

SRPC EXECUTIVE COMMITTEE MEETING

September 15,, 2023, 8:00 a.m. to 9:00 a.m. Hybrid Meeting (Conference Rm 1A & via Zoom)

In accordance with RSA 91:A, the Commission requires a minimum of an in-person quorum. To organize this, the Commission staff will confirm the necessary in-person attendance. It is the preference of the Commission that others participate via Zoom, however, guests may attend the meeting at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously. View the remote access information below.

Meeting URL: https://us02web.zoom.us/j/84905778392

Meeting ID: 849 0577 8392

Telephone-only Access: +1 312 626 6799

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

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Executive Director Review Non-Public Session per RSA:3 II (a)	8:05-8:30	
3) Action Items (Motions Required) a) Approve the August 18, 2023 Minutes b) Accept of the Draft August Financials c) Recommend Commission Adoption of the FY2025 Dues d) Approve FY2024 Organizational Goals e) Approve move to GOV domain name	8:30-8:45	a) Enclosed b) Forthcoming c) Enclosed d) See Memo e) Memo Enclosed
Updates and Discussion Items Awards, Contracts, and General Business September Monthly Minors	8:45-8:55	See memo and enclosures
5) Other Business	8:55-9:00	N/A
6) Adjourn	9:00	N/A

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 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.





DATE: September 8, 2023

TO: Executive Committee Members

FROM: Jen Czysz, Executive Director

RE: Director's Report for the September 15, 2023 Meeting

The following notes correspond to individual agenda items for discussion.

2. Executive Director Review

The agenda provides for a non-public session should the E.C. members find that is needed. Megan will provide a copy of the drafted E.C. evaluation to committee members under separate cover.

3b. Accept the Draft August Financials

The August financials will be provided to Executive Committee members next week.

3c. Recommend Commission Adoption of the FY2025 Draft Dues

Enclosed in your packet are the same 3 draft proposals for dues assessment options for next fiscal year as presented last month. These include adjusting by population only, as well as the population change plus $\frac{1}{2}$ of CPI, and by CPI. A final decision will need to be made at the September Commission meeting. Given increased federal and other grant opportunities with a match component, the FY 2024 dues budget is tighter than in years past. FY 2023 after accounting for pledged match, we had \$38,300 in unrestricted dues funds. This year that is down to \$26,500. These funds are what we use to cover contract overages and local technical assistance.

We will need to select one of the three options at the September 15th meeting to recommend the commission adopt at the quarterly meeting on September 21st. Please be sure to check in with your communities to gain understanding of what they might prefer.

3d. Approve the Executive Director's FY2024 Organizational Goals

- 1. Expand SRPC's use of new technology to further service offerings.
 - a. Develop staff skills and new projects that employ scenario planning.
 - b. Develop staff skills and new projects that employ planning concepts visualizations.
 - c. Develop staff skills and new projects that employ transportation modeling.
 - d. Expand use of AirTable and/or other online database systems.
 - e. Identify and build out task automations such as was done for the annual update of the SRPC Data Snapshot's data analysis.
- 2. Update SRPC's organizational policies.
 - a. Establish a Social Media Policy for use of SRPC's accounts.

STRAFFORD REGIONAL PLANNING COMMISSION



- b. Establish a policy or guidelines for use of ChatGPT and similar AI applications.
- c. Update SRPC's Operating Policies.
- 3. Finalize and implement the SRPC IT Plan.
 - a. Complete the Disaster Recovery Plan and Continuity of Operations Plan.
 - b. Replace the current server ideally with a hybrid cloud based and physical server (required to host ArcGIS files).
- 4. Strengthen staff cohesion and in person engagement.
 - a. Implement mandatory in person workdays.
 - b. Plan in person staff development, trainings, and events.
 - c. Encourage staff to attend Commission and other SRPC meetings in person.
- 5. Strengthen Commissioner engagement.
 - a. Host an annual SRPC 101 training in the evening open to all commissioners and interested individuals.
 - b. Host quarterly new commissioner orientations as needed.
 - c. Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement, relevance, and opportunities to discuss non-transportation topics more frequently.
 - d. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding communities.

3e. Approve transition to a .Gov domain name

As part of SRPC's ongoing efforts to improve cybersecurity, a next step is to switch from a .org to a .gov domain name. This will require some internal logistics to achieve (changes to email and website addresses), The proposed new domain is StraffordRPC.nh.gov. Enclosed in your packet is some additional information and a letter to be signed by the Chair and sent to the NH Department of Information Technology to acquire the domain name.

4a. Awards, Contracts and General Business Update

<u>Awards and Contracts</u>: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending Notice to Proceed)
- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter (contracts previously executed, but UNH has required the PREP staff to use a different contract form, pending those contract changes)
- Brownfields Assessments, limited pre-award costs allowed now to attend the required brownfields conference and conduct the procurement process. Otherwise, grant starts 10/1/2023.
- NHDES Coastal Resilience grant: Newmarket Waterfront Design Master Plan Chapter (pending Town Council approval in September)
- Milton & Farmington USDA Community Facilities Technical Assistance Grant

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans SRF (loan materials due 6/30)
- Safe Streets for All FHWA
- Great Bay 2030 Adapt to Climate Change

Submitted Pending Decisions:

- Somersworth Granite Y Child Care CDBG Grant Application
- NFWF Durham Living Shorelines Phase 2
- Newmarket Comprehensive Master Plan Update
- NOAA Climate Resilience Regional Challenge (Thriving NH Coast)

In Development:

- NHCDFA Transformative Planning Grant
- Newmarket outreach to support form based zoning code changes
- NH DES 604(b) and 319 Grants
- NOAA proposals with CAW and Cameron Wake
- Great Bay 2030 Initiatives
 - o Advocacy Bootcamp
 - o Stream Crossing Signage Project (potential implementation funding in CY2024)
 - o Phase II project solicitations

Indirect Rate and Dues: Information will be available next week.

NEXT MEETING: October 20, 2023, 8 AM. - 9:00 A.M.

Status of Grant Applications and Project Proposals

		- 1	Status O		plications and		oposais
T1-1		Funding	A 1.6	Dues	Application	Contract	D ' 1' /N 1
Title	Funder	Year(s)	Award \$	Match \$	Status	Status	Description/Notes
Comprehensive Plan	Senate	FY2023-	SRPC		approved	Pending	SRPC submitted an application for earmark funding on
Update (Region Wide)	Earmark	2024	\$150,000			Notice to	behalf of all nine NH RPCs to support each in their efforts
						Proceed	to update their comprehensive plans.
Brownfields	EPA	FY2024-	\$500,000		Approved	Complete,	Renewal of SRPCs ongoing Brownfields Program, providing
Assessments (Region		2026				pending	Phase I and II environmental assessments and
Wide with Farmington,						10/1 start	redevelopment planning
Dover focus)							
Newmarket	NHDES	FY2024	\$37,300		Approved	Pending Pending	Prepare a waterfront design and improvement plan for the
Waterfront	Coastal					G&C	Town of Newmarket with \$8,000 programmed in
Development Plan	Resil.						landscape architect support.
Town of Milton	NHDES	FY2023-	\$100,000		approved	pending	Develop a plan for total nitrogen source reductions, from
Nitrogen Source	CWSRF	2024	(\$25,000			rg	both point source and non-point sources, for the duration
Identification Plans	0 11 10 11 1		for SRPC)				of the Great Bay Total Nitrogen General Permit.
Safe Streets for All	FHWA	FY2023	\$50,000	\$12,500	Approved	Pending	Working in collaboration with NH's MPOs to develop
(Region Wide)	1110071	1 12025	\$50,000	\$12,500	Approved	renamig	action plans that would make municipalities eligible for
(Region Wide)							the Safe Streets for all implementation grants.
Adapt to Climate	Crost	FY2024	\$10,000		Vancated	nonding	Planning and implementation assistance to support Great
Adapt to Climate	Great	F 1 2024	\$10,000		Approved	pending	
Change (Region Wide)	Bay 2030						Bay Watershed communities as they plan for climate
260	1100 1	E110004	\$4.40.0E.4		,	ъ .	change, build resilience, and implement priority projects.
Milton and Farmington	USDA	FY2024-	\$149,354		<u>Approved</u>	Pending	Grant funds would allow the two towns to hire a
Community Facilities		2025					consultant to perform structural, space needs, and other
Improvements							needed assessments of key community facilities. SRPC
							would retain \$28,454 to administer the grant and conduct
							project outreach and engagement, \$120,900 would be for
							building professional consultant costs.
Somersworth Early	NHCDFA	FY24024	\$30,000		Submitted	Pending	SRPC would serve as the grant administer to the City and
Learning Center	CDBG	-2023					their subrecipient, the Granite YMCA, who would renovate
YMCA Renovations							the existing child care facility to increase capacity. SRPC's
							admin and grant writing fee is \$30,000 and the \$470,000
							balance for construction and improvement costs.
Newmarket	Newmark	FY2024-	\$114,000		Submitted	Pending	Includes an update of the Housing and Demographics
Comprehensive Master	et	2025	,			Council	Chapter HOP grant (\$24,000) plus all other chapters
Plan Update						Approval Approval	(\$90,000) and integration of the open space plan to be
							completed with a local source water grant and the
							waterfront development plan as another grant proposal.
Durham Living	NFWF	FY2024-	\$15,870		Submitted	Pending	Durham is the primary applicant working with NHDES and
Shorelines Phase 2	141 441	2025	\$10,070		Dabilittea	1 Chang	project partners and seeks to install Phase II of the Living
Shorenites Filase 2		2025					Shoreline at Wagon Hill Farm in Durham, NH. SRPC's role
							in the project would be to assist with outreach and
This is a facility of the control of	NILICEE	EV0004	<u> </u>		т.	1:	engagement.
Transformative	NHCDFA	FY2024-	\$20,000		In	pending	Develop community-level strategies and planning
Planning Grant		2025			development		activities that lead to the development of new project(s)
(Region Wide)							that increase the housing supply

Updates since last meeting



Strafford Regional Planning Commission Executive Committee Meeting

150 Wakefield Street, Conference Room 1A Rochester, NH 03867 August 18, 2023 Meeting Minutes

1. Welcome/Introductions

Vice Chair Peter Nelson called the meeting to order at 8:05A.M.

Members attending in person:

William Fisher, Farmington; Don Hamann, Rochester; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Katrin Kasper, Lee; Joe Boudreau, Rochester; Michael Bobinsky, Somersworth;

Staff attending in person: Jennifer Czysz

Staff attending remotely: Colin Lentz

2. Action Items

a. Acceptance of the June 16, 2023 Minutes

D. Hamann motioned to accept the meeting minutes of March 17, 2023 as written. T. Crosby seconded the motion. All members voted in favor. The motion passed.

b. Acceptance of the Draft June/FY2023 YE and July Financials

J. Czysz reviewed the Draft June and July Financials and stated that the packet includes the June 2023, fiscal year end financials as presented to the auditors.

At the FY year end, the bank accounts were lower than that at the end of FY2022 due to two primary factors, the year ended with a loss, and there is a substantial outstanding balance from June invoices (accounts receivable). The year finished with a loss of \$25,621. The largest share of this is attributable to contract overages totaling \$15,511 (see detail in the dues update later in this memo). The other factor being the timing of task-based invoicing for the Hazard Mitigation planning grants – a large amount of work was completed but cannot be billed until the town's are available to meet as the required match comes from those meetings.

Balance Sheet: Overall, July's balance sheet looks much like that of June's FY2023 year end. Key items impacting the lower overall assets and liabilities are the much lower bank balances (given current higher accounts receivables and timing of drawdowns against EDA's contract revenue in advance); amortization of rent/building lease liability; decreased accrued payroll, and last year's net loss.

Accounts Receivable: Of the \$296,651 due, \$35,924 of dues payments from the current month's billing were received in August, another \$60,340 in payments were received in August. This leaves \$78,929 due from the current month's billing and \$122,091 that is past

due. Of the past due amount \$112,484 is the June DOT invoice payment that is expected either this week or early next week.

Profit and Loss: July had a loss of \$26,236. This is in part attributable to several new projects just getting underway that are task-based billing. We are behind in invoicing hazard mitigation due to the reasons explained above. And contracts that started on July 1 only billed for time and costs through July 23^{rd} , three weeks of expenses. We make up for this in the last month of the contract (example, June 2023 included 7 weeks of time in the invoice as a 3 payroll period + time incurred the last week of the month and paid in July).

\$25,000 lost FY23, contract overages-majority was CARES Act Grant. Also Haz Mit, not able to bill last FY. EDD programs running ahead of schedule. Year three of that contract-operating at a new loss,

HUDD grant taking forever to still do not have a contract.

Peter-what is a regular cushion? General number? When we have a large reimbursable, we hold on to payment to the vendor until we get paid. Dues provide a cushion.

The group engaged in a brief discussion on cashflow and bank reserves.

D. Hamann motioned to accept the June/FY2023 YE and July Financials. T. Crosby seconded the motion. All in favor, motion passed.

c. Authorization of Certificate of Vote

J. Czysz explained that on an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

M. Bobinsky D. Hamman, THAT the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes.

3. Updates and Discussion Items

a. Draft FY25 Dues

The group was presented with 3 proposals for FY24 dues. 3 Options:

- adjusting by population only,
- adjusting by population change plus ½ of CPI,
- adjusting by CPI.

J. Czysz stated that a final decision will need to be made at the September Commission meeting. Given increased federal and other grant opportunities with a match component, the FY 2024 dues budget is tighter than in years past. FY 2023 after accounting for pledged match, we had \$38,300 in unrestricted dues funds. This year that is down to \$26,500. These funds are what we use to cover contract overages and local technical assistance.

B. Fisher motioned to recommend option 3 to the Commission. M. Bobinsky stated he would like to review the options with his community before making a recommendation. B. Fisher withdrew his motion.

Discussion of the draft FY25 dues was tabled to the September 18 Executive Committee meeting.

b. FY2024 Organizational Goals

- J. Czysz stated that these goals are what the organization stives to achieve as a whole and to direct the office to achieve these goals.
- J. Czysz outlined the goals for FY24:
- 1. Expand SRPC's use of new technology to further service offerings.
 - a. Develop staff skills and new projects that employ scenario planning.
 - b. Develop staff skills and new projects that employ planning concepts visualizations.
 - c. Develop staff skills and new projects that employ transportation modeling.
 - d. Expand use of AirTable and/or other online database systems.
 - e. Identify and build out task automations such as was done for the annual update of the SRPC Data Snapshot's data analysis.
- 2. Update SRPC's organizational policies.
 - a. Establish a Social Media Policy for use of SRPC's accounts.
 - b. Establish a policy or guidelines for use of ChatGPT and similar AI applications.
 - c. Update SRPC's Operating Policies.
- 3. Finalize and implement the SRPC IT Plan.
 - a. Complete the Disaster Recovery Plan and Continuity of Operations Plan.
 - b. Replace the current server ideally with a hybrid cloud based and physical server (required to host ArcGIS files).
- 4. Strengthen staff cohesion and in person engagement.
 - a. Implement mandatory in person workdays.
 - b. Plan in person staff development, trainings, and events.
 - c. Encourage staff to attend Commission and other SRPC meetings in person.
- 5. Strengthen Commissioner engagement.
 - a. Host an annual SRPC 101 training in the evening open to all commissioners and interested individuals.
 - b. Host quarterly new commissioner orientations as needed.
 - c. Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement, relevance, and opportunities to discuss non-transportation topics more frequently.
 - d. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding communities.

Project Steering committee-add commissioners?

Don't need approval today-any suggestions/feedback please

c. Executive Director Review

Survey and self eval and doodle poll for day to conduct Staff promotions-

- d. Awards Contracts and General Business: Brief review
- e. August Monthly Minors

4. Other Business

There was no other business

5. Adjourn

Strafford Regional Planning Commission

Fiscal Year 2025 Dues Rates - Option 1

To be reviewed by the Executive Committee at the Aug. & Sep. meetings, for adoption by the full Commission September 28, 2023

_					CPI Rate	0.0%	0.0%		
		Current FY2	2023 Dues Rates			Adopt	ed FY2024 Dues	Rates	
Community	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population	FY2024 Per Capita Rate for above 5,000 Population	FY2024 Adopted Dues	2022 Population Estimate	FY2025 Per Capita Rate for up to 5,000 Population using CPI Increase above	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase above	FY2025 Proposed Dues	Dues Change from FY2024
Dover	32,741	\$1.2475	\$0.5884	\$22,560.08	33,234	\$1.2475	\$0.5884	\$22,850.16	\$290.08
Rochester	32,492	\$1.2475	· ·	\$22,413.57	33,018	\$1.2475	\$0.5884	\$22,723.07	\$309.49
Durham	15,490	\$1.2475	\$0.5884	\$12,409.71	14,695	\$1.2475	\$0.5884	\$11,941.94	-\$467.77
Somersworth	11,855	\$1.2475	\$0.5884	\$10,270.90	12,037	\$1.2475	\$0.5884	\$10,377.99	\$107.09
Newmarket	9,430	\$1.2475	\$0.5884	\$8,844.05	9,459	\$1.2475	\$0.5884	\$8,861.11	\$17.06
Barrington	9,326	\$1.2475	\$0.5884	\$8,782.86	9,474	\$1.2475	\$0.5884	\$8,869.94	\$87.08
Farmington	6,722	\$1.2475	\$0.5884	\$7,250.68	6,839	\$1.2475	\$0.5884	\$7,319.52	\$68.84
Nottingham	5,229	\$1.2475	\$0.5884	\$6,372.21	5,371	\$1.2475	\$0.5884	\$6,455.76	\$83.55
Wakefield	5,201	\$1.2475	\$0.5884	\$6,355.74	5,288	\$1.2475	\$0.5884	\$6,406.93	\$51.19
Northwood	4,641	\$1.2475		\$5,789.62	4,684	\$1.2475		\$5,843.26	\$53.64
Lee	4,520	\$1.2475		\$5,638.67	4,567	\$1.2475		\$5,697.30	\$58.63
Milton	4,482	\$1.2475		\$5,591.27	4,536	\$1.2475		\$5,658.63	\$67.36
Strafford	4,230	\$1.2475		\$5,276.90	4,280	\$1.2475		\$5,339.27	\$62.37
New Durham	2,693	\$1.2475		\$3,359.50	2,770	\$1.2475		\$3,455.56	\$96.06
Rollinsford	2,597	\$1.2475		\$3,239.74	2,638	\$1.2475		\$3,290.89	\$51.15
Madbury	1,918	\$1.2475		\$2,392.69	1,964	\$1.2475		\$2,450.08	\$57.38
Middleton	1,823	\$1.2475		\$2,274.18	1,856	\$1.2475		\$2,315.35	\$41.17
Brookfield	755	\$1.2475		\$941.86	774	\$1.2475		\$965.56	\$23.70
TOTALS	156,145			\$ 139,764.25	157,484			\$140,822.34	\$1,058.09

Without Brookfield \$138,822.39 Without Brookfield \$139,856.78 \$1,034.39

Adjusted by population only, CPI not applied

Sources:

CPI: http://www.bls.gov/news.release/pdf/cpi.pdf

Population Estimates: https://www.nh.gov/osi/data-center/population-estimates.htm

Strafford Regional Planning Commission

Fiscal Year 2025 Dues Rates - Option 2

To be reviewed by the Executive Committee at the Aug. & Sep. meetings, for adoption by the full Commission September 28, 2023

_					50% of CPI Rate	1.60%	1.60%		
		Current FY2	2023 Dues Rates			Propos	sed FY2024 Due	s Rates	
Community	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population	FY2024 Per Capita Rate for above 5,000 Population	FY2024 Adopted Dues	2022 Population Estimate	FY2025 Per Capita Rate for up to 5,000 Population using CPI Increase above	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase above	FY2025 Proposed Dues	Dues Change from FY2024
Dover	32,741	\$1.2475	\$0.5884	\$22,560.08	33,234	\$1.2675	\$0.5978	\$23,215.76	\$655.68
Rochester	32,492	\$1.2475	· ·	\$22,413.57	33,018	\$1.2675	\$0.5978	\$23,086.64	\$673.06
Durham	15,490	\$1.2475	\$0.5884	\$12,409.71	14,695	\$1.2675	\$0.5978	\$12,133.01	-\$276.70
Somersworth	11,855	\$1.2475	\$0.5884	\$10,270.90	12,037	\$1.2675	\$0.5978	\$10,544.04	\$273.14
Newmarket	9,430	\$1.2475	\$0.5884	\$8,844.05	9,459	\$1.2675	\$0.5978	\$9,002.89	\$158.84
Barrington	9,326	\$1.2475	\$0.5884	\$8,782.86	9,474	\$1.2675	\$0.5978	\$9,011.86	\$229.00
Farmington	6,722	\$1.2475	\$0.5884	\$7,250.68	6,839	\$1.2675	\$0.5978	\$7,436.64	\$185.95
Nottingham	5,229	\$1.2475	\$0.5884	\$6,372.21	5,371	\$1.2675	\$0.5978	\$6,559.06	\$186.84
Wakefield	5,201	\$1.2475	\$0.5884	\$6,355.74	5,288	\$1.2675	\$0.5978	\$6,509.44	\$153.70
Northwood	4,641	\$1.2475		\$5,789.62	4,684	\$1.2675		\$5,936.75	\$147.13
Lee	4,520	\$1.2475		\$5,638.67	4,567	\$1.2675		\$5,788.46	\$149.79
Milton	4,482	\$1.2475		\$5,591.27	4,536	\$1.2675		\$5,749.17	\$157.90
Strafford	4,230	\$1.2475		\$5,276.90	4,280	\$1.2675		\$5,424.70	\$147.80
New Durham	2,693	\$1.2475		\$3,359.50	2,770	\$1.2675		\$3,510.85	\$151.35
Rollinsford	2,597	\$1.2475		\$3,239.74	2,638	\$1.2675		\$3,343.54	\$103.80
Madbury	1,918	\$1.2475		\$2,392.69	1,964	\$1.2675		\$2,489.28	\$96.59
Middleton	1,823	\$1.2475		\$2,274.18	1,856	\$1.2675		\$2,352.39	\$78.21
Brookfield	755	\$1.2475		\$941.86	774	\$1.2675		\$981.01	\$39.15
TOTALS	156,145			\$ 139,764.25	157,484			\$143,075.50	\$3,311.25

Without Brookfield \$138,822.39 Without Brookfield \$142,094.49 \$3,272.10

Adjusted by population and 1/2 of CPI

Sources:

CPI: http://www.bls.gov/news.release/pdf/cpi.pdf

Population Estimates: https://www.nh.gov/osi/data-center/population-estimates.htm

Strafford Regional Planning Commission

Fiscal Year 2025 Dues Rates - Option 3

To be reviewed by the Executive Committee at the Aug. & Sep. meetings, for adoption by the full Commission September 28, 2023

_					СРІ	3.2%	3.2%		
		Current FY2	2023 Dues Rates			Propos	sed FY2024 Due	s Rates	
Community	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population	FY2024 Per Capita Rate for above 5,000 Population	FY2024 Adopted Dues	2022 Population Estimate	FY2025 Per Capita Rate for up to 5,000 Population using CPI Increase above	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase above	FY2025 Proposed Dues	Dues Change from FY2024
Dover	32,741	\$1.2475	\$0.5884	\$22,560.08	33,234	\$1.2874	\$0.6072	\$23,581.37	\$1,021.28
Rochester	32,492	\$1.2475	\$0.5884	\$22,413.57	33,018	\$1.2874	\$0.6072	\$23,450.21	\$1,036.63
Durham	15,490	\$1.2475	\$0.5884	\$12,409.71	14,695	\$1.2874	\$0.6072	\$12,324.08	-\$85.63
Somersworth	11,855	\$1.2475	\$0.5884	\$10,270.90	12,037	\$1.2874	\$0.6072	\$10,710.09	\$439.18
Newmarket	9,430	\$1.2475	\$0.5884	\$8,844.05	9,459	\$1.2874	\$0.6072	\$9,144.67	\$300.62
Barrington	9,326	\$1.2475	\$0.5884	\$8,782.86	9,474	\$1.2874	\$0.6072	\$9,153.78	\$370.92
Farmington	6,722	\$1.2475	\$0.5884	\$7,250.68	6,839	\$1.2874	\$0.6072	\$7,553.75	\$303.07
Nottingham	5,229	\$1.2475	\$0.5884	\$6,372.21	5,371	\$1.2874	\$0.6072	\$6,662.35	\$290.14
Wakefield	5,201	\$1.2475	\$0.5884	\$6,355.74	5,288	\$1.2874	\$0.6072	\$6,611.95	\$256.21
Northwood	4,641	\$1.2475		\$5,789.62	4,684	\$1.2874		\$6,030.25	\$240.63
Lee	4,520	\$1.2475		\$5,638.67	4,567	\$1.2874		\$5,879.62	\$240.95
Milton	4,482	\$1.2475		\$5,591.27	4,536	\$1.2874		\$5,839.71	\$248.44
Strafford	4,230	\$1.2475		\$5,276.90	4,280	\$1.2874		\$5,510.13	\$233.23
New Durham	2,693	\$1.2475		\$3,359.50	2,770	\$1.2874		\$3,566.14	\$206.63
Rollinsford	2,597	\$1.2475		\$3,239.74	2,638	\$1.2874		\$3,396.20	\$156.46
Madbury	1,918	\$1.2475		\$2,392.69	1,964	\$1.2874		\$2,528.48	\$135.79
Middleton	1,823	\$1.2475		\$2,274.18	1,856	\$1.2874		\$2,389.44	\$115.26
Brookfield	755	\$1.2475		\$941.86	774	\$1.2874		\$996.46	\$54.60
TOTALS	156,145			\$ 139,764.25	157,484			\$145,328.65	\$5,564.40

Without Brookfield \$138,822.39 Without Brookfield \$144,332.20 \$5,509.80

Adjusted by population and CPI

Sources:

CPI: http://www.bls.gov/news.release/pdf/cpi.pdf

Population Estimates: https://www.nh.gov/osi/data-center/population-estimates.htm



September 1, 2023

Commissioner Denis Goulet NH Department of Information Technology 27 Hazen Drive Concord, NH 03301

Re: NH.GOV Domain Name Registration

Dear Commissioner Goulet,

The Strafford Regional Planning Commission, a political subdivision of the state of New Hampshire, would like to apply for the .gov domain name straffordrpc.nh.gov to replace our current domain name strafford.org.

We are seeking your authorization and your office's assistance in updating our domain name from strafford.org to straffordrpc.nh.gov to enhance our cybersecurity posture. Our current domain

The following will be listed as contacts for straffordrpc.nh.gov, which Strafford Regional Planning Commission will keep up to date in the .gov registrar.

Administrative contact

Jennifer Czysz
Executive Director
150 Wakefield St, Suite 12
Rochester, NH 03867
(603) 994-3500 x.100
jczysz@straffordrpc.nh.gov

Technical contact

Rachel Dewey
Senior Data Analyst
150 Wakefield St, Suite 12
Rochester, NH 03867
(603) 994-3500 x.106
rdewey@straffordrpc.nh.gov

Security contact

srpc@straffordrpc.nh.gov

STRAFFORD REGIONAL PLANNING COMMISSION





Sincerely,

Name Title



STRAFFORD REGIONAL PLANNING COMMISSION





September 15, 2023

William Watson, Administrator NH Department of Transportation Bureau of Planning and Community Assistance 7 Hazen Drive Concord, NH 03302

RE: September 2023 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the September 2023 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2023-2026 Transportation Improvement Program (TIP).

The following information is in the Strafford MPO Prospectus that was revised and adopted on January 19, 2018, at the Strafford MPO Policy Committee Meeting:

In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or non-concurrence with Administrative Modifications and/or Informational revisions and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.

The Executive Director recommends the approval of the following Administrative Modifications to the 2023-2026 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP Executive Director





September 2023 TIP Minors Table of Contents

Funding Changes

Program – High-Investment Bridge Maintenance & Preservation	Page 1 - 2
Program – Maintenance & Preservation of Tier 1 & 2 bridges	Page 3
Program – Resurfacing of Tier 1 Highways	Page 4

2023 - 2026 SRPC Transportation Improvement Program September 2023 Minors

8/18/2023

Please refer to the 2023 - 2026 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2023 - 2026 TIP.

PROGRAM BRDG-HIB-M&P

Towns: Statewide Road: Various

Scope: Maintenance and preservation efforts for High Investment Bridges

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Т	otal
PE	2023	\$100,000		\$0	\$0	\$100,000
PE	2024	\$100,000		\$0	\$0	\$100,000
PE	2025	\$100,000		\$0	\$0	\$100,000
PE	2026	\$100,000		\$0	\$0	\$100,000
ROW	2023	\$20,000		\$0	\$0	\$20,000
ROW	2024	\$20,000		\$0	\$0	\$20,000
ROW	2025	\$20,000		\$0	\$0	\$20,000
ROW	2026	\$20,000		\$0	\$0	\$20,000
CON	2023	\$2,875,000		\$0	\$0	\$2,875,000
CON	2024	\$2,965,728		\$0	\$0	\$2,965,728
CON	2025	\$3,100,000		\$0	\$0	\$3,100,000
CON	2026	\$3,100,000		\$0	\$0	\$3,100,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	7	otal
PE	2024	\$100,000		\$0	\$0	\$100,000
PE	2025	\$100,000		\$0	\$0	\$100,000
PE	2026	\$100,000		\$0	\$0	\$100,000
ROW	2023	\$20,000		\$0	\$0	\$20,000
ROW	2024	\$20,000		\$0	\$0	\$20,000
ROW	2025	\$20,000		\$0	\$0	\$20,000
ROW	2026	\$20,000		\$0	\$0	\$20,000

CON	2023	\$4,400,000	\$0	\$0	\$4,400,000
CON	2024	\$1,900,000	\$0	\$0	\$1,900,000
CON	2025	\$3,100,000	\$0	\$0	\$3,100,000
CON	2026	\$3,100,000	\$0	\$0	\$3,100,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No effect on child projects in the region

Funding Sources

FHWA

STBG-State Flexible

STBG-Areas Over 200K

STBG-50 to 200K

STBG-5 to 200K

National Highway Performance

Hwy Infrastructure

NHDOT

Toll Credit

PROGRAM BRDG-T1/2-M&P

Towns: Statewide

Road: Tier 1-2 Bridges

Scope: Maintenance & preservation of tier 1 & 2 bridges.

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$100,000	\$	50	\$0	\$100,000
PE	2024	\$100,000	\$	50	\$0	\$100,000
PE	2025	\$100,000	\$	50	\$0	\$100,000
PE	2026	\$100,000	\$	50	\$0	\$100,000
ROW	2023	\$25,000	\$	50	\$0	\$25,000
ROW	2024	\$25,000	\$	50	\$0	\$25,000
ROW	2025	\$25,000	\$	50	\$0	\$25,000
ROW	2026	\$25,000	\$	50	\$0	\$25,000
CON	2023	\$8,000,000	\$	50	\$0	\$8,000,000
CON	2024	\$8,000,000	\$	50	\$0	\$8,000,000
CON	2025	\$8,000,000	\$	50	\$0	\$8,000,000
CON	2026	\$8,000,000	\$	50	\$0	\$8,000,000

Proposed Funding

roposea runaing										
		otal	Tota		Other		State	Federal	iscal Year	Phase
),(\$650,0			\$0		\$0		\$650,000	2023	PE
),(\$100,0			\$0		\$0		\$100,000	2024	PE
),(\$100,0			\$0		\$0		\$100,000	2025	PE
),(\$100,0			\$0		\$0		\$100,000	2026	PE
5,(\$25,0			\$0		\$0		\$25,000	2023	ROW
5,(\$25,0			\$0		\$0		\$25,000	2024	ROW
5,0	\$25,0			\$0		\$0		\$25,000	2025	ROW
5,(\$25,0			\$0		\$0		\$25,000	2026	ROW
),(4,900,0	\$14		\$0		\$0		\$14,900,000	2023	CON
),(7,550,0	\$7		\$0		\$0		\$7,550,000	2024	CON
),(5,000,0	\$5		\$0		\$0		\$5,000,000	2025	CON
),(4,700,0	\$4		\$0		\$0		\$4,700,000	2026	CON

Change Notes

NHDOT Description of Changes

SRPC Notes

No effect on child projects in the region

Funding Sources

FHWA

STBG-State Flexible

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

Hwy Infrastructure

NHDOT

Toll Credit

General Fund

PROGRAM PAVE-T1-RESURF

Towns: Statewide

Road: Tier 1 Highways

Scope: Resurface Tier 1 Highways

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Tota	
PE	2023	\$300,000	\$	50	\$0	\$300,000
PE	2024	\$300,000	\$	50	\$0	\$300,000
PE	2025	\$300,000	\$	50	\$0	\$300,000
PE	2026	\$300,000	\$	50	\$0	\$300,000
CON	2023	\$12,250,000	\$	50	\$0	\$12,250,000
CON	2024	\$12,250,000	\$	50	\$0	\$12,250,000
CON	2025	\$12,250,000	\$	50	\$0	\$12,250,000
CON	2026	\$12,250,000	\$	50	\$0	\$12,250,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	7	otal
PE	2023	\$450,000		\$0	\$0	\$450,000
PE	2024	\$300,000		\$0	\$0	\$300,000
PE	2025	\$300,000		\$0	\$0	\$300,000
PE	2026	\$300,000		\$0	\$0	\$300,000
CON	2023	\$18,000,000		\$0	\$0	\$18,000,000
CON	2024	\$13,000,000		\$0	\$0	\$13,000,000
CON	2025	\$12,250,000		\$0	\$0	\$12,250,000
CON	2026	\$12,250,000		\$0	\$0	\$12,250,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No effect on child projects in the region

Funding Sources

FHWA

STBG-State Flexible

Redistribution

National Highway Performance

NHDOT

Toll Credit