

Meeting of the Strafford RPC/MPO/EDD Commissioners

Friday, June 20, 2024 9:00 – 11:00 AM

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

1. Introductions

Commission and Policy Members present: Joe Boudreau, Rochester; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Mark Richardson, Somersworth; Katrin Kasper, Lee; Matt Towne, Barrington; Sarah Wrightsman, Newmarket; Lucy St. John, NHDOT; Tom Falk, Madbury; Don Manter, Northwood; Steve Pesci, UNH; John Nute, Milton; Marshall Goldberg, Brookfield; Chris Kinville, Brookfield; John Mullen, Middleton; Kate Buzard, Middleton; Steve Stancel, Wakefield

Staff in Person: Michael Polizzotti, Rachel Dewey, Jen Czysz, Colin Lentz, Kyle Pimental, Mark Davie

Commissioners and Policy Members attending on Zoom: Steve Diamond, Barrington; Jack Wade, NHDOT; Glenn Griswold, Nottingham; Lindsey Williams, Dover; William Watson, NHDOT; Steve Brown, Dover; Bill Watson, NHDOT

Staff attending on Zoom: Natalie Gemma, Megan Taylor-Fetter

2. Commissioner Roundtable

M. Towne stated that there will be an open house for the new Barrington Library on July 14.

K. Pimental stated that Farmington has approved a plan for 20-megawatt solar project in Farmington. It is expected to break ground next month. J. Nute stated that the projects abuts Milton and the result will be a clear cut of forest land affecting Milton. He stated that he advocated for an alternate site.

S. Diamond reflected on a recent trip through Durham where he admired the pedestrian and bike-friendly features. He suggested that a right-side rumble strip would be a great addition and would give a last-minute reminder to pedestrians and bicyclists.

3. CEDS Annual Update Hearing and Adoption

M. Polizzotti provided an overview of the Comprehensive Economic Developments Strategy Annual (CEDS) Update. He stated that the CEDS team received a lot of great feedback from commissioners and the Seacoast Economic Development Stakeholders (SEDS) group. This feedback was compiled at the end of the document. One suggestion was to find ways to incorporate more stories into the document. The CEDS update is a high-level overview of the regional economic development trends and themes that have changed or emerged over the previous year and should be used in conjunction with the 5-year and prior annual updates. Comments are only added or addressed in the plan where



there have been updates during this past year. A new 5-year plan will be completed with the Regional Master Plan update in 2026.

Discussion: There was a recommendation to move the document into a data portal to enhance accessibility and interactivity. It was suggested to clearly delineate the data sources, specifying where the data originates to improve transparency and traceability.

K. Kasper opened the hearing for public comment. There was none. The hearing was closed.

S. Wrightsman moved to adopt the 1-year update to the 2021-2025 Comprehensive Economic Development Strategy. D. Manter seconded the motion. Following a roll call vote with all members of the Commission and EDD Board of Directors voting in favor, the motion passed unanimously. J. Wade abstained.

4. Transportation Improvement Program Amendment Hearing and Approval

The public Hearing opened at 9:30AM.

C Lentz provided a review of the proposed amendments to the 2025-2028 Transportation Improvement Program (TIP) and corresponding changes to the Metropolitan Transportation Plan (MTP). He stated that amendments are required when there are larger changes including a larger dollar amount, adding projects, or major changes to the scope.

There are 15 proposed changes to active transportation projects in the region. Four projects have funds being shifted out beyond 2028, so they appear as being "removed from the TIP". The funds are not being eliminated; however, they are moving out 10 years in the future in some cases. The amendment also includes new bus purchasing projects for COAST and the University of New Hampshire.

C Lentz outlined changes to projects:

- Coast and UNH bus replacement funds
- Lee Park and Ride
- Bridges being delayed
- Three intersection projects

Some of the conversations around transportation project funding are going to continue at the first review of the draft Ten-Year Plan being held by the Governor's Advisory Commission on Intermodal Transportation (GACIT) in Concord at 2:00pm, Wednesday, June 25.

The Public Hearing closed at 9:48 AM.

Steve Pesci motioned to accept the Amendments to the TIP and MTP. T. Falk seconded the motion. The Commission MPO Policy Committee took a roll call vote with all members voting in Favor. The motion passed unanimously.



5. Regional Safety Action Plan Hearing and Adoption

The Public Hearing opened at 9:50 AM.

C. Lentz provided a review of the Regional Safety Action Plan. He stated that the plan is a comprehensive analysis of transportation crash data and set of safety improvement strategies. It is directly tied to SRPC's highway safety performance targets that were set in January 2025 and achieving the goal of zero fatalities and serious injuries on public roads. Several edits were made in response to comments from TAC and Policy members. Once the plan is approved it will enable all municipalities to apply for implementation funds through the Safe Streets and Roads for All program.

The Public Hearing closed at 10:09 AM.

M. Towne motioned to accept the Regional Safety Action Plan. P. Rasmussen seconded the motion. Following a roll call vote with all members of the Commission, MPO Policy Committee voting in favor, the motion passed unanimously. J. Wade abstained.

6. Annual Meeting Business Items

a. FY 2026 Budget Presentation and Adoption

J. Czysz reviewed the FY 2026 Budget. The final draft of the proposed FY2026 budget includes balanced revenues and expenses. While there is some speculation on revenues (italicized rows) the amounts included are conservative placeholders where if funded the amounts would be significantly higher. This provides room for one or more items not to be funded. Additionally, as presented, Lee and Nottingham's dues are removed as both have said they do not intend to pay dues in FY2026. However, there are active efforts in both communities to restore dues.

On the expense side, all staff are retained. Temporary part-time staff are extended into FY2026 at a reduced number of hours. Increases were capped at 2%. The other significant change in salaries and wages is the April 30, 2026 retirement of Kathy, our Finance Manager. The budget provides a one month overlap between Kathy and a replacement. The other noticeable change is an increase in short- and long-term disability insurance. We have had legacy coverage amounts that are not reflective of current coverage needs. Other increases include traffic count supplies and repair – we need to replace our traffic counters, a decrease in office supplies to reflect current trends, and a significant decrease in contract services.

Following a motion by J. Mullen and a second by S. Wrightsman to approve the FY2026 Budget, the Commission voted unanimously by a roll call vote. The motion passed.

b. Elect FY 2026 Officers and Executive Committee

J. Nute motioned to approve the slate of officers and Executive Committee members as presented:



Commissioner	Current Office	Proposed Office	Community	Commission Term
Katrin Kasper	Chair	Chair	Lee	11/21/2028
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	03/1/2029
Joe Boudreau	Member	Sec/Treas	Rochester	6/30/2026
Barbara Holstein	Sec./Treas.	Member	Rochester	6/6/2026
Michael Bobinsky	Member	Member	Somersworth	5/2/2028
Matt Towne	Member	Member	Barrington	7/9/2027
Michael Lehrman	Member	Member	Durham	4/30/2026
Mark Richardson		Alternate	Somersworth	5/31/2029
Paul Rasmussen		Alternate	Durham	4/30/2029

J. Mullen seconded the motion. All members voted unanimously by roll call vote. The motion passed.

c. FY 2026 Meeting Schedule

J. Czysz stated that the meeting schedule will remain at the 3rd Friday of each month at 9:00, with quarterly field trips. An updated Commissioner Handbook will be distributed at the July meeting.

d. NHARPC Vacancy:

J. Czysz stated that the NH Association of Regional Planning Commissions meets quarterly in Concord. Meetings are held on the 4th Wednesday of the month, 1-3 PM, in September, December (usually rescheduled to a different Wednesday), March, and June. The Association provides commissioners an opportunity to collaborate with peers from across the state, learn about different initiatives, and bring back ideas for implementation here at SRPC. Katrin Kasper serves as one of SRPC's two commissioner representatives. We are looking for one additional commissioner to join her.

Following an expression of interest in joining by Paul Rasmussen, K. Kasper motioned to appoint him as a representative to the NHARPC. P. Nelson seconded the motion. All members voted in favor by roll call vote. The motion passed unanimously.

e. Appointment of the Regional Plan Subcommittee

M. Polizzotti explained that a Regional Plan Subcommittee will provide insights, guidance, support, and capacity as SRPC continues the process of updating the Regional Master Plan. Meeting monthly immediately after Commission meetings on the third Friday of each month, this Subcommittee will support activities related to the Regional Plan update, and upcoming updates to the Comprehensive Economic Development Strategy and Metropolitan Transportation Plan.



Commissioners who have volunteered to be on this committee are: Steve Brown, Katrin Kasper, Mike Lehrman, Don Manter, Mark Richardson, Paul Rasmussen, and Sarah Wrightsman. Staff working with the committee are Jen Czysz, Mark Davie, and Michael Polizzotti.

K. Kasper motioned to approve the Regional Plan Subcommittee members as presented, P. Nelson seconded the motion. All members voted in favor by roll call vote. The motion passed unanimously.

7. Other Business

Approval of the May 16, 2025 Commission Minutes: K. Kasper motioned with a second by S. Wrightsman. All members voted in favor by roll call vote. The motion passed unanimously.

Steve Pesci announced that Wildcat Manager Beverly Cray is retiring as of today. UNH is proud of her safety record. Steve thanked Beverly for her decades of exceptional work.

J. Czysz announced that SRPC has moved from Strafford.org to StraffordRPCnh.gov.

Commissioner Lindsey Williams shared <https://preestuaries.org/what-we-do/adapting-together/> - as part of her day job, there is a new program available "Project Builder" designed to help communities develop project ideas for grant readiness

8. Citizens Forum

No citizens comment

9. Adjourn

At 10:55 AM, M. Towne motioned to adjourn seconded by J. Mullen. The meeting adjourned with a unanimous vote in favor.

