

# Strafford Metropolitan Planning Organization

## Combined meeting of the MPO Policy Committee Meeting & SRPC Commissioners

Friday, August 20<sup>th</sup> 2021 9:00 – 10:30 AM  
 Hybrid In-Person/Zoom Meeting

In accordance with RSA 91:A and the potential absence of a renewal to the Governor’s Executive Order allowing quorums virtually, all meetings of the Commission now require an in-person quorum. The Commission is advising that most committee members still attend meetings virtually, aside from the minimum number of members needed for a quorum. To organize this, the Commission staff will reach out prior to each meeting to Commissioners, confirming their in-person attendance. It is the preference of the Commission that all other attendees participate via Zoom, however, guests may attend the meeting at the SRPC Office, Conference Room 1A, 150 Wakefield Street, Rochester, NH.

In doing so, all participants have the ability to communicate contemporaneously during this meeting as follows:

[Click here to access the meeting online](#)

Telephone-only Access: +1 646 558 8656 and Meeting ID: 833 2937 9249

These instructions have also been provided on the SRPC website at [www.trafford.org](http://www.trafford.org). If anybody is unable to access the meeting, please email [clentz@trafford.org](mailto:clentz@trafford.org) or call (603) 948-9483.

<b>Introductions</b>	<b>5 mins</b>
<b>Staff Communications</b>	<b>5 mins</b>
<b>Action Items</b> 1.1. Approve draft minutes from June 18 <sup>th</sup> 2021[VOTE]	<b>1 mins</b>
<b>Discussion Items</b> 1.2. Ten Year Plan priorities	<b>25 mins</b>
<b>Other Business</b> 1.3. Highlights from Public Transit Study Results 1.4. Updates to MPO Bylaws for remote meeting participation	<b>5 mins</b>
<b>Commissioner Roundtable</b> – Updates from your community	<b>10 mins</b>
<b>Citizen’s Forum</b> – Citizens of the Strafford region are invited to speak on the subject matter of the meeting. Statements shall be limited to three minutes	
<b>Adjournment</b>	

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow 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.

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 Metropolitan Planning Organization

### Policy Committee

#### Meeting Minutes

Friday, May 21st 2021

9:00 – 11:00 AM

Strafford Regional Planning Commission  
150 Wakefield St, Rochester, NH

The meeting was called to order at 9:05am

This was a joint meeting of the Strafford Regional Planning Commission and Strafford Metropolitan Planning Organization (Strafford MPO).

#### 1. Attendance:

##### Committee Members

In-person attendees: Don Hamann (Rochester), Dave Landry (Dover), Tom Crosby (Madbury), Mike Bobinsky (Somersworth), Bill Fisher (Farmington), Mark Avery (Madbury), Herb Ueda (Rollinsford), Evan McDougall (Wakefield).

Online Attendees: Bill Watson (NH DOT), Lindsey Williams (Dover), Barbara Holstein (Rochester), Mark Richardson (Somersworth), Tim White (NHDES),

##### Guests

Shanna Saunders (Rochester),

##### Staff

James Burdine, Rachel Dewey, Zuzanna Duffy, Jackson Rand, Stephen Geis, Nancy O'Connor, Jen Czysz, Colin Lentz

#### 2. Public Hearing – Draft 2021-2024 TIP Amendment #1

M. Bobinsky made a motion to open the public hearing,

Seconded by D. Hamann

Vote: unanimous in favor (via roll-call vote)

C. Lentz gave a presentation on the projects in the first amendment to the 2021-2024 TIP. He noted that because of COVID-19 and the timing of the release of the full STIP, this was the first time an amendment had been issued and many projects were behind. The amendment included the following projects::

Barrington (41415)

Program (COAST 5307)

Durham (41432)

Durham (42873)

Newington-Dover (11238)

Program (FTA 5339)  
Program (LTAP)  
Program (TSMO)  
Rochester (14350)

B. Watson clarified that the Durham project 42873 would not be changed as originally proposed in the amendment. Federal Highways and Federal Transit Administration had requested that the project remain as originally included in the STIP, and not be transferred to a “programmatic” as proposed. The project will not be changed in the STIP as originally proposed in the amendment.

D. Hamann noted that construction on the Rochester project would be commencing soon and recommended that people avoid using the intersection if possible (North Main St, 202A, and Washington St.

M. Bobinsky made a motion to close the public hearing,  
Seconded by D. Hamann  
Vote: unanimous in favor (via roll-call vote)

### 3. Action Items

#### 3.1 Approve draft minutes from May 21st 2021 [VOTE]

M. Bobinsky made a motion to approve the minutes as written.  
Seconded by M. Avery  
Vote: B. Watson, E. McDougall, and B. Fisher abstaining, otherwise unanimous in favor (via roll-call vote)

#### 3.2 Approve the Draft 2021-2024 TIP Amendment #1 [VOTE]

D. Hamann made a motion to approve the TIP amendment.  
Seconded by M. Richardson  
Vote: unanimous in favor (via roll-call vote)

### 4. Commissioner Roundtable – Updates from your community

M. Bobinsky said the Somersworth Planning Board had recently approved a large sports complex on Willand Dr. that would require some road improvements on NH108. He added that the city expects to get approximately \$1.2 million in CARES Act funding that will be dedicated to water and sewer projects.

B. Fisher said Farmington is in preliminary stages of putting 123 acres of land near the downtown in conservation and developing public hiking trails on it. He added that Honeydew doughnuts had been put out of business during the pandemic but had gotten refinanced and would be reopening.

M. Avery noted that the Nute Rd. bridge over the Bellamy River would be replaced this summer and completed before the start of the school year.

D. Hamann said Eversource would be making upgrades to electric utilities in Rochester. The Strafford Square roundabout project will include undergrounding of utilities in the vicinity.

J. Czysz noted that because the Governor's order had expired, an in-person quorum was required for public meetings. The meeting was noticed as a hybrid meeting in anticipation of the order expiring. Staff had contacted members to get the minimum number for a quorum. She asked if members had a preference on how to proceed. Members said all meetings were reverting to in-person, but it would be good to continue offering the option for online participation.

## **5. Adjournment**

T. Crosby made a motion to adjourn

Seconded by M. Bobinsky

Vote: Unanimous in favor

The meeting was adjourned at 11:00am

## Memo

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### August 2021 Policy Meeting Prep

#### Ten Year Plan and GACIT

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**Task for Policy Committee members:** confirm a set of regional priorities for development of the Ten Year Plan to advocate on behalf of the region throughout the GACIT and legislative process. This is not a venue to discuss and promote additional revenue generation; the funding in the Ten Year Plan is essentially set. Priorities should be focused on how to invest available funding. There will be future opportunities to advocate for new revenue generation.

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The RPC phase of the Ten Year Plan development process has concluded and the Governor's Advisory Commission on Intermodal Transportation (GACIT) will soon begin meeting with NHDOT to discuss funding priorities and individual projects. GACIT members will host public hearings around the state in the fall prior to submitting the draft Ten Year Plan to the Governor near the end of the calendar year. This is an opportunity to advocate for regional goals and priorities for transportation development ensure they are reflected in the Ten Year Plan.

Included in the meeting packet are the regional Ten Year Plan priorities from the 2019-2020 GACIT and legislative and the goals from the Metro Plan that are most relevant to the Ten Year Plan. Please review the MTP goals and current regional priorities before discussion at the Policy meeting.

#### Quick highlights of the Ten Year Plan priorities from 2019-2020:

- **Multimodal Network Development** – as an opportunity to increase the connectivity of the transportation network and improve workforce mobility.
- **Public Transit** – highlighting its value to the region and advocating for state funding.
- **Turnpike** – supporting the turnpikes as an efficient and self-funding system.
- **Rail** – emphasizing passenger rail as a major economic opportunity that is being missed due to lack of state support.
- **Safety** – advocating for safety improvements for all modes as a critical priority.
- **Infrastructure Resilience** – advocating for an increased focus on infrastructure resilience to mitigate the impacts of climate change.
- **Corridors** – emphasizing the value of corridor planning and highlighting priority corridors in the region.
- **Alternative Fuels** – advocating for expansion of alternative fuels access.
- **Individual Projects** – advocating for the projects submitted to the Ten Year Plan from the region.

#### What's missing?

- COVID-19 has changed everything and its impacts will continue to unfold. How could the Ten Year Plan help the state adapt and recover?
- Equity is a focus area for SRPC over the next two years. The pandemic has widened the equity gap throughout the country.

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

August 2<sup>nd</sup> 2019

Dear Executive Councilors:

The Strafford Regional Planning Commission serves 18 New Hampshire municipalities as a Metropolitan Planning Organization (Strafford MPO) in regional transportation planning and project development. This includes Wakefield, Brookfield, Middleton, Milton, and New Durham in District 1; Strafford, Farmington, Rochester, Somersworth, Rollinsford, Dover, Madbury, and Durham in District 2; Northwood, Nottingham, Barrington, and Lee in District 4; and Newmarket in District 3. Agencies such as the Cooperative Alliance for Seacoast Transportation (COAST) and the New Hampshire Departments of Transportation (NHDOT) and Environmental Services (NHDES) are also active members of the Strafford MPO.

The Strafford MPO Policy Committee has discussed a range of policy goals for comprehensive regional planning that are relevant to the Ten Year Plan. This letter includes goals and objectives from Strafford MPO's 2021-2045 Metropolitan Transportation Plan (a regional, long-range transportation plan) as identified by municipal representatives to the Strafford MPO. It also includes priorities that are relevant to the development of the 2023-2032 Statewide Ten Year Transportation Improvement Plan.

### **Multimodal Network Development**

#### Assets and Opportunities:

COAST and UNH Wildcat Transit, along with other transit options, allow a range of residents to reach regional destinations for education, health care, employment, nutrition, recreation, and civic engagement. Municipalities are emphasizing development of local bicycle and pedestrian routes.

#### Challenges:

- Workforce mobility for large employers.
- Managing traffic congestion in a growing region.
- Lack of transportation services for the rising numbers of seniors and those recovering from opioid addiction.

#### We advocate for:

- Increased consideration of multimodal development in the Statewide Ten Year Plan— moving people and freight (not just cars) and maintaining mobility of residents. We have heard from municipal economic development staff that businesses and developers place a high priority on direct access to public transit, and it has a role in the affordability and desirability of housing.
- Increased transportation options for seniors and those recovering from opioid addiction.
- Support for communities to implement local and regional multimodal trail networks that incentivize alternative modes of transportation, contribute to economic development, and promote healthy activity.

## **Public Transit**

### Assets and Opportunities:

The Strafford region has the richest mix of public transportation options in New Hampshire: fixed-route and demand-response bus service, passenger rail, intercity bus, and a growing network of bicycle routes. SRPC recently studied COAST's impact on the economy and estimates it is responsible for at least \$25.8 million in economic benefits to southeast New Hampshire.

### Challenges:

- Public transit lacks meaningful state funding for operating support and federal funding has not increased substantially in recent years. However, operating costs for the Cooperative Alliance for Seacoast Transportation have increased significantly for the past decade.
- Under the Americans with Disabilities Act (ADA), COAST is required to provide door-to-door transportation for people in its service area who cannot reach bus stops because of a disability. Demand for this service has grown by 880% since 2009. This has resulted in a 645% increase in cost to COAST; ADA service now represents 25% of COAST's operating budget.
- COAST's access to federal funds relies on local matching funds from municipalities in its service area.
- COAST is currently ineligible for turnpike funds.

### We advocate for:

- Increased capital and operating support for public transit providers that more closely reflects their needs and ensures consistent, responsive service for users. Sustained support of public transit operating costs is critical for the growing urban areas of New Hampshire.
- COAST to be considered as a recipient of turnpike funds due to their contribution to its level of service. We ask that the council discuss the use of turnpike toll credits for matching federal dollars for public transit.
- The municipalities who rely on public transit service to continue their economic development goals.
- Seacoast residents who take public transit because it is more cost-effective and better for the environment; because they are in a one-car family; or because they cannot drive.

## **Turnpike**

### Assets and Opportunities:

New Hampshire's turnpikes are a model for self-sufficient transportation systems. The turnpike generates its own revenue through user fees and helps NHDOT leverage federal funds while state matching funds are limited.

### We advocate for:

- Continuing work on the Newington-Dover project. As the Southern gateway to the Strafford region, the Little Bay Bridges and adjacent highway infrastructure are a critical access point for commuters, freight traffic, and visitors who are driving economic development.
- Safe and reliable access across the Piscataqua River for pedestrians and cyclists; this is a top priority of the MPO.



## **Rail**

### Assets and Opportunities:

The seacoast region is the only part of New Hampshire with passenger rail service that connects residents to metropolitan centers in neighboring states. Passenger rail continues to be a missed opportunity for New Hampshire.

### Challenges:

- The Amtrak Downeaster service receives no financial support from New Hampshire, yet is at-capacity transporting New Hampshire residents for employment and recreation in Boston, MA and Portland, ME.
- At-grade rail crossings present a complex safety challenge for several Strafford region communities.

### We advocate for:

- Increased support for passenger/commuter rail development. This could lead to significant benefits for highway congestion reduction, access to jobs, and local and regional economic development.
- Increased collaboration with the New England Passenger Rail Authority to continue improving passenger rail service in the Seacoast. This includes projects (such as improved rail siding) to increase the frequency and reliability of service, greater access through park and rides and public transit connections, and incentives for local transit-oriented development.

## **Safety**

### Assets and Opportunities:

The potential reduction in loss of life, not to mention the economic and social costs of unsafe highways cannot be ignored. The Highway Safety Improvement Program provides much-needed direct access to funding for local safety improvements through a straight-forward, timely process; Strafford MPO has had great success helping municipalities access funding.

### Challenges:

- Safety and accessibility for vulnerable users like cyclists, pedestrians, and people with disabilities is inconsistent across a network that still favors cars and trucks.
- Regional Planning Commissions and even state agencies that play a role in improving transportation safety do not have adequate access to crash records and other data they need to identify dangerous areas and find solutions.

### We advocate for:

- Continued support of local and state efforts to improve safety and connectedness of the transportation network. Safety improvements for all users of the statewide highway network is a top priority of Strafford MPO.

## **Infrastructure Resilience**

### Assets and Opportunities:

New Hampshire has an opportunity to prepare for climate change and mitigate its impacts. NHDOT developed a Transportation Asset Management (TAM) Plan assessing risks to transportation infrastructure from various threats. Regional Planning Commissions have analysis tools and expertise that can help coordinate local and statewide planning efforts to improve resilience.

### Challenges:

- Climate change is already affecting New Hampshire's transportation infrastructure. Major storms are occurring at higher frequencies and past events have revealed vulnerabilities of roads and bridges. The seacoast has seen increased flooding, sea level rise and storm surge.
- A transportation system dependent largely on a single travel mode cannot respond effectively to sudden disruption or damage to the system (such as a large storm or other disaster).
- The preparedness of individual municipalities may depend on limited local resources. This variability in local preparedness is a regional concern if major routes travel through small communities.

### We advocate for:

- Using NHDOT's TAM plan, modeling tools from Regional Planning Commissions, and local vulnerability assessments to identify the most vulnerable links in the network to mitigate inevitable impacts of climate change, ensure recovery can be rapid and effective, and to prioritize infrastructure investments.
- Investing in multi-modal networks. A transportation network with multiple options for traveling between destinations reduces the economic and social impact of severe weather events and reduces the cost of emergency response and recovery.
- Investment priorities in the Ten Year Plan should focus on infrastructure resilience – especially where critical roads, bridges, and rails are vulnerable to impacts. This includes supporting local efforts to increase transportation resilience.

## **Corridors**

### Assets and Opportunities:

The current Ten Year Plan contains funding for corridor studies starting in 2021. There are several corridors that are priorities of the Strafford MPO: NH 125, NH11, US4, and NH108. Strafford MPO will be working with partner regional planning commissions and NHDOT to develop a regional process for prioritizing corridors. These corridors serve an important purpose for regional and interstate commerce and are primary routes for residents and visitors.

- NH108 provides important local connectivity between the urbanized cities of Dover, Rochester, and Somersworth, linking the Strafford region to the University of New Hampshire, Newmarket, and the Great Bay. NH108 could be considered the "spine" of the Strafford region, and some of the greatest potential for economic development and mobility improvements exist along the corridor.

- NH11 is an important regional route that links the City of Rochester through Farmington and New Durham to Alton. It is the primary northbound alternative to NH16 in the region and it carries large numbers of tourism traffic to the Lakes region.
- US4 provides a direct link from the Strafford region to Concord.
- Route 125 is an important link for several rural communities, including Barrington.

Challenges:

- US4 bisects the Town of Northwood, effectively separating it into northern and southern halves and creating a barrier to local travel. Careful consideration to balance local planning priorities and freight traffic along US4 is critical for Northwood's local economy, safety, and quality of life.
- NH125 is the only alternative to NH16 for direct north-south travel and it links the City of Rochester to NH101 in Epping. NH125 carries high volumes of freight traffic. High traffic volumes and speeds conflict with local development efforts. One critical bottleneck is the intersection of NH125 and NH9; a local nexus point of commercial and residential development in Barrington.
- In recent years the Route 11 corridor has experienced significant congestion related to local commercial development.

We advocate for:

- Support for comprehensive corridor planning based on collaboration between, NHDOT, Regional Planning Commissions, and municipalities. This is needed to ensure that economic development, local transportation, tourism access, and freight movement do not conflict as corridors grow.

**Alternative Fuels**

Assets and Opportunities:

Alternative fuels have tremendous potential for positive impacts to public health and safety, cost of living, local and statewide economic development, and ultimately security of the transportation system.

Challenges:

- Ground-level ozone continues to be a serious health problem in New Hampshire (especially during the hot summer months, when the tourism season is in full-swing and people want to enjoy the rural New Hampshire experience). About half of all emissions that cause ground-level ozone to form come from on-road vehicles.
- The I93 capital corridor has seen recent investment in alternative fuels infrastructure, but a gap exists between the Dover-Rochester-Somersworth urbanized area and tourism destinations in the eastern White Mountains. As more people switch to alternative fuel vehicles, they will be limited by the availability of fueling stations; we want them to come contribute to our economy.
- Strafford MPO members have acknowledged and discussed the need to consider continued impacts to revenue generation from increased vehicle fuel efficiency and alternative fuels development.

We advocate for:

- Protecting clean air for visitors and residents by promoting adoption of alternative fuels should be a top priority.

- Development of infrastructure for electric vehicles. This has the benefit of using the existing power grid. Electric vehicle charging infrastructure is a significant opportunity for public-private-partnerships, and is being requested by private users, businesses, and municipalities. This emerging market requires increased collaboration between transportation and electric utilities stakeholders.
- Alternative fuels development to be considered as an investment priority supported by the Ten Year Plan.

### **Individual Projects**

The projects in the Strafford region currently in the Ten Year Plan remain priorities for the Strafford MPO. One of these includes funding in FY2028 for a study at NH155 and Madbury Rd in Madbury (project #41596). This intersection is a significant safety hazard and a priority for the towns of Durham and Madbury. We would like the study to be advanced as rapidly as possible.

Strafford MPO submitted five projects that are included in NHDOT's draft Ten Year Plan. These projects were developed in collaboration with municipalities and prioritized for the draft plan by the Strafford MPO Policy Committee:

1. **Rochester:** Widen 3,200 feet of NH11 north of NH16 to four-lane configuration.
2. **Rochester:** Install new traffic signal at Nashoba Dr. and NH11; including new sidewalks from Nashoba Dr to NH16 overpass.
3. **Barrington:** Install new sidewalks at NH125 and NH9 between schools and businesses.
4. **Farmington:** Expansion of local sidewalk network along three routes connecting to downtown.
5. **Milton:** Pedestrian and safety improvements along Dawson and Silver Streets; includes locally funded utilities upgrades.

## Goals from the 2021-2045 Metro Plan

### Overall System Performance Goals

- Maintain and improve the reliability of the highway system.
- Reduce congestion and travel delay.
- Increase accessibility to alternative modes of transportation.
- Increase safety for non-motorized modes of transportation.

### Infrastructure Condition Goals

- Keep public roads in good condition.
- Restore or upgrade bridges and culverts in critical condition.
- Prioritize planning and projects focused on adapting to climate change and improving infrastructure resilience.
- Increase adoption of alternative transportation modes to reduce wear and tear on roads.

### Safety Goals

- Reduce the number of crashes on public roadways that result in fatalities and severe injuries.
- Reduce the number of crashes involving non-motorized users and build safer streets where bicycle and pedestrian activity is high.
- Reduce motorcycle crashes.
- Proactively identify high-crash locations.

### Intra-Regional Public Transit Goals

- Increase funding for public transit.
- Promote ridership on regional public transit.
- Increase frequency on existing public transit routes.
- Increase service coverage and coordination of demand-response transit service for seniors and people with disabilities.
- Coordinate new development with public transit access.
- Increase transit access for seniors and people with disabilities.

### Inter-Regional Transit Goals

- Improve linkages to existing intercity bus service for pedestrians, cyclists, and local transit.
- Support policy and develop projects that expand inter-city bus service to new destinations.
- Increase capacity of active railroads in the region to increase frequency of passenger and freight rail service.

### Economic Linkages Goals

- Improve multimodal connections that increase mobility and accessibility of people and freight.
- Support the development of walkable community centers that promote local businesses and create a sense of place.
- Increase capacity of existing rail infrastructure for passenger and freight.
- Increase economic resilience to the impacts of climate change.

**STRAFFORD  
METROPOLITAN PLANNING  
ORGANIZATION  
BYLAWS**



**ADOPTED: September 27, 2007**

**Revisions ADOPTED: May 29, 2008**

**Revisions ADOPTED: January 28, 2010**

**Revisions Recommended: September 28, 2010**

**Revisions ADOPTED: November 18, 2010**

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# **STRAFFORD METROPOLITAN PLANNING ORGANIZATION BYLAWS**

**Adopted: September 27, 2007**

**Revisions Adopted: May 29, 2008**

**Revisions Adopted: January 28, 2010**

**Revisions Recommended: September 28, 2010**

**Revisions Adopted: November 18, 2010**

## **ARTICLE I: ORGANIZATION**

### **A. NAME:**

The name of this organization shall be the Strafford Metropolitan Planning Organization (SMPO) and shall hereafter be referred to as the SMPO. The SMPO consists of the Strafford Regional Planning Commission (SRPC) and those appropriate State and local agencies necessary to approve transportation plans and programs.

### **B. AUTHORIZATION:**

The authorization for this Organization is set forth in an Executive Order dated August 10, 2007, whereby SRPC was designated as the cognizant Metropolitan Planning Organization for the New Hampshire portion of the Rochester-Dover Urbanized area, pursuant to the Federal Highway Act of 1964.

### **C. STRAFFORD METROPOLITAN PLANNING ORGANIZATION AREA:**

The following communities constitute the SMPO area: Barrington, Brookfield, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Newmarket, Northwood, Nottingham, Rochester, Rollinsford, Somersworth, Strafford and Wakefield.

1. Urbanized Communities include: Dover, Durham, Madbury, Newmarket, Rochester, Rollinsford and Somersworth.
2. Non-Urbanized Communities include: Barrington, Brookfield, Farmington, Lee, Middleton, Milton, New Durham, Northwood, Nottingham, Strafford and Wakefield.

### **D. PRINCIPAL OFFICE:**

The principal office of the SMPO is located at SRPC Office at 150 Wakefield Street, Suite 12, Rochester, NH 03867 Office Hours: 8:30 am to 5:00 pm. Monday-Friday, Telephone: (603) 994-3500 Fax: (603) 994-3504

Email: [SRPC@strafford.org](mailto:SRPC@strafford.org); Website: [www.strafford.org](http://www.strafford.org).

**E. ORGANIZATIONAL STRUCTURE:**

The SMPO fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup>. The organization shall consist of three (3) committees: (1) The SRPC/SMPO Executive Committee, (2) The SMPO Policy Committee and (3) The SMPO Technical Advisory Committee. Additional committees and subcommittees shall be formed as deemed necessary.

**F. PURPOSE:**

The purpose of these bylaws is to inform the public of the nature of the SMPO's business, operations, delegation of authority, internal organization and other related matters. Additionally, the intent is to provide procedures and policies for the SMPO and to insure the accomplishment of the planning tasks within a cooperative framework properly related to comprehensive planning on a continual basis.

**ARTICLE II: POLICY COMMITTEE**

**A. NAME:**

The Policy Committee shall hereafter be referred to as the "Policy Committee".

**B. PURPOSE:**

The purpose of the Policy Committee shall be to provide a forum for the development of regional transportation policies for the SMPO and to act as a vehicle to coordinate the implementation of these policies.

**C. RESPONSIBILITIES:**

1. The Policy Committee is responsible for carrying out the metropolitan transportation planning process as required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFTEA-LU) and related federal implementing regulations. This responsibility is carried out through oversight of the Unified Planning Work Program (UPWP) and through the development, review and approval of the Prospectus, the Metropolitan Transportation Plan, the Transportation Improvement Program (TIP), and the Air Quality Conformity Determination. SMPO activities related to these responsibilities include, but are not limited to the following:
  - (a) Establish the policy directions of the SMPO through its adopted plans and policy statements.
  - (b) Establish procedures and requirements whereby federal transportation funds will be allocated and made available in cooperation with the New Hampshire Department of Transportation (NHDOT).
  - (c) Adopt, review and/or revise the Unified Planning Work Program (UPWP), Prospectus, Metropolitan Transportation Plan, TIP and Conformity Determination.
  - (d) Review and comment on individual projects, programs, plans and reports relative to the adopted transportation policies and positions.

- (e) Request, review and endorse technical reports and studies prepared by the SMPO staff or consultants.
- (f) Ensure compliance with the provisions of the Clean Air Act Amendment (CAAA) of 1990 through periodic conformity evaluation and a determination.
- (g) Adopt, review and/or revise policies relative to the findings of the Technical Advisory Committee (TAC), including technical reports and memoranda.
- (h) Provide a mechanism to facilitate and broaden public involvement in transportation planning and decision-making processes.
- (i) Coordinate and prioritize transportation projects to be implemented with Federal and/or State assistance.
- (j) Monitor and participate in transportation policy making activities with the NHDOT and the transportation or other relevant committees of the New Hampshire General Court.
- (k) Collaborate in the development of public transit and multi-modal plans.

**D. MEMBERSHIP:**

1. Voting Members:

- (a) Each dues paid member community within SRPC will be represented by their appointed regional planning commissioners. Each commissioner shall have one vote. Communities are entitled to appoint as many voting representatives as permitted per RSA 36:46, III.

Barrington (2)	Madbury (2)	Nottingham (2)
Brookfield (2)	Middleton (2)	Rochester (4)

Dover (4)	Milton (2)	Rollinsford (2)
Durham (3)	New Durham (2)	Somersworth (3)
Farmington (2)	Newmarket (2)	Strafford (2)
Lee (2)	Northwood (2)	Wakefield (2)

- (b) Communities that have not paid annual dues to SRPC shall have one representative, and one alternate, equal to one vote.

- (c) There shall be one voting member or designee from each of the following agencies:
  - i. New Hampshire Department of Transportation (NHDOT)
  - ii. New Hampshire Department of Environmental Services-Air Resources Division (NHDES-ARD)
  - iii. Cooperative Alliance for Strafford Regional Transportation (COAST)
  - iv. University of New Hampshire (UNH)

The appointing authority is permitted and encouraged to designate one alternate for each appointed representative. An alternate shall have voting privileges in the absence of the voting representative.

## Revisions Adopted 11/18/10

### 2. Non-Voting Members:

- (a) Each of the following may appoint a non-voting member:
  - i. Federal Highway Administration (FHWA)
  - ii. Federal Transit Administration (FTA)
  - iii. New Hampshire Department of Transportation-Bureau of Aeronautics (NHDOT-Aeronautics)
  - iv. New Hampshire Department of Transportation – Bureau of Rails and Transit (NHDOT-BRT)
  
  - v. New Hampshire Office of Energy and Planning (NHOEP)
  - vi. Rockingham Planning Commission (RPC)
  - vii. Southern Maine Regional Planning Commission (SMRPC)
  - viii. Maine Department of Transportation (Maine-DOT)
  - ix. New Hampshire Transit Association (NHTA)
  - x. Federal Railroad Administration (FRA)
  - xi. Pease Development Authority/New Hampshire Port Authority (PDA/NHPA)

The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative.

- (b) The Committee may authorize additional non-voting members.

### 3. Quorum:

- (a) A quorum of the Policy Committee shall be deemed as representing no less than one-third (1/3) rounded plus one of the dues paid municipalities with appointed Commissioner(s) and voting agencies per (1) (C). Current state law [91:A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations.
- (b) For the purposes of a quorum, one (1) appointed representative per municipality or voting agency present at the meeting would be counted.
- (c) Motions shall be carried by a simple majority of the voting power present after having established a quorum. In the case of hybrid meetings<sup>1</sup>, an in-person quorum is required, however additional Commissioners may attend, participate and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

### 5. Terms and Re-Appointment:

- (a) The appointment of municipal representatives shall be in compliance with RSA 36:46, Paragraph III. Appointments to the Policy Committee shall run with the Commissioner's terms.

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<sup>1</sup> For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

- (b) In the event that a Policy Committee member resigns, notification of their resignation shall be filed with SRPC and the appointing body. The municipality or voting agency shall receive a notice from SRPC so that a new appointment can be made.

## **E. OFFICERS:**

### 1. Election of Officers

The Officers of SRPC will function as the Officers of the Policy Committee per the SRPC bylaws. Vacancies in office shall be filled immediately by the regular election procedure described in the SRPC bylaws.

### 2. Positions:

- (a) The Chairperson shall preside at all meetings and shall have the power to call special meetings, establish agendas, establish and appoint committees and their members.
- (b) The Vice-Chairperson, if the Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson.
- (c) The Secretary/Treasurer, if the Chairperson or Vice-Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson. The Secretary/Treasurer shall be responsible for such financial duties as are customary to the office.

## **F. MEETINGS:**

The Policy Committee meetings are held on the third Friday of every month immediately after the SRPC Executive Committee meeting at the SRPC office and at the call of the Chairperson.

## **ARTICLE III: EXECUTIVE COMMITTEE**

### **A. NAME:**

The SRPC Executive Committee shall hereafter be referred to as the EC.

### **B. PURPOSE:**

The purpose of the EC shall be to facilitate the administration of the SMPO, ensure that TAC policy and planning recommendations are brought before the Policy Committee, and ensure that the decisions of the Policy Committee are implemented.

### **C. RESPONSIBILITIES:**

The duties of the EC will include, but not be limited to the following:

- 1. Ensure that the directives of the SMPO voting membership are carried out.

2. Oversee the affairs of the SMPO between its regular meetings and to act on behalf of the Policy Committee in emergencies. An emergency is defined as an action necessary to carry out the responsibilities of the SMPO, when waiting for a regular Policy Committee meeting would jeopardize the SMPO's ability to carry out its responsibilities.
3. Determine, with the assistance of the Executive Director and the TAC, the UPWP scope and content, and to transmit it to the Policy Committee for final approval. Recommend the biennial UPWP scope of work and budget to the Policy Committee for approval.
4. Oversee the operating expenditures of the SMPO as recommended by the Executive Director.
5. Provide a report of its activities and/or minutes prior to Policy Committee meeting.

**D. MEMBERSHIP:**

The members of the EC shall consist of seven (7) members: Chairperson, Vice-Chairperson, Secretary/Treasurer, and four (4) members elected at the SRPC Annual Meeting. The EC shall include representation from both large and small communities.

**E. OFFICERS:**

Officers of SMPO serve on the EC in accordance with their respective terms of office. The At-Large Members of the EC shall be elected each year for a one (1) year term commencing after July 1<sup>st</sup> of that year.

1. Election of Officers:

The SMPO officers shall consist of a Chairperson, Vice-Chairperson and a Secretary/Treasurer per SRPC bylaws. Each officer shall serve a one (1) year term based on annual elections at the Annual Meeting. Vacancies in office shall be filled immediately by the regular election procedure found in the SRPC bylaws.

2. Positions:

- (a) The Chairperson shall preside at all meetings and shall have the power to call special meetings, establish agendas, establish and appoint committees and their members.
- (b) The Vice-Chairperson, if the Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson.
- (c) The Secretary/Treasurer, if the Chairperson and Vice-Chairperson are unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson. The Secretary/Treasurer shall be responsible for such financial duties as are customary to the office.

3. Vacancy:

In the event of an officer vacancy between annual elections, the EC shall elect an At-Large Member of the EC to serve until the next Annual meeting. The EC shall fill at-large member vacancies from the Commission. Such appointments shall expire at the end of the fiscal year.

## **F. MEETINGS:**

- 1 The EC meetings are held on the third Friday of every month at 8:00 am at the SRPC Office. Special meetings can be called at the request of the Chairperson or the Executive Director. Notices of EC meetings shall be noticed on website and at the SRPC office.
- 2 Quorum: The voting power of the EC shall consist of a total of seven (7) votes. A majority of the voting power (4) shall constitute a quorum for the transaction of business at meetings. For regular business, voting is limited to appointed Executive Committee officers and members, including alternates replacing appointed members. Current state law [91:A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations.  
  
In the case of hybrid meetings<sup>2</sup>, an in-person quorum is still required, however additional Commissioners may attend, participate and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

## **ARTICLE IV: TECHNICAL ADVISORY COMMITTEE**

### **A. NAME:**

The SMPO Technical Advisory Committee shall hereafter be referred to as the “Technical Advisory Committee”.

### **B. PURPOSE:**

The purpose of the Technical Advisory Committee (TAC) is to provide the SMPO with technical assistance and recommendations concerning transportation issues that have a bearing on the SMPO’s continued, comprehensive, and coordinated transportation planning process. The TAC is hereby established as a standing committee of the SMPO.

### **C. RESPONSIBILITY:**

The TAC will review and make recommendations to the SMPO Policy Committee on transportation planning efforts in the SMPO area as follows:

- 1 Updates, revisions and amendments to the Metropolitan Transportation Plan to assure that recommended activities identified in the Metropolitan Transportation Plan are considered in the development of the annual work plan, Transportation Improvement Plan, air conformity determination, and other required documents of the SMPO.
2. Development of a comprehensive public transportation system in the region by understanding the necessary components as well as developing funding models and indicators of success.
3. Policy recommendations related to the public transportation systems.
4. Contents of the biennial Transportation Improvement Plan (TIP) update.

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<sup>2</sup> For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

5. Technical planning/engineering studies to be considered in the Unified Planning Work Program (UPWP).
6. Scoping reports and planning studies.
7. Development and implementation of the Public Participation Plan.
8. Guidance to UPWP and TIP related to issues or projects that arise from the long term planning.
9. Development of and coordination of project and issues that are of regional significance and or require the perspective that spans communities.
10. Any other activities as requested by the SMPO Policy Committee.

The TAC, without SMPO Policy Committee approval, may:

1. Evaluate and prioritize technical assistance for the SMPO members.
2. Review and suggest revisions to staff and consultant technical assistance work.
3. Establish subcommittee(s) to address significant areas of interest

#### **D. MEMBERSHIP:**

The TAC shall include representative from the SMPO communities, federal, state and interested agencies.

1. Voting Members:
  - (a) There shall be one (1) voting member or designee from each of the following: (The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative. An alternate shall have voting privileges in the absence of the voting representative).
    - i. Each SRPC community represented on the SMPO
    - ii. NH Department of Transportation (NHDOT), District 6, or District 3
    - iii. NH Department of Environmental Services – Air Resources Division (NHDES-ARD)
    - iv. Cooperative Alliance for Strafford Regional Transportation (COAST)
    - v. University of New Hampshire (UNH)
2. Non-voting member:
  - (a) Each of the following may appoint a non-voting member: (The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative).
    - i. Federal Highway Administration (FHWA)
    - ii. Federal Transit Administration (FTA)
    - iii. New Hampshire Department of Transportation – District 6
    - iv. New Hampshire Department of Transportation – District 3
    - v. New Hampshire Department of Transportation – Bureau of Aeronautics
    - vi. New Hampshire Department of Transportation- Bureau of Rails and Transit
    - vii. Southern Maine Regional Planning Commission (SMRPC)
    - viii. Rockingham Planning Commission (RPC)
    - ix. Maine Department of Transportation (Maine-DOT)
    - x. Pease Development Authority (PDA)/New Hampshire Port Authority (NHPA)
    - xi. Guilford Railroad or Pan Am Railways
    - xii. Federal Railroad Administration (FRA)



- xiii. Northern New England Passenger Rail Authority (NNEPRA)
- xiv. New Hampshire Transit Association (NHTA)
- xv. Transportation Center or Park and Ride Terminal Operator
- xvi. Alliance for Community Transportation (ACT)
- xvii. Strafford Regional Area Bicycle Routes (SABR)
- xviii. Bike-Walk Alliance of New Hampshire (BWANH)
- xix. New Hampshire Motor Transport Association
- xx. Seacoast Commuter Options
- xxi. C&J Trailways

(b) The Committee may authorize additional non-voting members.

3. Quorum:

- (a) A quorum of the TAC shall be deemed as representing no less than one-third (1/3) rounded plus one of the municipal membership and voting agencies who have made appointments. Current state law [91:A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations.
- (b) Motions shall be carried by a simple majority of the voting power present after having established a quorum. In the case of hybrid meetings<sup>3</sup>, an in-person quorum is required, however additional Commissioners may attend, participate and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

4. Vacancy:

In the event that a Committee member resigns, notification of their resignation shall be filed with SRPC and the appointing body. The municipality or voting agency shall receive a notice from SRPC so that a new appointment can be made.

5. Terms and Re-Appointment:

The appointment of each representative shall be a period of two years. Appointments shall be certified in writing by the appointment authority prior to the start of the fiscal year (July 1<sup>st</sup>).

## E. OFFICERS:

1. Election of Officers:

At the first Committee meeting after the start of the fiscal year, the election of officers will take place. The TAC Officers shall consist of a Chairperson and Vice-Chairperson. Nominations for Chairperson and Vice-Chairperson shall be made from the floor and can include only voting members. The Chairperson will serve a one (1) year term. Vice-Chairperson will take over the role of Chairperson after the one (1) year term. Vacancies in office shall be filled immediately by the regular election procedure.

2. Positions:

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<sup>3</sup> For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

- a) As a qualification for office, the Chairperson shall have served at least one (1) year as a representative on the SMPO. The Chairperson shall preside at all
- b) meetings and shall have the power to call special meetings, establish agendas, establish and appoint committees and their members.
- c) The Vice-Chairperson, if the Chairperson is unable to attend the meeting, shall be acting Chairperson and shall have the same powers granted to the Chairperson.

## **F. MEETINGS:**

The MPO TAC meetings are held monthly on the first Friday of the month at 9AM and at the call of the Chairperson. Meetings are held in the SRPC office.

# **ARTICLE V: STRAFFORD METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION STAFF**

## **A. EXECUTIVE DIRECTOR:**

The Executive Director shall:

1. Be responsible to the SMPO Committees for carrying out directives.
2. Carry out all aspects of the regional transportation planning program.
3. Manage contracts with consultants for the purpose of implementing the adopted UPWP.
4. Recommend changes to the Bylaws and Prospectus.
5. Be responsible for the administration of the office.
6. Hire and manage staff.
7. Be in charge of all general correspondence of the SMPO.
8. Be responsible for receiving all moneys due the SMPO.
9. Assist the Recording Clerk, and in this manner be responsible for:
  - (a) Keeping minutes of regular and special meetings of the SMPO.
  - (b) Notifying members of their election to office or appointment to committees.
10. Prepare an annual budget to be reviewed by the EC prior to submission for approval at the Annual Meeting of Commission.
11. Prepare a biennial UPWP to be reviewed by the EC prior to submission for approval by the Policy Committee.
12. Disburse the funds in accordance with the budget and as authorized.
13. Keep accounts, which shall at all times be open to inspection.
14. Undertake such other duties as the SMPO shall assign.
15. Maintain files of job descriptions and responsibilities for additional staff.

## **B. STAFF MEMBERS:**

1. Staff shall be responsible for having the TAC develop and review documents, amendments, and reports in a timely fashion.
2. Staff shall be responsible for providing all recommendations to the SMPO Policy Committee through the Executive Director with a written record of recommendations by the TAC, and/or a formal recommendation signed by the TAC Chairperson.
3. Undertake such other duties as the SMPO may assign.

**C. RECORDING CLERK:**

The Recording Clerk shall keep the minutes and records, preparing the agenda of regular and special meetings, provide the notice of all meetings, arrange proper and legal notice of hearings, attend to correspondence, and such other duties as are normally carried out by a recording clerk.

Notice of Meetings: Committee meeting information and materials shall be posted at least five days prior to the meeting.

**ARTICLE VI: GENERAL**

General Policies shall apply to all committees and participants of the SMPO.

**A. REMOVAL:**

Members and alternates shall serve at the pleasure of their respective legislative bodies and may be removed during their term by their respective legislative bodies.

**B. MAILINGS:**

Members will be sent meeting notification, agendas, and appropriate documents via e-mail or mail one (1) week prior to the actual meeting date, except in the case of special meetings.

**C. ORDER OF BUSINESS:**

1. The normal order of business at regularly scheduled meetings of the Committee shall be as follows:
  - (a) Call to order
  - (b) Introductions
  - (c) Staff Communications
  - (d) Action Items
  - (e) Discussion Items
  - (f) Project Updates
  - (g) Other Business
  - (h) Adjournment

2. The normal order of business may be changed at the discretion of the Chairperson.

**D. SPECIAL MEETINGS:**

Special meetings may be called by the Chairperson or by a majority of the Committee.

**E. VOTING:**

Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the case of hybrid meetings<sup>4</sup>, an in-person quorum is still required, however additional Executive Committee members may attend, participate and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting. In the event of a tie vote, the motion before the Committee shall fail.

## **F. PUBLIC INVOLVEMENT:**

In order to maintain a comprehensive, coordinated, and continuing transportation planning process, and to ensure that the concerns of area citizens are addressed throughout all projects, programs, plans, and reports developed by the SMPO, the SMPO may use, but is not limited to the following procedures:

1. Establish advisory committees as appropriate, to include such functions as goals and objectives, environmental impact, intergovernmental relations, office relocation, network planning, etc.
2. Use the news media, public access cable channels, and Internet to provide public informational programs, which are conducted to ensure that citizens are well informed about opportunities and problems in the planning areas and regarding the status of planning.
3. Use informal working sessions with citizens representing geographic areas and inclusive facets of the community for an exchange of views regarding planning programs.
4. Conduct public hearings at which plans, programs, policies, and proposals are presented for public input.
5. Conduct all regular and special Committee meetings in accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 91-A.
6. Maintain a database of interested citizens or other private entities.
7. Fulfill all requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFTEA-LU) as required by the Joint Federal
8. Highway Administration and the Federal Transit Administration Planning Rule – 23 CFR Part 450.316 (b) (1 & 2) regarding the public involvement process when carrying out the activities of the SMPO.
9. All published data and/or reports shall be made available to public and agencies.

## **ARTICLE VII: REPEALER**

Any other conflicting resolution adopted prior to the date of the adoption of these Bylaws is hereby repealed.

## **ARTICLE VIII: AMENDMENTS**

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<sup>4</sup> For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

Revisions Adopted 11/18/10

- A. Any section herein contained may be amended by resolution of the voting representatives of the Policy Committee at any legally constituted and noticed meeting provided the following:
  - 1. The proposed amendment is presented in writing to the Policy Committee representatives at least thirty (30) days prior to the date of the meeting at which they are to be enacted;
  - 2. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds (2/3) of the members present and voting.
- B. These bylaws shall be revised, updated, or amended as the circumstance dictates.
- C. Bylaw amendments shall become effective upon passage.

\_\_\_\_\_

SMPO Policy Chairperson

\_\_\_\_\_

Date

\_\_\_\_\_

SMPO Policy Vice-Chairperson

\_\_\_\_\_

Date

\_\_\_\_\_

SMPO Policy Secretary/Treasurer

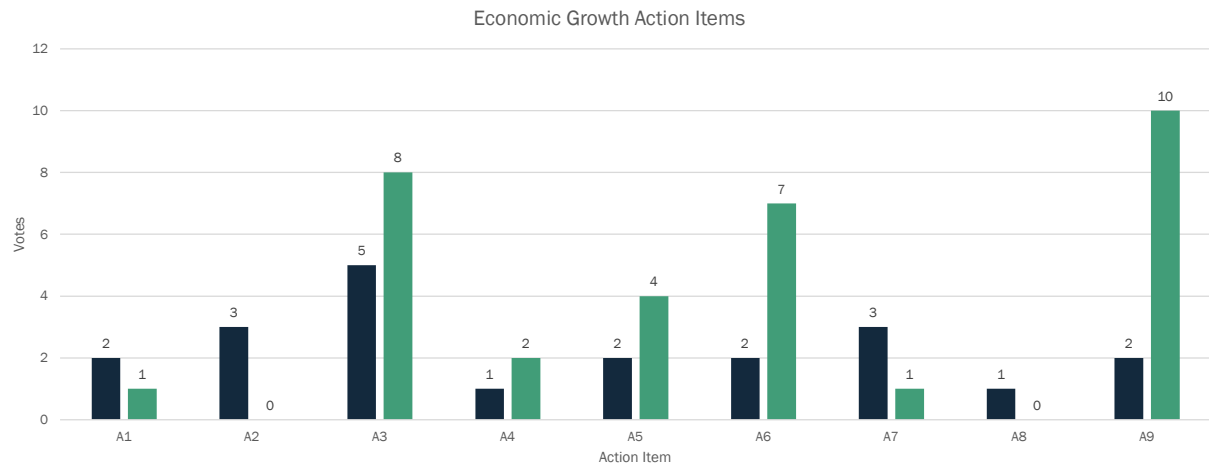
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Date

## Economic Growth

Label	Action Item	Seacoast Economy	Commissioners	Total
A1	Promote open communication with businesses in the region to learn about how they have been impacted by COVID-19 and provide them with targeted support.	2	1	3
A2	Convene and advocate for businesses and other organizations by conducting weekly Seacoast Economic Development Stakeholders calls while promoting regional engagement.	3	0	3
A3	Network and collaborate with municipal stakeholders and agencies such as the Small Business Development Center, Center for Women and Enterprises, Chambers of Commerce, and non-profits organizations to increase capacity and technical assistance to businesses.	5	8	13
A4	Conduct research (business trends and needs) and provide data to municipalities to assist them in their decision-making.	1	2	3
A5	Engage in activities that benefit distressed communities and underserved populations, such as providing support to businesses with limited English proficiency.	2	4	6
A6	Provide technical assistance to municipalities, businesses, and non-profits in our region to support recovery efforts and lessen the economic impacts of the pandemic.	2	7	9
A7	Research and disseminate high-level information of state and federal economic relief aid programs for businesses.	3	1	4
A8	Collaborate with partners to create workshops targeted for business in our region.	1	0	1
A9	Help municipalities with economic development projects and help them identify funding sources for implementation.	2	10	12

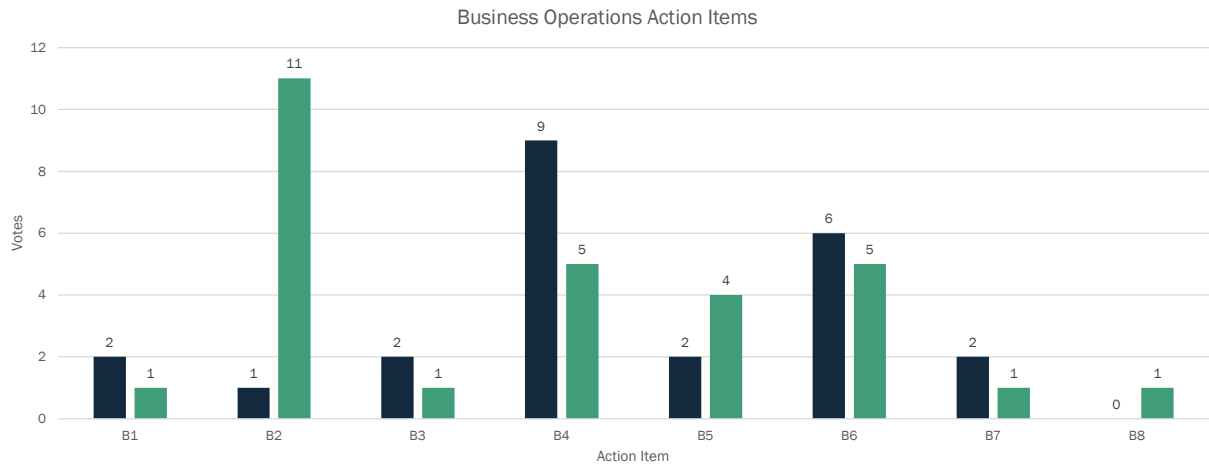
The top three Action Items are highlighted in the table above.



# Business Operations

Label	Action Item	Seacoast Economy	Commissioners	Total
B1	Increase efficiency by helping workplaces create a more digitized system to be more resilient.	2	1	3
B2	Advocate for equal access to reliable broadband and technological upgrades.	1	11	12
B3	Help service industries move towards more sustainable models by advocating for paid sick leave and wages that do not mostly depend on tipping and service fees.	2	1	3
B4	Disseminate information and support businesses by connecting them to technical and financial assistance, information, and other general resources to help them increase their capacity.	9	5	14
B5	Promote education and advocacy on behalf of businesses and organizations.	2	4	6
B6	Encourage open dialogue and collaboration between municipalities, organizations, and other regions through Seacoast Economic Development Stakeholders' meetings.	6	5	11
B7	Create a platform to support networking, peer to peer communication, and a centralized place where businesses can access information (Mighty Small: <a href="http://mightysmall.io">http://mightysmall.io</a> ).	2	1	3
B8	Assist with language barriers and help ensure minority-owned businesses have equal access to resources, support, and information.	0	1	1

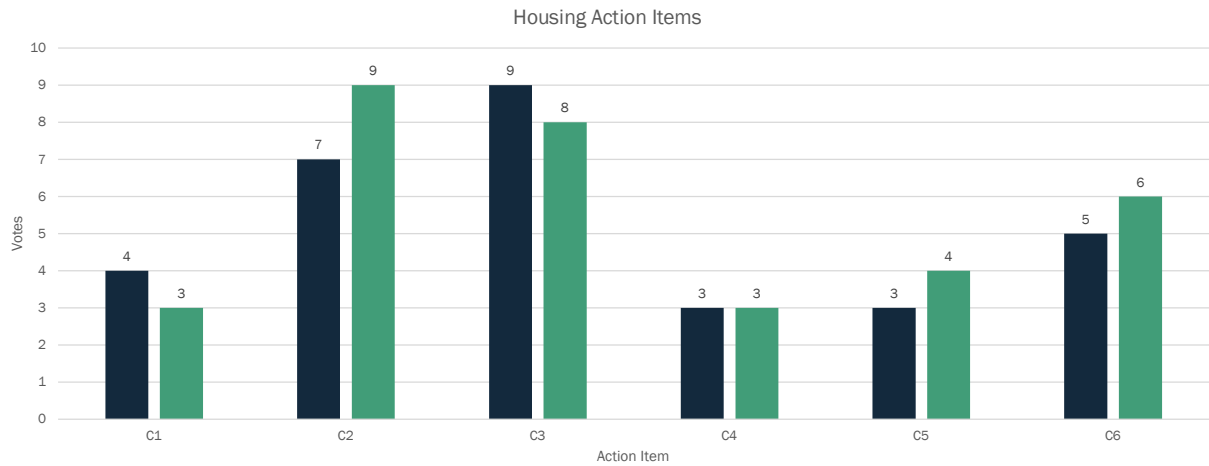
The top three Action Items are highlighted in the table above.



# Housing

Label	Action Item	Seacoast Economy	Commissioners	Total
C1	Facilitate housing outreach and regional discussions with stakeholders regarding the impacts of housing on the health of the economy.	4	3	7
C2	Help municipalities incorporate housing into economic development planning through discussions with representatives of the business community – e.g., through the Seacoast Economic Development Stakeholders weekly calls.	7	9	16
C3	Support and advocate zoning reforms to ensure communities have access to more housing at affordable prices.	9	8	17
C4	Help businesses understand the overall health and impact that housing has on workplaces.	3	3	6
C5	Update the SRPC Housing Needs Assessment.	3	4	7
C6	Expand capacity to administer CDBG grants that can support new homeless services, shelter and affordable housing expansion.	5	6	11

The top three Action Items are highlighted in the table above.

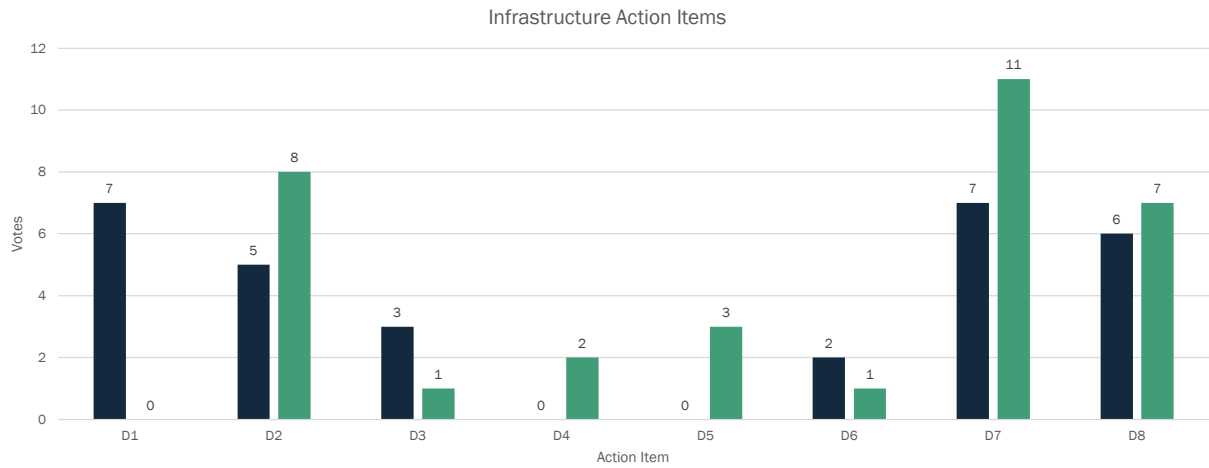




# Infrastructure

Label	Action Item	Seacoast Economy	Commissioners	Total
D1	Continue to operate the Seacoast Economic Development Stakeholders platform for the regular sharing of information and ideas.	7	0	7
D2	Explore opportunities to better-integrate the Seacoast Economic Development Stakeholders into existing networks or with key partner organizations at the state, regional, and local levels.	5	8	13
D3	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.	3	1	4
D4	Continue to work with SRPC's coastal municipalities to plan for the impacts of climate change and sea-level rise on their communities.	0	2	2
D5	Continue to provide technical assistance to regulated MS4 communities to update their regulations or complete planning or infrastructure projects in compliance with their MS4 permits.	0	3	3
D6	Analyze our region's broadband capabilities and plan for addressing identified weak points; specifics can include updates to the 2015 Broadband Plan, promotion of news and information related to broadband planning in New Hampshire, and direct technical assistance to municipalities seeking to improve their broadband access.	2	1	3
D7	Maintain an up-to-date Priority Project List for the purpose of supporting local infrastructure projects and advocate on behalf of priority projects to potential funders.	7	11	18
D8	Maintain an up-to-date Regional Master Plan for the purpose of providing local and regional planning data to identify infrastructure needs and potential solutions.	6	7	13

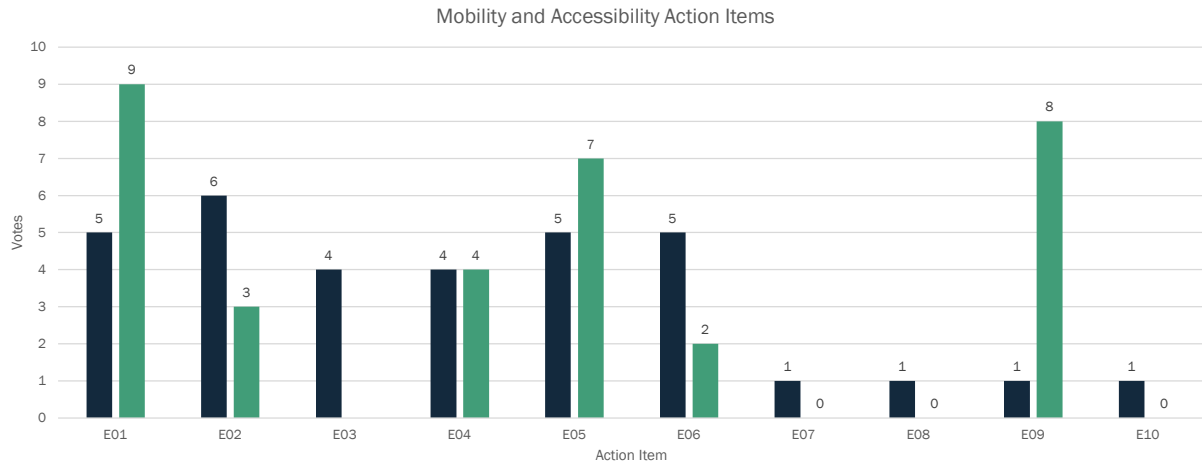
The top three Action Items are highlighted in the table above.



## Mobility and Accessibility

Label	Action Item	Seacoast Economy	Commissioners	Total
E01	Increase the role of downtowns as economic hubs by making them more walkable, bikeable, and ADA accessible.	5	9	14
E02	Increase the connectivity between communities by linking them with multi-modal infrastructure that includes public transit options and safe routes for bicycles and pedestrians.	6	3	9
E03	Promote development of walkable, bikeable infrastructure in town centers, downtowns, and commercial areas.	4		4
E04	Decrease transportation dependency by promoting housing development that enables workers to live near their jobs and other services.	4	4	8
E05	Increase transportation options for people without vehicle access, including seniors, people with disabilities, and low-income households, to reach essential services.	5	7	12
E06	Incentivize new mixed-use, high-density development along major corridors to increase transportation efficiency and increase transit ridership.	5	2	7
E07	Increase accessibility for people with disabilities by adding ramps, railings, curb cuts and platforms so that they can reach essential and leisure services.	1	0	1
E08	Ensure last-mile freight access to town centers and important commercial destinations.	1	0	1
E09	Improve capacity of existing passenger and freight rail.	1	8	9
E10	Improve coverage of broadband internet services where gaps currently exist.	1	0	1

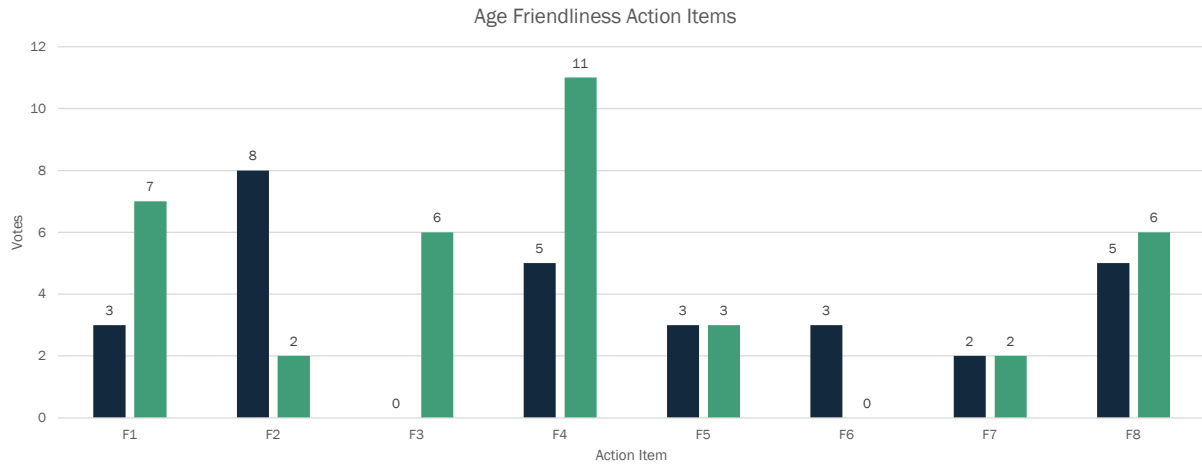
The top three Action Items are highlighted in the table above.



# Age Friendliness

Label	Action Item	Seacoast Economy	Commissioners	Total
F1	Support and encourage transportation projects that promote an inviting and well-served region.	3	7	10
F2	Continue and develop the Seacoast Economic Development Stakeholder collaboration to ensure we are working with economic development leaders in our communities.	8	2	10
F3	Stay involved with food security issues and research potential funding sources.	0	6	6
F4	Update our regional Housing Needs Assessment with age-friendly and equitable policies in mind.	5	11	16
F5	Share feedback from Communities for Healthy Aging Transitions (CHAT) community vitality surveys.	3	3	6
F6	Promote inclusion in AARP livable communities to our municipalities.	3	0	3
F7	Share community assessments from CHAT with opportunities and concepts for age-friendliness.	2	2	4
F8	Promote outdoor recreation opportunities (POPI).	5	6	11

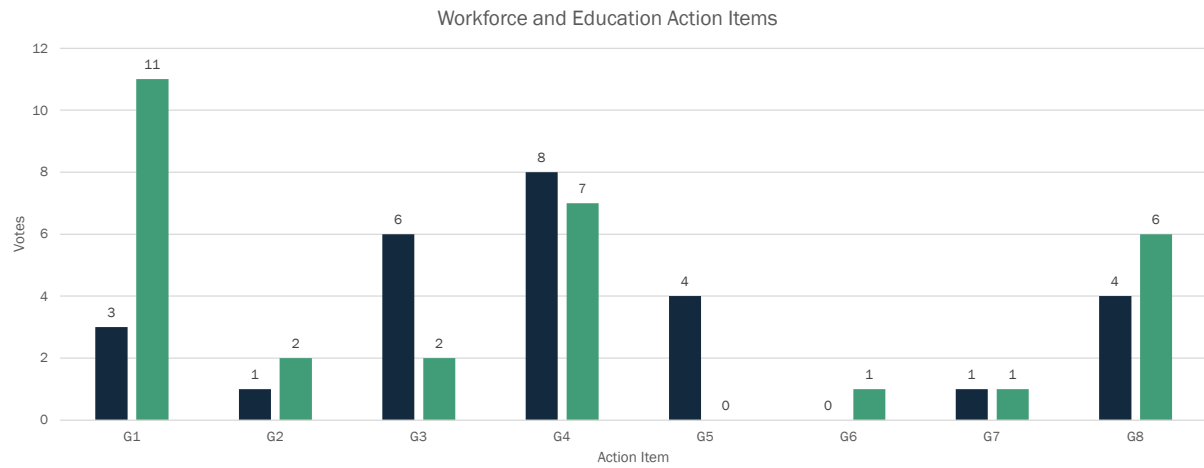
The top three Action Items are highlighted in the table above.



## Workforce and Education

Label	Action Item	Seacoast Economy	Commissioners	Total
G1	Update our housing needs assessment, remain in contact with local agencies and organizations to maintain updated housing data.	3	11	14
G2	Maintain and promote work with our Economic Recovery Coordinator to help with business operations updates and efficiency.	1	2	3
G3	Work with the Seacoast Economic Development Stakeholders to explore and develop workforce pipelines.	6	2	8
G4	Work with municipalities to determine needs, gaps, and opportunities.	8	7	15
G5	Convene employers and chambers and potential employees.	4	0	4
G6	Share information.	0	1	1
G7	Research-potentially monthly or quarterly dispatches on needs, gaps etc.	1	1	2
G8	Partner with UNH and educational institutions to create relationships.	4	6	10

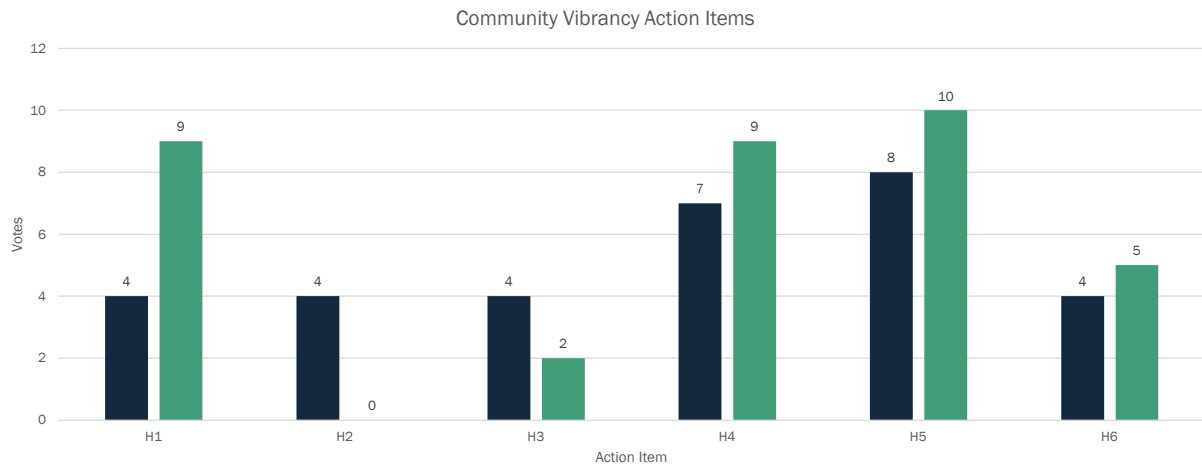
The top three Action Items are highlighted in the table above.



# Community Vibrancy

Label	Action Item	Seacoast Economy	Commissioners	Total
H1	Promote recreation sites through projects such as the Promoting Outdoor Play project (POP!).	4	9	<b>13</b>
H2	Advocate for policies that support the expansion of outdoor dining and retail.	4	0	<b>4</b>
H3	Encourage conversation between organizations and economic development stakeholders.	4	2	<b>6</b>
H4	Support main street businesses by helping them gain access to financial resources and technical support to enhance their operations.	7	9	<b>16</b>
H5	Assist with initiatives that support affordable housing and mixed-use development to create inclusive opportunities in our communities, such as the Brownfields program.	8	10	<b>18</b>
H6	Leverage SRPC's Brownfields Program to increase opportunities for facility rehabilitation, development and land acquisition and maintenance to strengthen and promote vibrant communities.	4	5	<b>9</b>

The top three Action Items are highlighted in the table above.



# Childcare

Label	Action Item	Seacoast Economy	Commissioners	Total
I1	Provide assistance to businesses around operations. Our economic recovery coordinator can help to find ways to modify operations to be more viable.	6	8	<b>14</b>
I2	Collect regional data on the childcare system.	7	2	<b>9</b>
I3	Connect providers to funding resources from state and federal opportunities.	9	9	<b>18</b>
I4	Promote collaboration and information sharing systems.	4	8	<b>12</b>

The top three Action Items are highlighted in the table above.

