

Commissioner 101 Agenda

Thursday, December 11, 2025 3:45 – 5:30 PM

SRPC Office, 150 Wakefield Street, Suite 12, Rochester, NH 03867

Objectives:

- Commissioner Engagement
 - Get to know your peers
 - Get to know the staff
 - Become a more engaged representative of your community
- Commissioner Empowerment
 - Learn how engage with staff and your fellow commissioners
 - Speak to the variety of SRPC community services and programs

Agenda Item	Time	Presenters & Notes
1) Networking, Welcome and Introductions	3:45-3:55	Jen Czysz
2) Commissioner Mentoring	3:55-4:00	Kyle Pimental
3) Round Robin Interviews Commissioners ask staff: <ul style="list-style-type: none"> • What do you do at SRPC? • What type of projects do you work on? Staff ask the Commissioners: <ul style="list-style-type: none"> • What is most important to your community? • What are you working on? • What do you want to get out of being a commissioner? 	4:00-5:00	Commissioners will learn more about SRPC's core program areas: <ol style="list-style-type: none"> 1. Land use & environment; 2. Transportation planning; 3. Economic development; and 4. Data & GIS
4) Jeopardy! A round of SRPC trivia fun.	5:00-5:20	How well do you know SRPC's programs?
5) Wrap up	5:20-5:30	Thank you for joining us today!

Reasonable accommodations for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org.



RULES OF PROCEDURE

*Strafford Regional Planning Commission
Strafford Metropolitan Planning Organization, and
Strafford Economic Development District*

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.





What is SRPC?

Strafford Regional Planning Commission

Operating as a political subdivision of the state, regional planning commissions (**RPC**) serve in an advisory role to local governments and organizations in accordance with RSA 36:45-58. Mandated functions include the creation and maintenance of a regional master plan, regional housing needs assessment, and reviews of projects of regional impact, in addition to the provision of technical assistance to municipalities in each respective planning region. SRPC serves 18 municipalities in the Strafford region and is governed by Commissioners who are appointed by their respective municipal governments. Municipalities pay dues to support the operation of SRPC, and in turn are entitled to the technical expertise and planning support of the SRPC staff. SRPC is supported by funding from the New Hampshire Department Environmental Services, the New Hampshire Office of Planning and Development, and other federal, state and private grant funding sources.

Stafford Metropolitan Planning Organization

A Metropolitan Planning Organization (**MPO**) is a federally designated organization that functions as a transportation policy decision-making body in urbanized areas of 50,000+ population. One of four MPOs in the state, Strafford MPO supports regional transportation planning in a number of ways. Strafford MPO maintains the metropolitan transportation plan (MTP), a long-range policy document describing improvements to all modes of the regional transportation system; develops and maintains the Transportation Improvement Program (TIP), a document that tracks ongoing projects and federal funding in the region; ensures compliance with air quality requirements; and ensures local planning priorities are represented at the state level. The MPO is a working partner with the NH Department of Transportation in developing the state Ten Year Plan, and it strives to engage the public in transportation planning in a transparent, open process.

Strafford Economic Development District

In 2015, the Strafford Region was designated as an Economic Development District (**EDD**) by the U.S. Economic Development Administration (US EDA). An Economic Development District (EDD) is charged with the maintenance and implementation of a regional Comprehensive Economic Development Strategy (CEDS). Strafford EDD's CEDS outlines a regional strategy for economic development and prosperity. Strafford EDD is tasked with completing annual updates to the CEDS, with completing a comprehensive update every five years, and with providing communities with technical assistance to promote economic development in the region and access to resources to grow and sustain a strong economy. As an EDD, we also provide technical assistance to our member municipalities through various projects that help advance the goals outlined in the CEDS.

For more information, please visit our website at where you can find a copy of our annual reports highlighting current and recently completed projects (<http://straffordrpcnh.gov/about/who-we-are/>).

The Commission and Committees

As formed under State Statute, NH RSA 36, SRPC is governed by its commissioners who are nominated by their community's Planning Board and appointed by the elected Local Governing Body (Selectmen, Council). Commissioners serve as volunteers and represent the interests of their community and constituents. Commissioners serve a four year and representation is based on each community's population. Communities with a population of 10,000 or fewer persons have two (2) representatives on the Commission; a population of 10,000 – 25,000, three (3) representatives; and a municipality over 25,000 persons, four (4) representatives.

SRPC's Commissioners govern the:

- **RPC:** Regional Planning Commission
- **EDD:** Economic Development District Board of Directors
- **MPO:** Metropolitan Planning Organization's Transportation Policy Committee

Commissioners elect from among their membership representatives to their **committees**:

- Executive Committee
- Regional Impact Committee
- NH Association of Regional Planning Commissions

Additionally, other municipal representatives, serve on our **advisory committees**:

- EDD Strategy Committee – Seacoast Economic Development Stakeholders
- Transportation Technical Advisory Committee

<https://straffordrpcnh.gov/about/governance/>

Staff



Jennifer Czysz

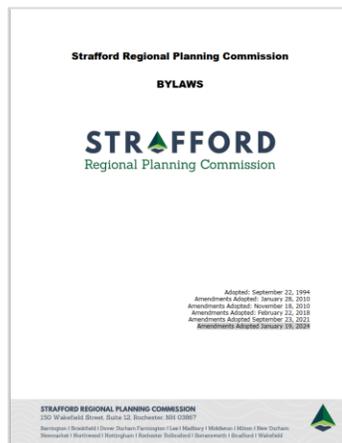


Megan Taylor-Fetter

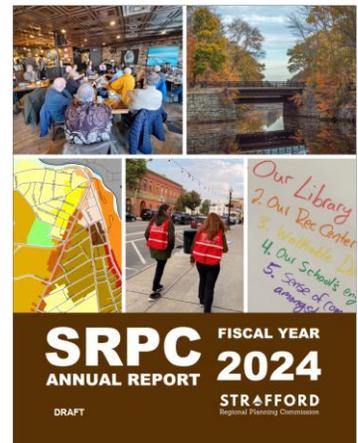


Kathy Foster

Documents



SRPC Bylaws



SRPC Annual Report

Meeting Schedule

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

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

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

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

Fiscal Year 2026 Schedule

Date	Time	Location	Program*
Fri. Jul. 18, 2025	9-10:30 AM	SRPC	MPO
Fri. Aug. 15, 2025	9-10:30 AM	SRPC	EDD
Fri. Sep. 19, 2025	9-10:30 AM	SRPC	RPC
Thur. Sep. 25, 2025	3:45-5:30 PM	UNH	RPC/EDD
Fri. Oct. 17, 2025	9-10:30 AM	SRPC	MPO
Fri. Nov. 21, 2025	9-10:30 AM	SRPC	EDD
Thur. Dec. 11, 2025	3:45-5:30 PM	SRPC	Commissioner 101
Fri. Dec. 19, 2025	9-10:30 AM	SRPC	RPC
Fri. Jan. 16, 2026	9-10:30 AM	Rochester DPW	Legislative Forum
Fri. Feb. 20, 2026	9-10:30 AM	SRPC	EDD
Thu. Feb. 26, 2026	3:45-5:30 PM	Field Trip/ TBD	Cancelled
Fri. Mar. 20, 2026	9-10:30 AM	SRPC	RPC
Fri. Apr. 17, 2026	9-10:30 AM	SRPC	MPO
Fri. May 15, 2026	9-10:30 AM	SRPC	EDD
Fri. Jun. 19, 2026	9-10:30 AM	SRPC	RPC
Thu. June 25, 2026	11 AM – 2 PM	TBD	Annual Meeting Event

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

2026 Comprehensive Plan

Following the 2023 Regional Housing Needs Assessment, SRPC is kicking off a coordinated update to its **3 Core Plans** that together will present a comprehensive plan for the region.

Regional Plan

The Regional Plan is a comprehensive guiding document that aids municipalities in coordinating across boundaries based on their current and future land use needs. It serves as a blueprint for the region's future vision and assists in balancing the need for development and environmental protection. straffordRPCnh.gov/plans/regional-master-plan/



Long Range Transportation Plan

The Metro Plan sets long-term goals for transportation improvement in the region, establishes targets for performance of the transportation system, and prioritizes transportation improvement projects to be completed within the plan's timeframe. Projects seeking federal funding must be included in an approved Metro Plan. straffordRPCnh.gov/plans/metro-plan/



Economic Development Strategy

SRPC maintains a Comprehensive Economic Development Strategy (CEDS) for our region that provides an overview of our region's economic conditions and opportunities. The CEDS includes a Priority Project List that consists of implementation projects by SRPC, our municipalities, and strategic public and non-profit-sector partners. <http://straffordRPCnh.gov/plans/ceds/>



Housing Needs Assessment

Updated in 2023 per RSA 36:47, The Regional Housing Needs Assessment analyzed and identified housing needs for our region and offers qualitative and quantitative data that can be used to promote housing policies by evaluating the supply and demand, cost, age-friendliness, and affordability of housing in our region. www.straffordRPCnh.gov/projects/rhna



Regional Planning Commission

Established by state legislation in 1969, SRPC is one of nine regional planning commissions in New Hampshire that serve in an advisory role to local governments and organizations. In addition to our mandated functions under RSA 36, SRPC provides land use and environmental planning assistance to all 18 municipalities in the Strafford Region, aiming to balance social and economic growth with the need to protect the natural environment. SRPC's staff provides direct technical support to municipalities seeking to address complex land use issues. Read below to learn more about these efforts.

Circuit Riding Program

SRPC offers contracted support services to municipalities as a way to provide technical expertise on a temporary or part-time basis. This service is intended to assist those communities who lack the financial resources or application volume to justify incorporating a full-time planner into their municipal budget. The benefits of using a Circuit Rider include flexibility, cost control, and the ability to tap into the broader expertise of the planning commission and its staff. Services include, but are not limited to, technical reviews and applicant coordination, board administration and meeting attendance, regulation development, master plan updates, and office hours and appointments. SRPC is currently providing circuit riding services to five communities: Farmington, Northwood, Nottingham, Strafford, and Wakefield.

Environmental Protection

SRPC recognizes the need to balance social and economic growth with the responsibility to protect the natural environment and its valuable resources. Staff provide technical assistance, data collection, public outreach, and educational support.

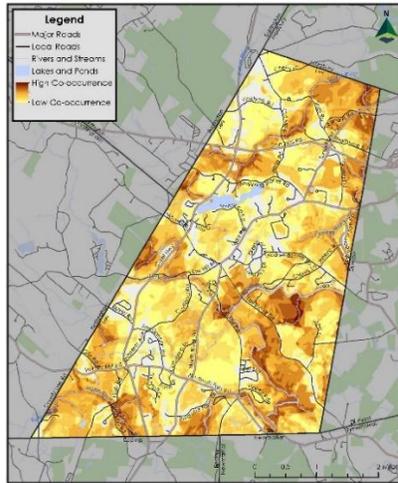
Specific areas of expertise include:

1. **Environmental Land Use Protection:** By using environmental characteristic zoning provisions, pursuant to RSA 674:21, SRPC staff help municipalities adopt and/or amend existing land use controls in local zoning, such as environmental overlay districts, based on valuable natural resource features. These may include, but are not limited to wetlands, aquifers, steep slopes, riparian areas, and floodplains. These overlays often establish performance standards and design criteria; allowable uses; criteria for conditional or special uses; and maintenance, inspection, and enforcement measures that seek to protect environmentally sensitive areas.
2. **Water Resource Planning:** SRPC prepares watershed-based plans, river corridor management plans, septic system inventories, nutrient loading studies, and other planning mechanisms that seek to protect the region's valuable water resources. These plans help identify ways to reduce pollution and improve water quality for safe swimming and recreation, high-quality drinking water, improved plant and wildlife habitat conditions, and overall ecological health.
3. **Conservation & Open Space Planning:** To advance conservation and management strategies, SRPC provides assistance in developing natural resource inventories, open space plans, and natural resource master plan chapters. Natural resource inventories identify sensitive natural resource areas through a series of mapping and data analysis. The result is a document to be used in land use decisions and conservation

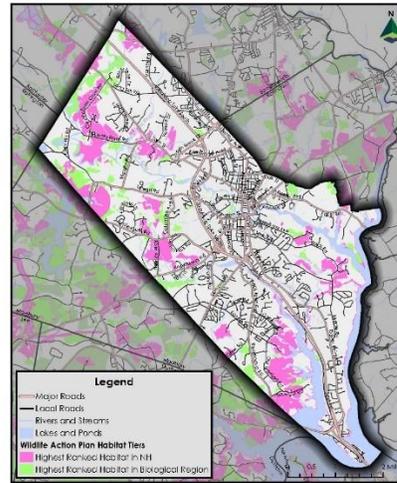
STRAFFORD

Regional Planning Commission

protection. Open space plans and natural resource master plan chapters provide community engagement opportunities to help develop goals and actions that promote resiliency, stewardship, and stability between the needs of the environment, wildlife, and the community.



Natural Resource Inventory - Town of Lee, NH
Co-occurrence



Natural Resource Inventory - City of Dover, NH
Wildlife Action Plan Habitat Tiers

Land Use Technical Assistance

SRPC leverages its broad subject-matter expertise to help communities to develop and maintain master plans and land use regulations. Creating and updating these documents is time consuming and requires resources and staff that many smaller communities lack. SRPC provides a cost-effective solution by taking on much of the “heavy lifting,” including drafting master plan chapters and regulatory language, and facilitating meetings among boards, municipal staff, and residents. This support provides municipalities with a strong foundation for shaping their overall land use regulations, including zoning ordinances, subdivision, and site plan review regulations.

Climate Adaptation, Resilience, and Hazard Mitigation

As communities continue to experience changing and unpredictable weather patterns associated with climate change, adaptation and resilience planning have become increasingly important. SRPC strives to assist our municipalities in planning for sustainable development that promotes equitable access to services, reduces risk, improves resilience, protects environmental integrity, and ensures economic vitality. Projects include climate adaptation master plan chapters, vulnerability assessments, and flood hazard updates.



Additionally, SRPC has been providing assistance to our communities with writing and updating their hazard mitigation plans for more than 20 years. These plans help

STRAFFORD

Regional Planning Commission

municipalities prepare action strategies to reduce the loss of life and property during heavy storms and other natural, human-caused, or technological hazards. Plan updates are funded by FEMA and must be updated every five years to maintain eligibility for additional mitigation grants.

Grant Writing and Administration

SRPC offers data collection, research, writing, and administrative services for partners applying for grant assistance. Consistent funding at the federal and state levels includes the Economic Development Agency, Environmental Protection Agency, Housing and Urban Development, Department of Environmental Services, Homeland Security and Emergency Management, and Community Development Finance Authority. SRPC continues to expand its network of potential funding partners with more recent successes with the United States Department of Agriculture, New Hampshire Housing, and the Department of Business and Economic Affairs.

In addition to applying for grants, we often write and submit applications on behalf of municipalities that do not have the capacity to develop or manage them on their own. In some cases, SRPC will provide administrative services that include project management and reporting support. Lastly, the planning commission provides letters of support for communities seeking to implement projects that illustrate regional collaboration and align with our guiding principles and core values.

Staff



Kyle Pimental



Lisa Murphy



Owen Corcoran



Kerrie Diers

Metropolitan Planning Organization

This is SRPC’s transportation planning program. Metropolitan Planning Organization (MPO) is a federal designation based on the census population in the Dover/Rochester/Somersworth area. There are over 400 Metropolitan Planning Organizations throughout the US. They all follow a planning process laid out in federal law that is

Continuing – Cooperative – Comprehensive

Three major things MPOs are responsible for:

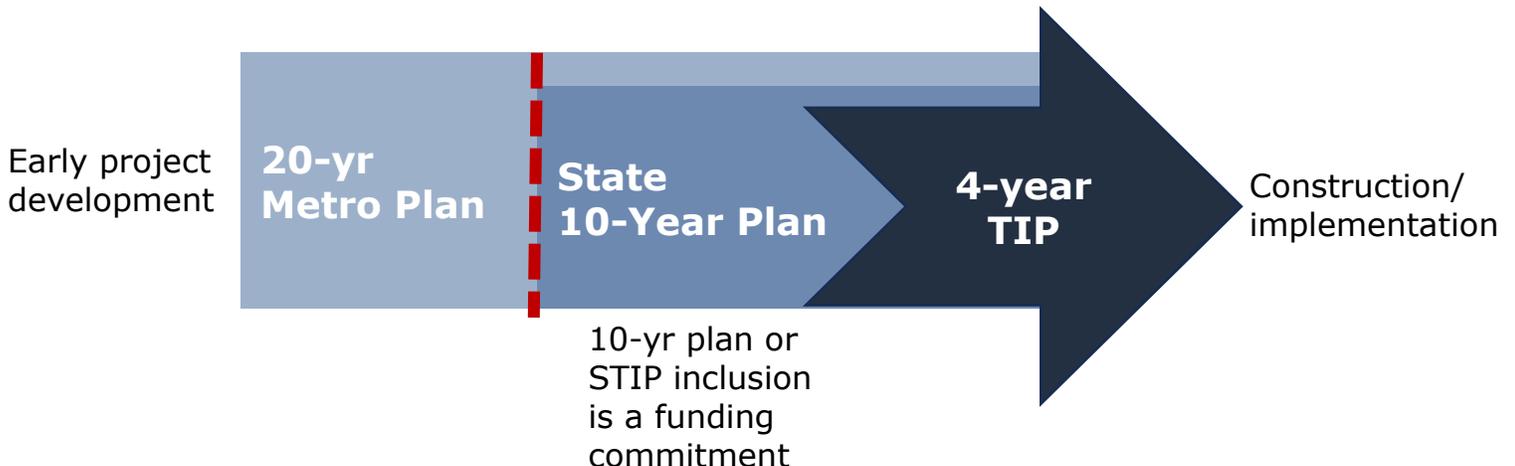
- Developing and regularly updating a comprehensive long-range plan with list of projects for the region (This is called the Metropolitan Transportation Plan).
- Continuously ensuring that a diverse range of people have a chance to provide input on long-range plan.
- Providing a regional public forum with diverse representation for decision-making and implementation of projects in the plan.

Transportation Project Development

SRPC constantly works with municipalities and agencies to identify and develop future transportation projects. The goal is to have a Metropolitan Transportation Plan full of projects that are developed to a point where they’re ready to apply for funding opportunities. This comes from regular outreach to municipal staff and representatives. SRPC also hires an engineering firm to develop cost estimates and conceptual designs for priority projects. Any time is a good time to reach out to discuss potential projects.



Transportation Project Development Process



Active Transportation Plan

SRPC approved its first Active Transportation Plan in April 2024. It serves to publicize, celebrate, and advocate for the region's non-motorized transportation modes, including walking, biking, rolling, and public transportation. The plan identifies gaps in the region's active transportation network, funding sources for improvement and expansion of 'bike-ped' infrastructure, and best practices for communities.



Pedestrian “Level of Traffic Stress”

This is an ongoing project. SRPC is working with Rockingham Planning Commission to analyze all roadways along the regional fixed public transit routes, including COAST and UNH Wildcat. Rachel Dewey developed a model to analyze multiple parameters of pedestrian safety and comfort along those routes. The result will help SRPC and RPC identify major gaps in the pedestrian network that are keeping people from accessing the bus. We will also be working with the cities of Dover and Portsmouth to develop model ordinance for coordinating future development and public transit accessibility improvements. Look for updates in 2025!

Transportation Project Database

SRPC has a lot of transportation projects to track as they advance through concept, engineering, and finally construction. SRPC is in the process of upgrading its database to an online, integrated, and publically interactive system developed by a company called EcoInteractive. In the coming months, SRPC members and the public will be able to search projects, see them on a map, and review project histories all on a website. This is a major step forward for SRPC's project management and will vastly improve public access to detailed project information.

Traffic and Congestion Measurement

SRPC staff collect traffic count data for NHDOT, our travel demand model, and for communities that request counts. These typically consist of tube counters or radar counters to track speed, volume, and classification of each vehicle. SRPC also has access to probe traffic data using datasets such as NPMRDS (National Performance Management Research Data Set) and TomTom to assist engineering departments by analyzing longer periods of time using sample traffic data. Each of these datasets give us access to metrics that identify areas of congestion in the region and can assist in identifying trip origins and destinations.

Staff



Colin Lentz



Mark Davie



Stephen Geis

Economic Development District

SRPC provides economic development planning services to help our communities achieve their vision for the future of their economies.

SRPC was formally designated as an Economic Development District (EDD) in 2015 and as part of this designation, is in charge of maintaining a Comprehensive Economic Development Strategy (CEDS) to provide a high-level overview of the region's economic performance and priorities. Regular updates to the CEDS, including the Priority Project List, provide up-to-date economic data for the region and help SRPC and partner organizations to secure outside funding for key projects.

Grant funding through US EDA and other sources allows SRPC to provide direct technical support to municipalities and non-profit partners in the region for economic development projects. Read below to learn more about these efforts.

Tri-Region Economic Development Stakeholders

The Tri-Region Economic Development Stakeholders (TREDS; formerly known as the Seacoast Economic Development Stakeholders or SEDS) is a collective entity made up of economic development stakeholders from three neighboring regions: the Strafford Regional Planning Commission EDD, the Regional Economic Development Center (REDC) EDD, and the far-southern Southern Maine Planning and Development Commission EDD. Once a month, the TREDS meets to collaborate, share information and resources, work together to promote the economic vitality of our communities, and advance conversations about key issues affecting the region, such as housing, workforce, and child care. TREDS members include municipal economic development managers, chamber of commerce directors, housing and child care advocates, and representatives from other allied organizations that play a key role in economic development.

Formerly known as the SEDS, the TREDS expanded in the fall of 2025 to formally include two neighboring EDDs (REDC and SMPDC) with whom we share overlapping economic development interests and goals.



Seacoast Economic Development Stakeholders tour of Prep Partners Group facilities in Rochester, August 2024.



Arts and the Economy presentation with the Seacoast Economic Development Stakeholders in Dover, May 2024.

Local Technical Assistance

Through our Economic Development programing, staff works with municipal leaders to provide local technical assistance that helps advance a community's economic development goals. Examples of technical assistance provided recently have included assistance with community outreach and engagement, various housing efforts to help communities meet their housing needs, efforts to help tackle childcare and workforce challenges, updates to economic development master plan chapters, and more.



Strafford Library Community Workshop, October 2024.

Business Resources

SRPC has been actively engaged in researching and disseminating a wide variety of resources available to small businesses, including but not limited to funding opportunities, partner and stakeholder engagement opportunities, and tools to support business operations and capacity building. These resources are disseminated to a list of all registered businesses in the SRPC geographical region via e-mail on a quarterly basis. The 2025 newsletters have been sent to over 5,000 business contacts and average a 45% open rate.



Brownfields Assessments

SRPC received a \$500,000 grant award from EPA to continue our Brownfields Assessment Program through 2024 to 2028. The goal of the program is to work with member communities on the identification, assessment, and redevelopment of vacant or underutilized properties that may have some type of environmental contamination.



Community Development Block Grant Assistance

CDBG funds are awarded through NH CDFA to benefit low and moderate-income residents. SRPC serves as a grant writer and administrator to help communities navigate through federal and state regulations on procurement, contracts, eligible expenses, etc. SRPC monitors the flow of funds, captures the invoice backup documents, and ultimately acts as a second pair of eyes to local staff.

In 2025, the Granite YMCA of New Hampshire renovated the newly purchased Early Learning Center in Somersworth. The YMCA installed new HVAC systems, updated flooring and wall paint, and completely redid the front parking and accessible walkways. Next year, they will finish the project by overhauling the children's playground. SRPC staff completed all required documentation to ensure the workers received Davis-Bacon (prevailing) wage rates and that all subcontractors complied with federal regulations.



(Early Learning Center, Somersworth 2025 – SRPC)

NYU Child Care Project

For the second year in a row, SRPC is partnering with students from the NYU Wagner Graduate School of Public Service on a project aimed to help address regional child care challenges that have impacted economic growth and development across the region. As part of their Urban Planning Capstone project, students are working alongside staff to on a multi-faceted project, in which they are developing a model zoning ordinance that can serve as a guide for municipalities who need to update their zoning to be in compliance with new state legislation as it relates to HB 1567 (relative to home-based child care programs); identifying community champions that can be trained to provide support to current and prospect child care providers; and developing a sustainable business plan model for child care providers. Partners working alongside SRPC staff and NYU graduate students on this project include the NH Office of Planning and Development, the NH Community Development and Finance Authority, and the Strafford Economic Development Corporation. This project began in October 2025 and will culminate in the spring of 2026.

Staff



Mike Polizzotti



Natalie Gemma



Blair Haney

Data and GIS Analysis

SRPC uses a variety of data formats for many purposes and across nearly all projects. Some are presented spatially through maps, while others are used to track progress toward targets or to monitor current conditions. SRPC receives most of its data from other sources, however some data is collected by SRPC staff, primarily in the field during the summer. Some data are collected every year on a set schedule, while others are collected by request or for specific projects. These products are critical for informing our plans and other initiatives.

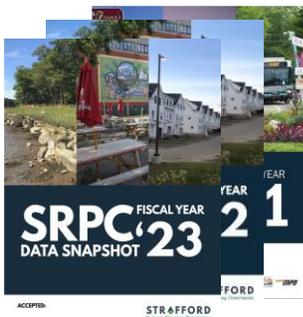
Data Snapshot

SRPC conducts region-wide analysis of a number of data metrics each year for different projects and plans. The Regional Data Snapshot, first prepared in 2021, and updated annually each April, covers demographics, economic vitality, livability and quality of life, mobility and accessibility, and resiliency. In addition to the standard data metrics, SRPC is also tracked several COVID-19 metrics to track the region's pandemic recovery in a special edition of the Data Snapshot. Some of the more data heavy plans that SRPC produces are accompanied by plan specific Data Snapshot documents, the Regional Housing Needs Assessment is an example of one such plan.

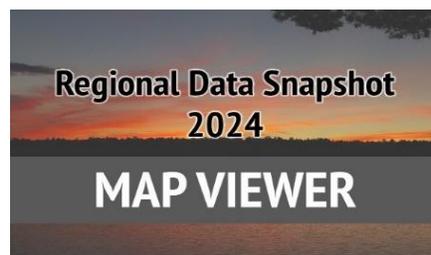
Future editions of the Data Snapshot will include the following changes:

- Expand on topics including public health, water resources, recreation, and more.
- An appendix including data tables.
- An interactive data viewer for non-map data.

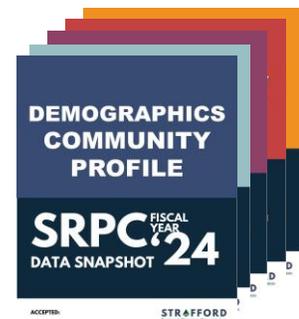
<http://straffordrpcnh.gov/measure/data-snapshot/>



Past Editions



Interactive Map Viewer



Community Profiles

Interactive Mapping and Dashboards

Standard Maps

- Community Features
- Conservation and Recreation
- Land Use
- Transportation
- Groundwater Resources
- Surface Water Resources
- Watersheds
- Zoning

Project Maps

- Tax Parcel Viewer
- Strafford Master Plan 2023
- Regional Data Snapshot
- MPO System Performance Report
- Dover Street Tree Inventory Dashboard
- Arts and Culture Inventory
- Coastal Sea Level Rise Impacts
- Traffic Counts 2024



Building Permits Dashboard

SRPC's interactive dashboard includes annually updated maps and data depicting 2008 to 2020 permits. Users can click on the individual or multiple bars in the graphs, which will filter the data and adjust subsequent charts and the adjacent map to show more specific and detailed municipal information.

Promoting Outdoor Play (POP!)

POP! is a dynamic, forward-facing online resource that connects families with young children to the many recreation resources available in the region. The online platform includes photos, amenities, site details, and other information for over 300 recreational sites!



Visit SRPC's ArcGIS Online Site Gallery: <https://srpc.maps.arcgis.com>

Staff



Rachel Dewey



Jackson Rand



Brian Notinger