

## Meeting of the Strafford RPC Commissioners

Friday, March 15, 2024 9:00 – 10:30 AM

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

In accordance with RSA 91:A, the Commission requires an in-person quorum. So long as an in-person quorum, Commissioners may participate virtually. Guests may attend the meeting virtually or at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously.

**Meeting URL:** <https://us02web.zoom.us/j/85802372877>

**Meeting ID:** 858 0237 2877

**Telephone-only Access:** +1 646 558 8656

These instructions have also been provided at [www.strafford.org](http://www.strafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@strafford.org](mailto:mtaylorfetter@strafford.org) or call 603-994-3500 (x115).

Agenda Item	Time	Pre-Meeting Notes
<b>1) Introductions</b>	9:00-9:05	
<b>2) Commissioner Roundtable</b>	9:05-9:15	Updates from your community
<b>3) Business Items</b> a) Minutes of 1/19/2024 and 2/16/2024 will be voted on at 4/19/2024 joint EDD & MPO meeting b) Discuss Amended Commission Bylaws	9:15-9:30	See memo and enclosures. Minutes included for reference only, no action.
<b>4) Solid Waste Trends and Existing Landfill Operations Guest Speakers:</b> <ul style="list-style-type: none"> <li>• Michael Nork, Supervisor Materials Management, Education, and Planning Section, NHDES Solid Waste Management Bureau</li> <li>• Paige Wilson, Waste Reduction and Diversion Planner, NHDES Solid Waste Management Bureau</li> <li>• Steve Poggi, Director of Operations, Waste Management Inc.</li> </ul>	9:30-10:30	See memo, slide deck will be available after the meeting
<b>5) Adjourn</b>	10:30	

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



# STRAFFORD

Regional Planning Commission

**DATE:** March 8 2024

**TO:** SRPC Commissioners

**FROM:** Jen Czysz, Executive Director  
Kyle Pimental, Assistant Director  
Colin Lentz, Sr. Transportation Planner

**RE: March 15, 2024 Discussion Items & Upcoming Meeting Schedule**

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## Minutes

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

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

## Bylaws Amendment

The meeting packet includes a final draft of bylaws for SRPC. This is an effort to merge redundant bylaws into a single document that reflects SRPC's role and structure. Substantive changes since the last time commissioners discussed the bylaws include:

- Corrected title for COAST in two member lists (page 8 and 10)
- Modified language on duties of the chair (page 4)

"The Chair shall call and preside at meetings of the Commission, the Policy Committee, and the Executive Committee; shall create and discharge standing committees and special committees; ~~shall serve as a non-voting member ex officio of all committees, voting only in case of a tie;~~ and shall perform other duties customary to the office.

- Incorporated bylaws for the Regional Impact Committee

Below is a table with an outline of the merged bylaws.



<b>ITEM OF NOTE</b>	<b>Page</b>
<b>Designation:</b> the organization is SRPC; it has three responsibilities	<b>1</b>
RPC is a state designation	<b>1</b>
MPO + EDD are Federally authorized	<b>1</b>
Communities under each responsibility	<b>1</b>
Mission Statement	<b>2</b>
<b>Membership and Officers</b>	<b>2-4</b>
Commissioners are also the Policy Committee	<b>4</b>
Member responsibilities - MPO specific responsibilities merged	<b>5</b>
New meeting schedule	<b>6</b>
quorum calculations are different for each entity	<b>6-7</b>
removed public involvement details that are already in other MPO documents	<b>6-7</b>
Executive Committee is specific to administration of SRPC	<b>7</b>
Policy Committee details (governing body of the MPO)	<b>8-9</b>
TAC is specific to MPO (membership and quorum are unique to TAC)	<b>9-12</b>
<b>Regional Impact Committee (RIC)</b>	
Incorporated RIC bylaws. RIC is a unique role of each RPC included in state law. See note at bottom of page 14 explaining that the RIC voted to incorporate their bylaws into the overall SRPC bylaws.	<b>12-14</b>
Executive Director	<b>15</b>
Indemnification for damages	<b>15</b>
Amendments and signature line	<b>16</b>

## **Solid Waste Trends and Existing Land Fill Operations**

Due to the request made during the January Commission meeting, SRPC staff organized several speakers to discuss solid waste management and landfill operations in the region. As one of the agencies with regulatory oversight, including the development, construction, operation and closure, and post-closure care, staff from the Department of Environmental Services will provide a high-level overview of existing and future conditions and needs; solid waste management goals; a statewide waste characterization study; and the new food waste disposal ban. Additionally, we will be joined by the director of disposal operations for Waste Management at the Turnkey facility in Rochester to hear more about their plans for potential expansion and adaptive reuse opportunities to address growing concerns, including health and safety, expected revenue losses, and options to meet the City's trash disposal needs whenever the facility is closed.

## **Upcoming Meeting Schedule**

*Reminder:* At the September 15, 2023, Policy Committee meeting, commissioners requested a refocus of the regularly scheduled meetings to better balance SRPC's work. The following schedule repurposes meetings to balance our 3 programs:

- **EDD:** Economic Development District Board of Directors (Commissioners)
- **MPO:** Metropolitan Planning Org. Policy Committee (Commissioners + Partners)
- **RPC:** Regional Planning Commission (Commissioners)

**Monthly Meetings:** 3<sup>rd</sup> 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.

<b>Date</b>	<b>Location</b>	<b>Program</b>	<b>Tentative Agenda Items</b>
Fri. Apr. 19, 2024 9-10:30 AM	SRPC	EDD MPO	<ul style="list-style-type: none"> <li>• Comprehensive Economic Development Strategy annual update discussion</li> <li>• Continued Active Transportation Plan Vision discussion</li> <li>• Hearing: Adopt Amended Bylaws</li> </ul>
Fri. May. 17, 2024 9-10:30 AM	SRPC	MPO	<ul style="list-style-type: none"> <li>• Public Participation Plan update</li> <li>• Hearing: Adopt Active Transportation Plan</li> </ul>
Fri. Jun. 21, 2024 9-10:30 AM	SRPC	RPC EDD	<ul style="list-style-type: none"> <li>• RPC Annual Meeting Business Items</li> <li>• Draft CEDS presentation and discussion</li> </ul>
Thu. Jun 20, 2024 11 AM-2 PM	TBD	RPC	<ul style="list-style-type: none"> <li>• Annual Meeting Luncheon</li> </ul>

## **Joint Meeting of the SRPC Commissioners & MPO Policy Committee Meeting**

Friday, January, 19, 2024 9:00-10:30 AM

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

### **1. Introductions**

D, Landry called the meeting to order at 9:08 AM and asked for introductions.

**Commissioners attending in person:** Dave Landry, Dover; Michael Bobinsky, Somersworth; Katrin Kasper, Lee; Bill Fisher, Farmington; Don Hamann, Rochester; Barbara Holstein, Rochester; John Mullen, Middleton; Michael Williams, COAST; Kate Buzard, Middleton; Mark Richardson, Somersworth; Chris Horton, Somersworth; Karen Golab, Milton; Matt Towne, Barrington; Lindsey Williams, Dover;

**Members attending remotely:** Joe Boudreau, Rochester; Peter Nelson, Newmarket; Steve Diamond, Barrington; Mary Woodward, Lee; Charlene Andersen, Nottingham

**Policy members attending on Zoom:** Steve Pesci, UNH; Jessica Wilcox, DES, Lucy ST. John, NHDOT

**Staff attending in person:** Jen Czysz, Mark Davie, Colin Lentz

**Staff attending virtually:** Kyle Pimental, Megan Taylor-Fetter, Stephen Geis, Rachel Dewey, and Angie Cleveland

### **2. Commissioner Roundtable**

B. Fisher stated that the process for the donation of 170 acres of land in Farmington to be used for recreational purposes is almost completed. The track of land which borders the Cocheco River will have parking lots, kiosks, trails and will be safe due to no hunting being permitted.

B. Fisher stated the last land that was donated is the McCarthy Trail which is used quite a lot for walking and school, community, and library events. J. Czysz stated that SRPC will include these areas in the Outdoor Play data.

B. Fisher stated he plans to retire from the Farmington Conservation Commission and the SRPC Commission in April. He stated that SRPC, with K. Pimental as Planner and J. Czysz as director, has contributed immensely to the many successes for Farmington.

M. Towne stated that Barrington has over 40 warrant articles for the upcoming vote in March, a few notable including trying for the TIF district again and to repurpose the now vacant medical building for a library. And an article to increase lot size from 2 to 4 acres.

C Horton of Somersworth stated that the 85 Elm Street project has been approved and is moving forward. The Sports Dome which adjoins Hilltop Funspot is underway. The CMAQ project to signalize lights on Highstreet has shown noticeable improvements. The Power Coalition submitted an electric aggregation plan to the public utilities commission which was approved. Mayor Gerding



formed a Somersworth Housing Committee to look at current housing ordinances and recommend revisions to promote housing and development in the downtown area.

M. Bobinsky stated that CMAQ project, to replace 6 traffic signals with the latest technology, is substantially finished; there is a walkthrough with DOT today. There will be public education to guide the public on the new system. The Complete Streets project is moving forward. Paving bids went out early (yesterday), to be competitive.

S. Diamond stated that he is conflicted around the lot size questions in Barrington. On one level it is a correction to the states ADU law.

L. Williams reported that the Dover proposal for a stormwater utility was turned down. She stated that the public may not be understanding the impact and fees. L. Williams explained that a stormwater utility is a different approach to look at stormwater accounts as it is based on individual properties. There is more extensive information on the Dover website.

L. Williams stated that Dover has a new Housing Committee, and the City Council will be holding a goal setting workshop on how to manage the findings of a solid waste report and how to proceed with solid waste recycling.

### **3. Action Items**

#### **a. Minutes from December 7, 2023**

D. Hamann motioned to approve the minutes seconded by J. Mullen. Discussion: J. Boudreau stated that he is listed on the attendance list but was not present for the meeting. M. Townes stated he was at the meeting but is not listed as attending. M. Taylor-Fetter will make the corrections. A vote was taken: All members voted in favor, motion passed. C. Horton and K. Golob abstained.

#### **b. SRPC/EDD/MPO Bylaws (tabled to after 3c, Mid-Year Budget Amendment)**

D. Landry stated that in order to vote on amendments, 20 days' notice is required. The Committee was only given 7 days to review the amended bylaws which is not sufficient.

J. Czysz stated to help add clarity and account for the revised meeting agendas, the SRPC Commission and Metropolitan Planning Organization's separate bylaws have been merged into a single set of bylaws for the organization.

C. Lentz highlighted the changes:

- Designation: the organization is SRPC; it has three responsibilities: RPC, MPO, and EDD.
- Communities under each responsibility
- Membership and Officers
- Commissioners are also the Policy Committee
- Member responsibilities - MPO specific responsibilities merged
- New meeting schedule
- Quorum calculations are different
- Removed public involvement details that are already in other MPO documents.
- Executive Committee is specific to SRPC
- Policy Committee details (governing body of the MPO)
- TAC is specific to MPO (membership and quorum are unique to TAC)

- Include a section on the Regional Impact Committee.

Will send out a revised draft, with the 20-day public comment period for review and approval for the March meeting. The Regional Impact Committee will consider merging their Bylaws at their upcoming meeting.

### **c. Mid-Year Budget Amendment**

J. Czysz stated at the mid-year point we are adjusting to what we know now. The Fiscal Year 2024 midyear budget amendment reflects changes to the SRPC work program accounting for new contracts acquired after the budget was adopted in June 2023. Additionally, on the expense side, adjustments are made to reflect actual staffing levels and updated projections for this year's expenditures. IY costs are adjusted to reflect current estimates to replace the server and cloud migration. J. Czysz highlighted the changes.

D. Hamann motioned, J. Mullen seconded, to approve the Mid-Year Budget Amendments. All members voted unanimously in favor. Motion passed.

### **10:00 AM Adjourn the Commission Meeting** **Convene as the MPO Policy Committee**

#### **4. Action Items**

- a. Acknowledge Dissolvement of Policy Committee Bylaws and Merger with Commission Bylaws.**

This vote was tabled due to lack of the required review period.

#### **5. Discussion Items**

- a. Active Transportation Plan**

M. Davie presented the Active Transportation Plan. M. Davie highlighted the goals and strategies to in the plan and summarized the plan's components.

M. Davie stated that he would like the help of Commissioners with drafting a vision statement, reviewing draft chapters and implementation of matrices. The plan will be adjusted with the changes when it is presented to the Commission again for adoption. The plan will be posted online with a 30 public comment period. Commissioners were given two weeks to complete their review. Staff will make edits as needed and post online for a 30-day public comment period. Commissioners expressed that the topic should be an ongoing conversation.

Discussion ensued on safety and crash data availability of information, e-trikes and legislation, and education for bike operators.

Commissioners requested to continue the discussion at a future meeting.

#### **b. Organizational Assessment**

A. Scott presented on the MPO Public Participation & Non-discrimination Work Update. Staff and Commissioners were asked to take an organizational self-assessment which results will be used to identify organizational needs, and to guide potential future training for staff and commissioners. A. Scott stated that this year SRPC is making an effort to incorporate these plans into all of our program areas. The Non-discrimination Plan addresses who we are making a concerted effort to reach out to—who in our region are the most vulnerable. This plan addresses Title IV and

Environmental Justice compliance pursuant to state law, federal law, & federal executive orders. The Public Participation Plan addresses how we are making a concerted effort to reach out to the most vulnerable in our region. This plan also touches on Title IV and Environmental Justice compliance, but is more focused on SRPC's engagement actions, techniques, and strategies pursuant to state and federal law.

## **6. Other Business**

C. Lentz stated that the Governor reviewed the Ten-Year Plan and submitted his draft to the legislature as House Bill 2024, The Governor's version cuts a number of CMAQ projects which were proposed and approved by DOT. The UNH bus replacement and EV charging stations were cut from the governor's draft. The house could change everything again. The Governor's justification for proposed project cuts was to eliminate several expensive, private EV charging projects in favor of other transit projects.

Discussion ensued on what is the big picture plan for NH for EV charging projects.

J. Mullen motioned to advocate for the re-inclusion of the UNH projects in the Ten-Year Plan and to request a better justification for their exclusion. M. Towne seconded the motion. M. Williams requested that we find out more about the addition of funds to the new transit facility and that any re-inclusion of CMAQ projects not be to the detriment of other projects. The amendment to the motion was accepted. With a unanimous vote in favor, the motion passed. L. St John abstained.

## **7. Citizens Forum**

There were no citizens present.

## **8. Adjourn**

J. Mullen motioned to adjourn seconded by B. Fisher. All in favor. The meeting adjourned at 10:50AM.

**MPO Policy Committee Meeting**

**Friday, February 16, 2024 9:00-10:30 AM**

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

**1. Introductions**

D. Landry called the meeting to order at 9:08 AM and asked for introductions.

**Members attending in person:** Dave Landry, Dover; Michael Bobinsky, Somersworth, Bill Fisher, Farmington; Peter Nelson, Newmarket; Michael Williams, COAST; Matt Towne, Barrington; Lindsey Williams, Dover; Mark Richardson, Somersworth; Tom Crosby, Madbury; Kate Buzard, Middleton; Lucy St. John, NHDOT;

**Members attending remotely:** Mary Woodward, Lee; Katrin Kasper, Lee; Joe Boudreau, Rochester; Teressa Bascom, Nottingham; Beverly Cray, UNH; Cheryl Smith, Nottingham; Jessica Wilcox, NHDES; Steve Pesci, UNH; Barbara Holstein, Rochester

**Staff attending in person:** Jen Czysz, Colin Lentz

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

**2. Commissioner Roundtable**

M. Bobinsky provided an update on the Complete Streets project in Somersworth on Constitutional Way for pedestrian amenities and improvements.

M. Towne stated that the Town of Barrington applied for community power weatherization programs, and the town will be acting as a catalyst and a connection between CAP and homeowner.

P. Nelson stated that Newington is on board with the Community Power Commission and encouraged other communities to join.

**3. Public Hearing on Amendment 4 to the 2023-2026 Transportation Improvement Program**

At 9:25 Chair D. Landry opened the public hearing. C. Lentz gave a presentation on Amendment 4 to the 2023-2026 Transportation Improvement Program. He stated there are five individual projects and one program with proposed changes in the draft amendment:

- Dover-Somersworth-Rochester (29604)
- Dover (41824)
- Municipally-Owned Bridge Program
- Durham (44349) - *new CMAQ project being added*



- Dover (44350) – *new CMAQ project being added*
- COAST (44367) - *new CMAQ project being added*

After the presentation, there were no questions or discussion.

### **The Public Hearing closed at 9:35 AM.**

#### **4. Action Items**

##### **a. Minutes from January 19, 2024:**

M. Bobinsky motioned to approve the January 19, 2024 minutes seconded by M. Towne. Discussion: M. Williams asked that since the minutes are from a joint meeting of the Commission and Policy Committee, how should that be addressed. J. Czysz stated she will check with Southern Regional Planning Commission on their process. The motion was withdrawn, and approval of the minutes was tabled.

##### **b. Motion to approve the amendment 4**

M. Williams motioned to approve Amendment 4 to the Transportation Improvement Plan seconded by M. Bobinsky. All in favor, the motion passed.

##### **c. Adopt 2024 Safety Performance Targets**

C. Lentz stated that SRPC needs to set new highway safety performance targets for 2024.

C. Lentz outlined the 5 target performance areas to set targets in:

- Number of fatalities
- Rate of fatalities
- Number of serious injuries
- Rate of serious injuries
- Number of non-motorized fatalities and serious injuries.

C. Lentz stated that staff developed an alternative approach that was reviewed and approved by the Technical Advisory Committee members: Set annual targets based on a long-term percent reduction for a horizon year. A long-term trend goal will be used to calculate the maximum number of fatalities or serious injuries allowed in each year to still achieve the long-term target goal.

Example targets for discussion purposes:

- 75% reduction in the number of fatalities from crashes by 2033
- 50% reduction in the number of serious injuries by 2033
- 100% reduction in the number non-motorized fatalities and serious injuries by 2033

The group discussed statistics and how the data is collected and what data is available; the newest technology in cars, population trends, human behavior and operation error verses infrastructure flaws and location.

M. Williams left the meeting at 10:04 AM

C. Lentz asked the members what they think about advocating for automatic traffic enforcement in work or school zones. Discussion ensued about what other states and cultures do to make meaningful changes in driving safety.



M. Richardson motioned to accept the Safety Performance Targets as recommended:

- 75% reduction in the number of fatalities from crashes by 2033
- 50% reduction in the number of serious injuries by 2033
- 100% reduction in the number non-motorized fatalities and serious injuries by 2033

Discussion: C. Lentz stated there are broader level conversations to be had, there will be future discussions on how to achieve these targets.

Bill Fisher seconded the motion.

Peter Nelson asked to amend the motion to include voting on the trendline that reduces the number of fatal locations over a 10-year period and look at specific locations.

A roll call vote was taken: All members voted in favor. L. St. John and J. Wilcox abstained.

M. Bobinsky was excused from the meeting.

Colin stated that he will follow up with a list of "action items" that the commission could focus on to address safety and make progress on the targets.

#### **d. Ten Year Plan: Hearing and Testimony:**

C. Lentz stated he provided testimony at the House Public Works and Highways Committee hearing on HB2024 – the draft Ten Year Plan on February 14<sup>th</sup>. Colin requested UNH bus replacement project be put back in the plan which was cut by governor's draft. There will be another opportunity when Senate takes up testimony. He stated that now is an opportunity to revise and expand the testimony to include other general or specific issues that are important to Commissioners.

### **5. Discussion Items**

#### **a. Engineering Review of Transportation Priority Projects for the Metro Plan**

Colin stated that SRPC's engineering consultants at BETA have taken a first look at the seven priority candidate projects from the Metropolitan Transportation Plan. After an initial review by TAC and Policy, BETA and SRPC will determine costs for conducting planning-level engineering assessments to refine scopes and develop cost estimates.

#### **b. Active Transportation Plan – Continued Discussion**

Colin stated the plan is nearly complete and we are looking for input on the vision.

### **6. Other Business**

D. Landry stated that there needs to be discussion at future meetings on significant topics that need revisiting including how prepared are our towns for hazardous events.

### **7. Citizens Forum**

### **8. Adjourn**

M. Towne motioned to adjourn, seconded by P. Nelson. All in favor to adjourn. The meeting adjourned at 10:40 AM.



# **Strafford Regional Planning Commission**

## **BYLAWS**



Adopted: September 22, 1994  
Amendments Adopted: January 28, 2010  
Amendments Adopted: November 18, 2010  
Amendments Adopted: February 22, 2018  
Amendments Adopted September 23, 2021  
**DRAFT January 19, 2024**

### **STRAFFORD REGIONAL PLANNING COMMISSION**

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover Durham Farmington | Lee | Madbury | Middleton | Milton | New Durham  
Newmarket | Northwood | Nottingham | Rochester Rollinsford | Somersworth | Strafford | Wakefield



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## **ARTICLE I: ORGANIZATION**

### **A. DESIGNATION**

The name of this planning agency shall be the Strafford Regional Planning Commission.

The Commission and its Commissioners acts as the:

- **Regional Planning Commission (RPC)**, which is designated by New Hampshire state statute.
- **Metropolitan Planning Organization Policy Committee (MPO)**, which is designated by the Federal Highway Administration.
- **Economic Development District Board of Directors (EDD)**, which is designated by the United States Economic Development Administration.

### **B. AUTHORIZATION**

The **Strafford Regional Planning Commission**, hereinafter known as the Commission, is established in accordance with Chapter 36, New Hampshire Revised Statutes Annotated, as amended. The Commission is a political subdivision of the state with the powers and authority expressly provided for in Chapter 36. The Commission's primary responsibility is to develop a regional master plan and to provide technical assistance for local planning efforts.

The Commission is federally designated as a **Metropolitan Planning Organization (MPO)**. In its role as an MPO, the Commission is focused on regional transportation planning and technical assistance to municipalities. As an MPO, the Commission is required to maintain a long-range transportation plan and fulfill general and specific functions described in federal statute (23 CFR part 450).

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

The Commission was designated as an **Economic Development District (EDD)** by the Economic Development Administration (EDA) of the US Department of Commerce in 2015. In its role as an EDD, the Commission maintains a Comprehensive Economic Development Strategy for the region and facilitates collaboration among economic development stakeholders.

### **C. STRAFFORD REGIONAL PLANNING COMMISSION/MPO AREA:**

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

**Strafford MPO** is comprised of:

1. Based on the 2020 Census, Communities within the Dover-Rochester, NH-ME urbanized area include: Dover, Durham, Newmarket, Rochester, Rollinsford, and Somersworth.
2. Non-Urbanized Communities include: Barrington, Brookfield, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Northwood, Nottingham, Strafford, and Wakefield.

The **Strafford Economic Development District** includes all the SRPC municipalities except Newmarket, Nottingham, and Northwood (which are represented by the Regional Economic Development Center).

#### **D. ORGANIZATIONAL STRUCTURE**

The Commission's fiscal year shall be July 1st through June 30th.

#### **E. PRINCIPAL OFFICE:**

The principal office of the Strafford Regional Planning Commission 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).

### **ARTICLE II: MISSION STATEMENT**

Strafford Regional Planning Commission's mission is to ensure the region is responsive to the needs of its inhabitants, the Commission, in cooperation with federal and state agencies and with its communities, shall pursue a two-part mission of regional planning and local planning assistance, and it shall actively pursue implementation of the Commission's plans and policies.

*Strafford Regional Planning Commission's mission is to ensure that the region is responsive to the needs of its residents through cooperation with the federal and state agencies and its member municipalities, through the implementation of its policies and plans, and through the provision of local planning assistance. These actions foster sustainable development and improve the quality of life in the region. Sustainable development balances economic progress with environmental protection and community well-being.*

### **ARTICLE III: COMMISSION MEMBERSHIP**

#### **A. MEMBER MUNICIPALITIES**

Municipalities of the Strafford Planning Region that have adopted planning boards may become members of the Commission by ordinance of resolution passed by their respective legislative bodies and will remain members until that action is rescinded. Members may include municipalities in an adjacent state. The Commission may, by resolution, determine the terms and conditions for accepting additional members, taking into account the timing of initial membership and responsibility for program areas already undertaken within the Commission's area of jurisdiction.

## **B. REPRESENTATION**

Each municipality that becomes a member of the Commission shall be entitled to two representatives. A municipality with a population greater than 10,000 but less than 25,000 shall be entitled to three representatives, and a municipality with a population of 25,000 or more shall be entitled to four representatives on the Commission. For the purposes of this section, population shall be determined by the last federal census. Each municipality's representatives to the Commission shall be nominated by the planning board from among the municipality's residents and appointed by its municipal officers.

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)

An alternate from each member town may be appointed in the same manner as representatives, and as such, may serve in the absence of the representatives. Alternates shall have the privilege of the floor at all meetings.

A county may, by resolution of its commissioners, become a member of the Commission and shall be entitled to appoint two representatives from among its residents to serve on this Commission. These representatives do not have to be county commissioners.

The representatives collectively shall be known as the Commissioners and shall be deemed to be vested with all the authority of their member communities with respect to actions by the Commission (see RSA 36:46).

## **C. TERMS OF REPRESENTATIVES**

The terms of office of representatives and alternates on this Commission shall be four years (see RSA 36:46). When a municipality joins or rejoins the Commission, initial appointments shall be for two and four years. For municipalities entitled to three or more representatives, initial appointments shall be for two, three, and four years. Vacancies shall be filled for the remainder of the un-expired term in the same manner as original appointments.

## **D. FINANCES (DUES)**

The Commission shall determine on an annual basis the proportion of its costs to be borne by each municipality or county that is a member. Failure upon the part of any municipality or county to pay its proportionate annual share of the cost as determined by the Commission shall constitute a termination of such municipality's or county's vote in the Commission's affairs until such annual share is paid.

## **ARTICLE IV: OFFICERS**

### **A. ELECTION AND FILLING OF VACANCIES**

The Commission shall annually elect a Chair, Vice-Chair, Secretary-Treasurer, and four additional Executive Committee members, and may elect or appoint other officers as deemed necessary. The remaining elected officers of the Commission shall make appointments to fill any vacancies that arise among the officers of the Commission. Such appointments shall expire at the end of the fiscal year in which they are made.

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.

### **B. DUTIES OF THE CHAIR**

The Chair shall call and preside at meetings of the Commission, the Policy Committee, and the Executive Committee; shall create and discharge standing committees and special committees;; and shall perform other duties customary to the office.

### **C. DUTIES OF THE VICE-CHAIR**

The Vice-Chair shall act as Chair in the absence or incapacity of the Chair.

### **D. DUTIES OF THE SECRETARY-TREASURER**

The Secretary-Treasurer shall perform duties customary to the office, including countersigning checks as directed by the Commission and periodically checking the accounts.

### **E. EXECUTIVE COMMITTEE**

There shall be an Executive Committee consisting of the Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting.

### **F. REMOVAL OF OFFICERS**

Any officer may be removed for cause by a two-thirds vote at a Commission meeting.

## **ARTICLE V: PROCESSES**

### **A. RESPONSIBILITIES**

The primary responsibility of the Commission is to set planning policies for the region through discussions at meetings, by providing input to staff reports, and by adopting reports and position statements. Additional responsibilities include adopting and amending the Bylaws and the Annual Budget and adopting the Annual Dues.

The appointed representatives of the Strafford Regional Planning Commission also serve a separate role as members of the Policy Committee in fulfilling the function of the Strafford MPO. The purpose of the Policy Committee shall be to provide a public decision-making forum for the development and implementation of transportation policies and policies for the Strafford MPO region.

The Policy Committee is responsible for carrying out the metropolitan transportation planning process as required by federal statute (23 CFR part 450). 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. Strafford MPO activities related to these responsibilities include, but are not limited to the following:

- a) Establish the policy directions of the Strafford MPO 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 Strafford MPO 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.

## **B. MEETINGS**

There shall be at least four meetings of the Commission each year at times and places agreeable to a majority of the representatives. The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each representative and alternate at least five days before each regularly scheduled meeting. The meeting held during the fourth quarter of the fiscal year shall be designated as the Annual Meeting, at which time officers for the next fiscal year shall be elected and an annual budget adopted. The annual budget may instead be adopted at the prior meeting if the Commission desires.

The Policy Committee shall meet at least four (4) times a year. Commission and Policy Committee meetings may be combined. However, separate minutes shall be kept, and separate voting and quorum requirements shall be observed for the respective portions of the meeting.

## **C. QUORUM AND VOTING**

### **1. COMMISSION**

A quorum of the Commission consists of at least one-half of the dues-paid municipalities that have appointed Commissioners. Current state law [91: A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations. For regular business, voting is limited to representatives of dues-paying members, including alternates replacing appointed representatives. For Metropolitan Planning Organization (MPO) business only, all MPO representatives as specified in the MPO Bylaws may vote. Commission staff members shall have no voting powers in Commission affairs.

In the case of hybrid meetings<sup>1</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.

When a quorum is not present, but Commission action is essential, the Chair may declare a quorum with the unanimous approval of those Commissioners present.

### **2. MPO/POLICY**

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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.

A quorum of the Policy Committee shall be deemed as representing no less than one-third (1/3) rounded plus one of the 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.

For the purposes of a quorum, one (1) appointed representative per municipality or voting agency present at the meeting would be counted.

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>2</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.

## **D. PROCEDURES**

Robert's Rules of Order shall govern.

# **ARTICLE VI: EXECUTIVE COMMITTEE**

## **A. RESPONSIBILITIES**

The responsibility of the Executive Committee is to oversee the administration of the organization. This includes supervising the Executive Director, adopting Personnel Policies, recommending to the Commission the Annual Dues, an Annual Budget and any necessary amendments, monitoring fiscal matters, authorizing all capital expenditures and use of the line of credit, and other duties as may be deemed appropriate by the Executive Committee. In carrying out its responsibilities, the Executive Committee shall strive to ensure that the work produced by the Commission conforms to the policies of the Commission as stated in the Mission Statement and via other Commission actions.

## **B. MEETINGS**

The Executive Committee shall hold at least six meetings each year at times and places agreeable to a majority of its members. The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each Executive Committee member at least five days before each regularly scheduled meeting.

## **C. QUORUM AND VOTING**

Four members of the Executive Committee constitute a quorum. 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.

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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.

In the case of hybrid meetings<sup>3</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.

#### **D. PROCEDURES**

Robert's Rules of Order shall govern.

### **ARTICLE VII: POLICY COMMITTEE**

#### **A. Purpose**

The Policy Committee is the governing body of the Metropolitan Planning Organization. Commissioners serve on the Policy Committee and represent their municipalities in regional transportation decisions.

#### **B. Voting Members:**

Each 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.

There shall be one voting member or designee from each of the following agencies:

- New Hampshire Department of Transportation (NHDOT)
- New Hampshire Department of Environmental Services-Air Resources Division (NHDES-ARD)
- Cooperative Alliance for Seacoast Transportation (COAST)
- 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.

#### **C. Non-Voting Members:**

Each of the following may appoint a non-voting member:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- New Hampshire Department of Transportation-Bureau of Aeronautics (NHDOT-Aeronautics)
- New Hampshire Department of Transportation – Bureau of Rails and Transit (NHDOT-BRT)
- New Hampshire Office of Planning and Development (NHOPD)

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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.

- Rockingham Planning Commission (RPC)
- Southern Maine Regional Planning Commission (SMRPC)
- Maine Department of Transportation (Maine-DOT)
- New Hampshire Transit Association (NHTA)
- Federal Railroad Administration (FRA)
- Pease Development Authority/New Hampshire Port Authority (PDA/NHPA)

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

The Committee may authorize additional non-voting members.

## **ARTICLE VIII: TECHNICAL ADVISORY COMMITTEE**

### **A. NAME:**

The Strafford MPO 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 Strafford MPO with technical assistance and recommendations concerning transportation issues that have a bearing on the Strafford MPO's continued, comprehensive, and coordinated transportation planning process. The TAC is hereby established as a standing committee of the Strafford MPO.

### **C. RESPONSIBILITY:**

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

- a) 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 Strafford MPO.
- b) 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.
- c) Policy recommendations related to the public transportation systems.
- d) Contents of the biennial Transportation Improvement Plan (TIP) update.
- e) Technical planning/engineering studies to be considered in the Unified Planning Work Program (UPWP).
- f) Scoping reports and planning studies.
- g) Development and implementation of the Public Participation Plan.
- h) Guidance to UPWP and TIP related to issues or projects that arise from the long-term planning.

- i) Development of and coordination of projects and issues that are of regional significance and or require the perspective that spans communities.
- j) Any other activities as requested by the Strafford MPO Policy Committee.

The TAC, without Strafford MPO Policy Committee approval, may:

- a) Evaluate and prioritize technical assistance for the Strafford MPO members.
- b) Review and suggest revisions to staff and consultant technical assistance work.
- c) Establish subcommittee(s) to address significant areas of interest.

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

The TAC shall include representatives from the Strafford MPO communities, federal, state and interested agencies.

##### **1. Voting Members:**

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).

- Each SRPC community represented on the Strafford MPO
- NH Department of Transportation (NHDOT), District 6, or District 3
- NH Department of Environmental Services – Air Resources Division (NHDES-ARD)
- Cooperative Alliance for Seacoast Transportation (COAST)
- University of New Hampshire (UNH)

##### **3. Non-voting member:**

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).

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- New Hampshire Department of Transportation – District 6
- New Hampshire Department of Transportation – District 3
- New Hampshire Department of Transportation – Bureau of Aeronautics
- New Hampshire Department of Transportation- Bureau of Rails and Transit
- Southern Maine Regional Planning Commission (SMRPC)
- Rockingham Planning Commission (RPC)
- Maine Department of Transportation (Maine-DOT)
- Pease Development Authority (PDA)/New Hampshire Port Authority (NHPA)
- Guilford Railroad or Pan Am Railways
- Federal Railroad Administration (FRA)
- Northern New England Passenger Rail Authority (NNEPRA)
- New Hampshire Transit Association (NHTA)
- Transportation Center or Park and Ride Terminal Operator

- Alliance for Community Transportation (ACT)
- Strafford Regional Area Bicycle Routes (SABR)
- Bike-Walk Alliance of New Hampshire (BWANH)
- New Hampshire Motor Transport Association
- Seacoast Commuter Options
- C&J Trailways

The Committee may authorize additional non-voting members.

#### **4. Quorum:**

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.

Motions shall be carried by a simple majority of the voting power present after having established a quorum. In the case of hybrid<sup>4</sup> meetings, 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. 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.

#### **6. Terms and Re-Appointment:**

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

### **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>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.

As a qualification for office, the Chairperson shall have served at least one (1) year as a representative on the Strafford MPO. The Chairperson shall preside over all meetings and shall have the power to call special meetings, establish agendas, establish, and appoint committees and their members.

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 generally held at the SRPC office, but may be held in other publicly accessible locations.

# **ARTICLE IX: REGIONAL IMPACT COMMITTEE**

## **A. AUTHORITY**

These By-Laws are designed to assist the Strafford Regional Planning Commission (SRPC) Regional Impact Committee (RIC) fulfill the statutory requirements of RSA 36:54 – 36:58, as amended.

## **B. MEMBERS**

1. The RIC shall consist of three (3) SRPC members appointed by the Executive Committee (EC) and up to three (3) SRPC members as alternates. Membership on the RIC shall run concurrent with a member's Commission term. At no time shall there be two regular or alternate members on the RIC representing the same community.
2. Filling of vacant positions and removal of RIC members shall be by vote of the EC.
3. A RIC member or alternate may participate in discussion before the RIC, even if the project is taking place within the RIC member's municipality. RIC members shall follow the standard for conflict of interest that guides land use board members in RSA 673:14, as amended.
4. If there are fewer than three RIC members present, up to two alternates shall be appointed to act as voting members for the duration of the meeting.

## **C. ORGANIZATION**

The RIC shall elect a Chair from among its membership at the first meeting called in any given fiscal year. In the event the Chair is unavailable for a meeting of the RIC, the members in attendance for that meeting shall appoint an Acting Chair from their ranks to oversee the RIC's actions. An alternate may be an Acting Chair.

## **D. MEETINGS**

Meetings shall be held at the call of the Chair after notification has been received by SRPC that a community has determined an application reasonably may be construed to have the potential for regional impact in accordance with RSA 36:54 - 36:58.

## **E. APPLICATION PROCEDURES AND NOTICES**

1. Upon notification that SRPC has been granted abutter status, staff shall contact the appropriate municipal officials to secure copies of the proposal in order to facilitate RIC's discussions.
2. Staff shall confer with the RIC Chair to determine whether to call a meeting.
  - a) If there are no foreseen impacts or impacts are de minimis in nature, then staff shall document any considerations or recommendations, without convening a meeting of the RIC, and forward this correspondence under signature of the RIC Chair to the municipality originally making the determination of potential regional impact, and to other municipalities with declared abutter status.

A minor or de minimis impact may be determined for applications where the proposed use is expected to have an insignificant or no direct or indirect, new or cumulative, adverse effect on the region or surrounding communities. For example, a project that results in a slight traffic volume increase but does not change to the transportation level of service, assuming no other impacts, could be declared a de minimis impact.

- b) If the application exceeds a de minimis threshold, or there is any doubt as to whether a project is of de minimis impact, staff will work with the Chair to call a meeting of the RIC.
3. Staff shall notice the date and time of the RIC meeting as follows:
  - a) Notification to members of the RIC.
  - b) Notification to SRPC Commissioners.
  - c) Notification to the Local Land Use Board Designee where the project is located.
  - d) Notification to abutter status municipality(ies):
    - Local Land Use Board Chair
    - Board of Selectmen/Council
    - Town/City Clerk
  - e) Notification to the property owner and/or applicant's agent.
  - f) Any other affected party as determined by SRPC staff.

## **F. PUBLIC MEETING PROCEDURES**

1. Public meetings shall be governed by the following rules:
  - a) The Chair shall call the meeting to order.
  - b) RIC Business:

- A quorum shall consist of three RIC members which may include the appointment of up to two (2) alternates, if necessary.
  - A brief overview of the process by the Chair to detail RIC's statutory authority and responsibilities for review of projects of regional impact under RSA 36:54 – 36:58.
  - Agenda items, as prepared by SRPC staff for the meeting.
- c) SRPC staff will give a report as necessary. In the event that representatives of the applicant are in attendance, the Chair may grant such representatives time to present an overview of the application to the RIC.
- d) After questions from the RIC members have been answered, the Chair may ask for comments from abutters and other interested members of the public in attendance.
- e) Written testimony received by the RIC shall be read by the Chair into the public record or made a part of the public record.

## **G. RIC RECOMMENDATIONS**

1. The RIC shall discuss its position relative to its statutory authority and responsibilities (RSA 36:54 - 36:58, as amended) as these relate to the application. At the conclusion of the RIC meeting, the RIC shall restate its authority and statutory responsibilities under RSA 36:54 - 36:58. The RIC shall summarize its recommendations relative to the application and request SRPC staff to draft such a summary and forward it to those parties noted under Section V - B.
2. SRPC staff shall prepare a letter detailing the outcomes of the RIC process with respect to the application pending and forward this correspondence under signature of the RIC Chair to the municipality originally making the determination of potential regional impact, and to other municipalities with abutter status for the application.
3. RIC draft minutes shall be made available for public inspection at the SRPC Office during office hours. Copies of the minutes shall be supplied to those parties noted under Section V - B. The draft RIC minutes shall be posted on the SRPC website. The draft minutes shall be presented at the next Commission meeting following a RIC meeting for special vote by the present RIC members only.

## **H. AMENDMENT**

**Note: if the bylaws are incorporated into the SRPC bylaws they will require a full vote of the commission to be amended and Section VIII here would be removed.**

These By-Laws may be amended by a majority vote at a regular meeting of the RIC provided it is in writing and presented before the meeting.

Adopted: July 19th, 2007

Amended: February 23, 2017 – Section II, C and D; Section IV; Section V, B; Section VI A; Section VII, A, B and C and Section VIII

## **ARTICLE X: EXECUTIVE DIRECTOR**

### **A. RESPONSIBILITIES**

The Executive Director shall organize and supervise a planning program, consistent with state and federal laws and rules, that pursues the policies of the Commission as stated in the Mission Statement and via other Commission actions. The Executive Director shall be in charge of the office and other employed staff members; prepare, under the guidance of the Executive Committee, the Annual Dues and the Annual Budget including estimated revenues and expenditures, which shall be reviewed and approved or modified by the Commission; keep accounts and records which shall at all times be open to inspection by the Officers and shall be submitted for annual audit as prescribed by the Commission; issue press releases and other communications; be authorized to enter the Commission into contracts consistent with the adopted Annual Budget; and undertake other duties and responsibilities as assigned by the Executive Committee.

### **B. SUPERVISION**

The Executive Committee shall be responsible for supervision of the Executive Director, including performance reviews, fixing of compensation, and, if necessary, separation from the Commission.

### **C. HIRING**

The Executive Committee shall be responsible for hiring the Executive Director, using the Transition and Search Committee as specified in the Emergency Succession Plan.

## **ARTICLE XI: INDEMNIFICATION FOR DAMAGES**

The Commission adopts RSA 31:105 Indemnification for Damages.

## **ARTICLE XII: AMENDMENTS**

Any section of the Bylaws may be amended by resolution of the voting representatives of the Commission at any legally constituted and noticed meeting provided the following conditions are met:

1. The proposed amendment is presented in writing to the Commission representatives at least twenty 20 days prior to the date of the meeting at which it will be voted on.
2. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds of the Commission's dues-paid representatives present and voting.
3. The date of approval must be included with any amendment to these Bylaws.

These Bylaws shall be revised, updated, or amended as circumstances dictate. Bylaw amendments shall become effective upon passage.

\_\_\_\_\_  
SRPC Chairperson

\_\_\_\_\_  
Date

# STRAFFORD

Regional Planning Commission

March 15, 2024

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

RE: March 2024 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the March 2024 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2023-2026 Transportation Improvement Program (TIP).

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

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

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

Sincerely,

Jennifer Czysz, AICP  
Executive Director



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# 2023 - 2026 SRPC Transportation Improvement Program

## March 2024 Minors

2/16/2024

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

### NEWFIELDS - NEWMARKET 28393

Towns: NEWFIELDS, NEWMARKET

Road: NH 108

Scope: Bridge Rehabilitations, address bridges carrying NH 108 over BMRR Bridge numbers 127/081 & 125/054

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2024	\$282,700		\$0	<b>\$282,700</b>
PE	2025	\$234,528		\$0	<b>\$234,528</b>
ROW	2024	\$113,080		\$0	<b>\$113,080</b>
CON	2026	\$6,250,380		\$0	<b>\$6,250,380</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2024	\$282,700		\$0	<b>\$282,700</b>
PE	2025	\$226,160		\$0	<b>\$226,160</b>
ROW	2024	\$113,080		\$0	<b>\$113,080</b>
CON	2026	\$6,027,368		\$0	<b>\$6,027,368</b>

#### Change Notes

NHDOT Description of Changes

Inflation reduction

SRPC Notes

#### Funding Sources

##### FHWA

STBG-State Flexible

STBG-5 to 200K

Equity Bonus

BRGBIL

##### NHDOT

Toll Credit

# LEE 41322

Towns: LEE  
Road: NH Route 125  
Scope: Bridge Replacement of culvert carrying NH 125 over Little River Br No 073/084  
Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	<b>\$330,000</b>
ROW	2023	\$27,500		\$0	\$0	<b>\$27,500</b>
CON	2024	\$1,650,000		\$0	\$0	<b>\$1,650,000</b>
CON	2025	\$4,448,730		\$0	\$0	<b>\$4,448,730</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	<b>\$330,000</b>
ROW	2024	\$27,500		\$0	\$0	<b>\$27,500</b>
CON	2024	\$1,650,000		\$0	\$0	<b>\$1,650,000</b>
CON	2025	\$4,290,000		\$0	\$0	<b>\$4,290,000</b>

## Change Notes

NHDOT Description of Changes  
Inflation is being removed from the 2025 construction year  
SRPC Notes

## Funding Sources

### FHWA

STBG-Non Urban Areas Under 5K  
National Highway Performance  
BRGBIL

### NHDOT

Toll Credit

# BARRINGTON 41415

Towns: BARRINGTON  
Road: US Route 4  
Scope: Rehab or Replacement of red list bridge carrying US 4 over Oyster River in the Town of Barrington

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$110,000		\$0	\$0	<b>\$110,000</b>
PE	2025	\$221,926		\$0	\$0	<b>\$221,926</b>
ROW	2025	\$170,328		\$0	\$0	<b>\$170,328</b>
CON	2026	\$3,008,646		\$0	\$0	<b>\$3,008,646</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2025	\$331,926		\$0	\$0	<b>\$331,926</b>
ROW	2025	\$170,328		\$0	\$0	<b>\$170,328</b>
CON	2026	\$3,008,646		\$0	\$0	<b>\$3,008,646</b>

## Change Notes

NHDOT Description of Changes  
Merging preliminary engineering funds from 2024, into 2025. Overall funding amounts do not change.  
SRPC Notes

## Funding Sources

### FHWA

STBG-State Flexible  
STBG-Non Urban Areas Under 5K  
STBG-5 to 200K  
National Highway Performance

### NHDOT

Toll Credit

# ROLLINSFORD - DOVER 42578

Towns: DOVER, ROLLINSFORD

Road: Oak Street

Scope: Address Red List bridge (069/046) carrying Oak Street over PAR between Rollinsford and Dover

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$263,116		\$0	\$0	<b>\$263,116</b>
PE	2024	\$121,884		\$0	\$0	<b>\$121,884</b>
PE	2025	\$165,000		\$0	\$0	<b>\$165,000</b>
PE	2026	\$228,140		\$0	\$0	<b>\$228,140</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$385,000		\$0	\$0	<b>\$385,000</b>
PE	2025	\$165,000		\$0	\$0	<b>\$165,000</b>
PE	2026	\$228,140		\$0	\$0	<b>\$228,140</b>

## Change Notes

NHDOT Description of Changes

Preliminary engineering funds from FY2023 are being merged with those in FY2024. No change to overall funding or phase timing.

SRPC Notes

## Funding Sources

### FHWA

STBG-50 to 200K

BRGBIL

### NHDOT

Toll Credit

# LEE 42876

Towns: Lee  
Road: NH125  
Scope: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH125.  
Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$27,500		\$0	\$0	<b>\$27,500</b>
ROW	2024	\$82,500		\$0	\$0	<b>\$82,500</b>
CON	2025	\$934,242		\$0	\$0	<b>\$934,242</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2025	\$27,500		\$0	\$0	<b>\$27,500</b>
ROW	2025	\$82,500		\$0	\$0	<b>\$82,500</b>
CON	2025	\$900,909		\$0	\$0	<b>\$900,909</b>

## Change Notes

NHDOT Description of Changes

Preliminary engineering and right-of-way funds are being shifted from 2024 to 2025; inflation is being removed from preliminary engineering in 2025. No other changes

SRPC Notes

## Funding Sources

### FHWA

Congestion Mitigation and Air Quality Program

### NHDOT

Toll Credit

# ROCHESTER 43552

Towns: ROCHESTER  
 Road: NH 11  
 Scope: Widen 2,100' of NH 11 to 4 lane configuration.  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$203,200		\$0	\$50,800	<b>\$254,000</b>
PE	2024	\$161,485		\$0	\$40,371	<b>\$201,856</b>
PE	2025	\$142,508		\$0	\$35,627	<b>\$178,135</b>
ROW	2024	\$65,792		\$0	\$16,448	<b>\$82,240</b>
CON	2025	\$2,818,599		\$0	\$704,650	<b>\$3,523,249</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$203,200		\$0	\$50,800	<b>\$254,000</b>
PE	2024	\$161,485		\$0	\$40,371	<b>\$201,856</b>
PE	2025	\$137,423		\$0	\$34,356	<b>\$171,779</b>
ROW	2024	\$65,792		\$0	\$16,448	<b>\$82,240</b>
CON	2025	\$2,718,032		\$0	\$679,508	<b>\$3,397,540</b>

## Change Notes

NHDOT Description of Changes  
 Inflation is being removed from the preliminary engineering and construction phases in 2025  
 SRPC Notes

## Funding Sources

**FHWA**  
 STBG-50 to 200K  
**OTHER**  
 Towns

# PROGRAM EV\_INFRA

Towns: Statewide  
 Road: Various  
 Scope: Electric Vehicle Infrastructure Program  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
PE	2023	\$346,000		\$0	\$0	<b>\$346,000</b>
PE	2023	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
PE	2024	\$790,500		\$0	\$0	<b>\$790,500</b>
PE	2024	\$346,000		\$0	\$0	<b>\$346,000</b>
PE	2024	\$790,500		\$0	\$0	<b>\$790,500</b>
PE	2025	\$346,000		\$0	\$0	<b>\$346,000</b>
PE	2025	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
PE	2025	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
PE	2026	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
PE	2026	\$346,000		\$0	\$0	<b>\$346,000</b>
PE	2026	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
CON	2023	\$3,114,000		\$0	\$0	<b>\$3,114,000</b>
CON	2023	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2023	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2024	\$3,114,000		\$0	\$0	<b>\$3,114,000</b>
CON	2024	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2024	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2025	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2025	\$3,114,000		\$0	\$0	<b>\$3,114,000</b>
CON	2025	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2026	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2026	\$3,114,000		\$0	\$0	<b>\$3,114,000</b>
CON	2026	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
OTHER	2024	\$247,500		\$0	\$0	<b>\$247,500</b>
OTHER	2024	\$247,500		\$0	\$0	<b>\$247,500</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
PE	2024	\$790,500		\$0	\$0	<b>\$790,500</b>
PE	2025	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
PE	2026	\$1,038,000		\$0	\$0	<b>\$1,038,000</b>
CON	2023	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2024	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2025	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
CON	2026	\$9,342,000		\$0	\$0	<b>\$9,342,000</b>
OTHER	2024	\$247,500		\$0	\$0	<b>\$247,500</b>

**Change Notes**

NHDOT Description of Changes

Splitting PE phase into 'Other' phase to update the NH Electric Vehicle Charging plan (NEVI plan).

SRPC Notes

**Funding Sources**

**FHWA**

NEVI

**NHDOT**

Toll Credit

# PROGRAM CRDR

Towns: Statewide

Road: Various

Scope: CULVERT REPLACEMENT/REHABILITATION & DRAINAGE REPAIRS (Annual Project)

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$500,000		\$0	\$0	<b>\$500,000</b>
PE	2024	\$900,000		\$0	\$0	<b>\$900,000</b>
PE	2025	\$100,000		\$0	\$0	<b>\$100,000</b>
PE	2026	\$200,000		\$0	\$0	<b>\$200,000</b>
ROW	2023	\$34,100		\$0	\$0	<b>\$34,100</b>
ROW	2024	\$91,300		\$0	\$0	<b>\$91,300</b>
ROW	2025	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2026	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2023	\$615,000		\$0	\$0	<b>\$615,000</b>
CON	2024	\$4,666,870		\$0	\$0	<b>\$4,666,870</b>
CON	2025	\$4,120,000		\$0	\$0	<b>\$4,120,000</b>
CON	2026	\$5,436,030		\$0	\$0	<b>\$5,436,030</b>
OTHER	2023	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2024	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2025	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2026	\$5,000		\$0	\$0	<b>\$5,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$500,000		\$0	\$0	<b>\$500,000</b>
PE	2024	\$1,080,000		\$0	\$0	<b>\$1,080,000</b>
PE	2025	\$600,000		\$0	\$0	<b>\$600,000</b>
PE	2026	\$200,000		\$0	\$0	<b>\$200,000</b>
ROW	2023	\$34,100		\$0	\$0	<b>\$34,100</b>
ROW	2024	\$91,300		\$0	\$0	<b>\$91,300</b>
ROW	2025	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2026	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2023	\$615,000		\$0	\$0	<b>\$615,000</b>
CON	2024	\$4,486,870		\$0	\$0	<b>\$4,486,870</b>
CON	2025	\$3,620,000		\$0	\$0	<b>\$3,620,000</b>
CON	2026	\$5,436,030		\$0	\$0	<b>\$5,436,030</b>
OTHER	2023	\$5,000		\$0	\$0	<b>\$5,000</b>

OTHER	2024	\$5,000	\$0	\$0	<b>\$5,000</b>
OTHER	2025	\$5,000	\$0	\$0	<b>\$5,000</b>
OTHER	2026	\$5,000	\$0	\$0	<b>\$5,000</b>

**Change Notes**

NHDOT Description of Changes

One child project in the region: culvert replacement on US4 near Topaz Drive in Barrington (directly adjacent to project 41415). Prelim Engineering funds being shifted from 2024 to 2025

SRPC Notes

**Funding Sources**

**FHWA**

STBG-State Flexible

STBG-Non Urban Areas Under 5K

National Highway Performance

**NHDOT**

Toll Credit