPOs each have taken their own approach to the structure of their meetings and voting on minutes as a result. Given that the Policy Committee includes all Commissioners, but Commission meetings exclude some Policy Members, staff recommendation would be as follows:

- Prior minutes of Commission only meetings (RPC and EDD) can be voted on at a Policy Committee meeting, however, non-commissioners should abstain.
- Policy meeting minutes should be voted on by the Policy Committee to ensure those that are not commissioners can review and comment on the drafts.

#### **b) Transportation Improvement Program Amendment 5**

D. Hamann motioned to approve the 1/19/2024, 2/16/2024, and 3/15/2024 minutes as written. J. Boudreau seconded the motion. A roll call vote was taken: D. Hamann, P. Nelson, B. Fisher, M. Williams, (MPO minutes only) K. Golab, (abstained from voting on the Jan and Mar minutes) M. Towne, G. Davison, K. Kasper, W. Burton, J. Wilcox, P. Nelson, B. Holstein, J. Boudreau, T. Bascom. The motion passed with all members voting in favor.

#### **c) Adopt SRPC Updated Bylaws**

J. Czys stated that the Commission has received the final draft of bylaws for SRPC. The amendments were part of an effort to merge redundant bylaws into a single document that reflects SRPC's role and structure. Substantive changes since the last time commissioners discussed the bylaws include:

- Corrected title for COAST in two member lists (page 8 and 10)
- Modified language on duties of the chair (page 4) "The Chair shall call and preside at meetings of the Commission, the Policy Committee, and the Executive



Committee; shall create and discharge standing committees and special committees; ~~shall serve as a non-voting member ex-officio of all committees, voting only in case of a tie;~~ and shall perform other duties customary to the office.

- Incorporated bylaws for the Regional Impact Committee

D. Hamann motioned to approve the Amended By Laws as presented. T. Bascom seconded the motion. A roll call vote was taken: D. Hamann, P. Nelson, B. Fisher, M. Williams, K. Golab, M. Towne, G. Davison, K. Kasper, W. Burton, J. Wilcox, P. Nelson, B. Holstein, J. Boudreau, T. Bascom. The motion passed with all members voting in favor.

#### **4. Discussion Items**

##### **a. Active Transportation Plan – Public Comment Draft**

M. Davie stated that SRPC released a draft of the Regional Active Transportation Plan for public comments on Tuesday, April 16<sup>th</sup>. It is currently on the SRPC website and is available in hard copy at the Somersworth, Rochester, and Dover town halls and public libraries. M. Davie provided an overview of the draft plan, focusing on vision, goals, and implementation strategies.

##### **b. 2024 Regional Data Snapshot Update**

R. Dewey stated that SRPC staff have been hard at work compiling the latest data across a wide range of subject areas to update the regional data snapshot. It includes profiles for individual communities and an interactive map where data on multiple subjects can be viewed simultaneously. R. Dewey reviewed the updated document and highlighted relevant sections.

#### **5. Other Business**

There was no other Business

#### **6. Citizens Forum**

John Hotchkiss asked the Commission if anyone knew of any resources or had advice on moving an old school house in Milton to the NH Farm Museum.

Kyle Pimental presented Bill Fisher with a framed map of Strafford County signed by SRPC Staff as a token of appreciation for his dedication to committees in Farmington and to SRPC. B. Fisher is retiring from public duty to spend time with family.

#### **7. Adjourn**

**At 10:45 AM K. Golab motioned to adjourn seconded by B. Fisher. All in favor. Meeting adjourned**

