

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)

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.trafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@trafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Pre-Meeting Notes
1) Introductions	9:00-9:05	
2) Commissioner Roundtable	9:05-9:15	Updates from your community
3) CEDS Annual Update Hearing and Adoption	9:15-9:30	Link , Refer to memo
4) Transportation Improvement Program Amendment Hearing and Approval	9:30-9:50	Link , Refer to memo
5) Regional Safety Action Plan Hearing and Adoption	9:50-10:05	Link , Refer to memo
6) Annual Meeting Business Items <ul style="list-style-type: none"> a) FY 2026 Budget Presentation and Adoption b) Elect FY 2026 Officers and Executive Committee c) FY 2026 Meeting Schedule d) NHARPC Vacancy e) Appointment of the Regional Plan Subcommittee 	10:05-10:50	Refer to memo and enclosures
7) Other Business	10:50-10:55	
8) Citizens Forum	10:55-11:00	
9) Adjourn	11:00	

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@trafford.org.

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



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: June 13, 2025

TO: SRPC Commissioners

FROM: Jen Czysz, Executive Director
Colin Lentz, Principal Transportation Planner
Mike Polizzotti, Senior Economic Development Planner

RE: **June 20, 2025 Meeting Discussion Items & Upcoming Meeting Schedule**

CEDS Annual Update Hearing and Adoption

The final one-year update to the Strafford Economic Development District's current 5-Year Comprehensive Economic Development Strategy is scheduled for hearing and adoption on June 20. Feedback gathered during the 30-day public comment period, which closed on June 9 has been compiled into a public comment log, included in the final draft, which discusses how feedback was incorporated, reasoning and consideration for any feedback not being incorporated, and annotations of feedback to be included when developing the upcoming full 5-Year CEDS next year. The final draft will be sent to Commissioners ahead of the June 20 meeting for review ahead of adoption.

Transportation Improvement Program Amendment Hearing and Approval

SRPC has received proposed changes to 15 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.

View the amendment with proposed changes on the website here:

https://strafford.org/uploads/documents/plans/mpo/tip_2025_AM1.pdf

Regional Safety Action Plan Hearing and Adoption

VHB has completed a draft of SRPC's Regional Safety Action Plan. 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. Please review the draft plan on the SRPC website: <https://strafford.org/projects/safe-streets-for-all/>

FY 2026 Budget Presentation and Adoption

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

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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 for 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 notable 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.

Elect FY 2026 Officers and Executive Committee

Refer to the enclosed memo for a slate of officers and committee members. Reminder, nominations can be made during the meeting.

Upcoming Meetings

Annual Meeting

The annual meeting is scheduled for June 26, 2025, 11 AM to 2 PM at the UNH Browne Center in Durham. This year we are celebrating a year of success and launch of the Regional Plan

"Forward Thinking". The Keynote Speaker will be Phil Sletten, NH Fiscal Policy Institute. Phil is a dynamic and engaging speaker. He will share insights into the state of the economy and its impact on our communities. Be sure to register and share the invitation with your community members. Register here: <https://tinyurl.com/mskcvvxb>

Housing and Habitats Webinar

How can we balance new housing construction with protecting our natural resources? What resources are under the greatest threat? What is "gentle density" and can it help? We will explore these questions and more with a panel of experts on Tuesday June 17, 2025, from 4 to 5 PM. This Zoom webinar event poses questions to three local experts: Emmy Ham, Executive Director at [Workforce Housing Coalition of the Greater Seacoast](#), Abigail Lyon, Community Engagement Manager at [Piscataqua Region Estuaries Partnership](#), Kyle Pimental, Assistant Director at [SRPC](#) and Town Planner at Farmington. Register here: <https://forms.office.com/r/rjY2pywwra>. A Zoom link will be sent to you upon registration.

July 2025-June 2026 Meeting Schedule

Enclosed please find a schedule for all FY 2026 meetings.

NHARPC Vacancy

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. Learn more at www.nharpc.org.

Appointment of the Regional Plan Subcommittee

A Regional Plan Subcommittee has been appointed to 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. Currently, 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.

EDD/MPO Commission and Policy Committee Meeting
Friday, May 16, 2025 9:00-10:30 AM

1. Welcome and Introductions

Chair Katrin Kasper called the meeting to order and asked for introductions.

Commissioners and Policy members present: Barbara Holstein, Rochester; Matt Towne, Barrington; Paul Rasmussen, Durham; Mike Lehrman, Durham; Joe Boudreau, Rochester; Peter Nelson, Newmarket; Katrin Kasper, Lee; Rick Healy, Rochester; Kate Buzard, Middleton; John Mullen, Middleton; Mark Richardson, Somersworth; Lee Howlett, Milton; Tom Faulk, Madbury; Don Manter, Northwood; Mike Bobinsky, Somersworth

Commissioners and policy members attending on Zoom: Mary Woodard, Lee; Bill Watson, NHDOT; Beverly Cray, UNH; Jack Wade, NHDES; Lindsey Williams, Dover

Staff present: Michael Polizzotti, Colin Lentz, Lisa Murphy. Jen Czysz, Stephen Geis

2. Commissioner Roundtable

M. Towne reported for Barrington and stated the town received a million dollar grant to renovate the REC center.

3. Action Items

a. Review and approval of the March 21, 2025 and April 18, 2025 meeting minutes.

M. Richardson made a motion to approve the minutes, which was seconded by P. Rasmussen. The motion passed with all members voting in favor via roll call. B. Watson, M. Woodward, J. Wade, and J. Mullen abstained.

b. Approve FY2026-2027 Transportation Unified Planning Work Program

J. Czysz stated that the Unified Planning Work Program is a two-year contract developed with the NH Dept. of Transportation. It comprises all of SRPC's transportation work and represents a major portion of SRPC's overall budget. This work stems from SRPC's federal designation as a Metropolitan Planning Organization. SRPC's primary responsibilities include public outreach, holding regular public meetings to discuss regional planning, and maintenance of plans like the long-range Metropolitan Transportation Plan and Transportation Improvement Program. J. Czysz gave an overview of the UPW funding levels and planning factors.

The group briefly touched on environmental concerns. SRPC confirmed that work in this area is ongoing. A presentation on fixed-route transit stops is planned for the summer.



Following a motion and a second to approve FY2026-2027 Transportation Unified Planning Work Program, the motion passed with all members voting in favor via roll call. J. Wade abstained.

4. Plan Presentations and Discussion

a. Comprehensive Economic Development Strategy Annual Update

M. Polizzotti provided an overview of the components of the Comprehensive Economic Development Strategy Annual Update. He stated that May 9, marks the start of the 30-day public comment period for the latest Comprehensive Economic Development Strategy (CEDS) Annual Update. The CEDS contains an analysis of the region's economy and identifies goals, strategies, and priority projects for implementation. This is the final update for the current strategy, which was published in 2021 and encompasses the years of 2021 to 2025. This annual update includes overviews of nine thematic areas identified as priorities for economic development in the region, and discussions of SRPC actions to promote economic development in the region.

The group discussed the importance of promoting trade education at the high school level. It was suggested that representatives from local trade schools be invited to present their programs. On childcare, the idea of incorporating childcare into the public school system was raised, with a focus on exploring both the potential benefits and challenges of such an approach.

Concerns were expressed that the current goals and data-driven actions are too general. There is a need for more specific, actionable steps. SRPC noted that its actions are designed to remain within its scope of authority and capacity. Implementation is often constrained by limited financial resources and the lack of direct authorization from member municipalities.

b. SRPC Transportation Safety Action Plan

C. Lentz provided a comprehensive review of the Regional Safety Action Plan. He stated that it is through the Safe Streets for All Federal Program. The four MPOs hired an engineer, VHB, to write four action plans, one for each region. This plan proposes a comprehensive set of strategies and actions for reducing the number of crashes that kill and injure people. It will also enable all municipalities in the region to apply for funding to accomplish those actions. SRPC's commissioners will be holding a public hearing for the draft at their meeting at 9:00am on June 20th.

Conversation among the group ensued with discussion on preventative measures including safety education. A suggestion was made to update the Commission annually on progress.

5. Discussion Items

a. Appointment of a Regional Plan Subcommittee

M. Polizzotti stated as we ramp up work on the Regional Plan, a subcommittee of commissioners would be beneficial to the process. The subcommittee is envisioned to be a source of input, a sounding board, and a conduit to our communities. Per our bylaws the



chair can form subcommittees. We are looking for interested individuals. At the meeting we can discuss what the roles, responsibilities and time commitment might be.

6. Other Business

J. Czysz reported that the nine Regional Planning Commissions (RPCs) are continuing efforts seek reinstatement of the targeted block grant in the state budget. A template email will be provided for members to send to the Senate Finance Committee in support of this initiative.

An RFP for auditing services is being issued. Volunteers are needed to review submitted proposals and participate in the interview process. Contact Megan if you are interested.

The June 20 annual business meeting agenda is packed and will be extended a half hour from 9-11:00 AM.

Members are encouraged to submit comments on the two documents discussed during the meeting. Public hearings on these documents will be held at the June 20 meeting.

Alternates are needed for the Executive Committee. A slate of officers will be presented for a vote at the Next month have a packed agenda, end of fiscal year,

We will also have a TIP amendment on the agenda.

K. Kasper reported that Jack Wade messaged in to report there are 2 grants through NHDES, for vehicle replacements.

7. Citizens Forum

There were none.

8. Adjourn

Following a motion and a second to adjourn and all members in favor, the meeting adjourned at 10:50AM.



Strafford Regional Planning Commission

FY 2026 Budget - Draft

Summary Table

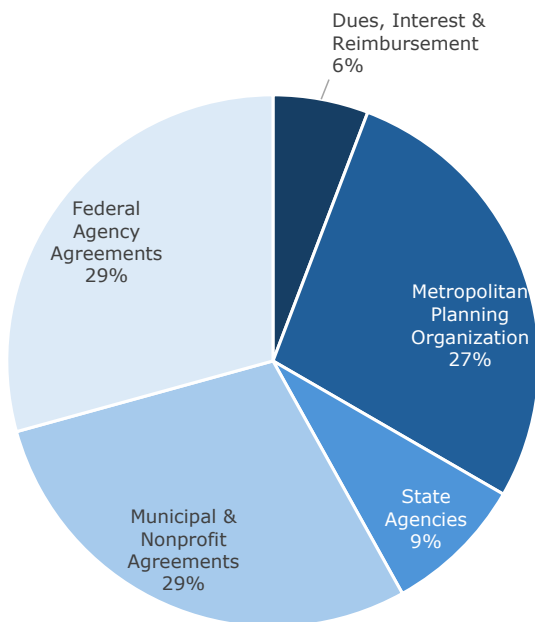
	FY25 Adopted*	FY26 Draft	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,266	138,039	(1,227)
Metropolitan Planning Organization	740,196	655,959	(84,237)
State Agencies	297,900	204,051	(93,849)
Municipal & Nonprofit Agreements	632,676	685,821	53,145
Federal Agency Agreements	807,803	697,200	(110,603)
Total	2,617,841	2,381,070	(236,771)

	Expenses	Expenses	Net Change
Personnel	1,415,804	1,416,036	232
Equipment	61,865	66,808	4,943
Communications	8,600	8,246	(354)
Fixed Expenses	43,894	41,294	(2,600)
Administrative Expenses	54,000	46,000	(8,000)
Contracted Work	1,031,761	802,644	(229,117)
Reserve Funds	1,000	0	(1,000)
Total	2,616,924	2,381,028	(235,896)

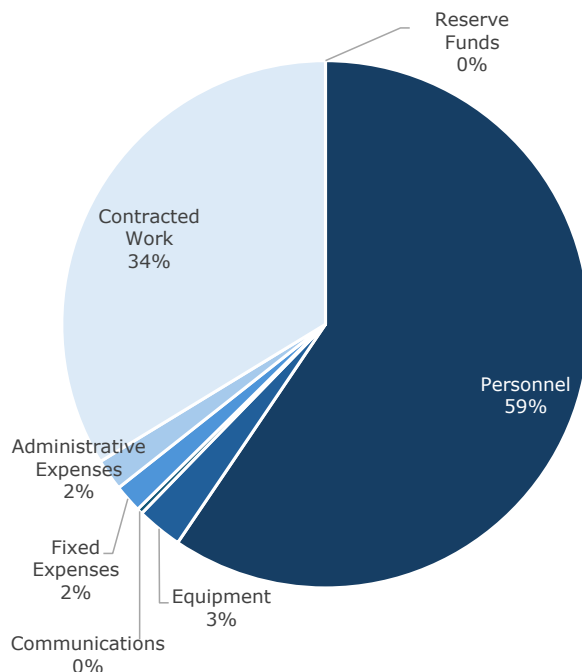
Net Deficit/Surplus	518	42	(875)
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*Based on FY2025 adopted Mid Year budget

Revenue



Expenses



Strafford Regional Planning Commission

FY2026 REVENUES	FY 2025 Adopted Revenue	FY26 Draft Program Revenue	FY26 Dues Match	FY26 InKind Match	FY26 Outside Cash Match	FY26 Total Draft Revenue		Net Change	% Change
Dues, Interest & Reimbursements	139,266	138,039	0	0	0	138,039	6%	(1,227)	-0.9%
2000 Municipal Dues (minus NOT, LEE)	138,666	137,439	0	0	0	137,439		(1,227)	-0.9%
0000 Interest	100	100	0	0	0	100		0	0.0%
0000 Health Trust reward/reimbursement	500	500	0	0	0	500		0	0.0%
0000 Misc Revenue	0	0	0	0	0	0		0	-
Municipal & Nonprofit Service Agreements	632,676	685,821	2,900	3,000	0	685,821	29%	53,145	8.4%
3102 Brookfield Master Plan Update		7,500	0	0	0	7,500		7,500	-
3403 Durham Wagon Hill Living Shorelines Phase 2	5,500	15,870	0	0	0	15,870		10,370	188.5%
3501 Farmington Town Planner Services	70,000	70,000	0	0	0	70,000		0	0.0%
3506 Farmington Tax Maps	1,575	500	0	0	0	500		(1,075)	-68.3%
380x Middleton Asset Management Plan		15,000				15,000		15,000	-
3903 Milton Nitrogen Removal Plan (CWSRF)	72,000	39,000	0	0	0	39,000		(33,000)	-45.8%
390x Milton AARP Walk Audit		2,500	0	0	0	2,500		2,500	-
410X Newmarket Tax Maps	1	500	0	0	0	500		499	49900.0%
4106 Newmarket Comprehensive Master Plan Update	65,000	10,000	0	0	0	10,000		(55,000)	-84.6%
4108 Newmarket Code Rewrite (HOP2.0)	23,200	76,000	0	0	0	76,000		52,800	227.6%
4201 Northwood Technical Services	30,000	34,600	0	0	0	34,600		4,600	15.3%
4301 Nottingham Town Planner Services	20,000	22,000	0	0	0	22,000		2,000	10.0%
4302 Nottingham Housing Master Plan Chapter (HOP2.0)	13,000	14,000	0	0	0	14,000		1,000	7.7%
4606 Somersworth Tax Maps	500	500	0	0	0	500		0	0.0%
4607 Somersworth Zoning Reform (HOP2.0)	9,000	83,250	0	0	0	83,250		74,250	825.0%
4608 Somersworth Vision & Transportation Master Plan	10,000	24,000	0	0	0	24,000		14,000	140.0%
4609 Somersworth Economic Development Chapter		25,000	0	0	0	25,000		25,000	-
4701 Strafford Town Planner Services	36,000	38,000	0	0	0	38,000		2,000	5.6%
470x Strafford Tax Maps	500	500	0	0	0	500		0	0.0%
4705 Strafford Bow Lake Watershed Management Plan		25,000	2,000	0	0	25,000		25,000	-
4801 Wakefield Contract Planner	7,500	7,500	0	0	0	7,500		0	0.0%
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000		0	0.0%
5021 LRPC CDBG Transformative Planning	10,000	11,100	0	0	0	11,100		1,100	11.0%
5091 SMPDC InterRegional Housing Solutions	25,000	25,000	0	3,000	0	25,000		0	0.0%
5121 GB2030 Milton Three Ponds Watershed Plan	70,000	28,000	0	0	0	28,000		(42,000)	-60.0%
5122 GB2030 Installation of Watershed Signage	54,000	37,500	0	0	0	37,500		(16,500)	-30.6%
512x ADU Challenge		25,000	0	0	0	25,000		25,000	-
512x Regional Plan Climate Action Addendum		25,000	0	0	0	25,000		25,000	-
512x GB2030 Installation of Watershed Signage II		5,000	0	0	0	5,000		5,000	-
512x GB2030 Upper Watershed Water Quality Protection		5,000	0	0	0	5,000		5,000	-
512x GB2030 Investing Across Municipal Boundaries		5,000	0	0	0	5,000		5,000	-
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%
520x Zoning Atlas Outreach Pilot		20,000	0	0	0	20,000		20,000	-
Federal Agency Agreements (including EDD)	807,803	697,000	17,500	52,500	200	697,200	29%	(110,603)	-13.7%
U.S. Dept of Economic Development Administration									
7004 EDD Planning Partnership	70,000	70,000	17,500	52,500	0	70,000		0	0.0%
U.S. Environmental Protection Agency									

Strafford Regional Planning Commission

FY2026 REVENUES	FY 2025 Adopted Revenue	FY26 Draft Program Revenue	FY26 Dues Match	FY26 InKind Match	FY26 Outside Cash Match	FY26 Total Draft Revenue		Net Change	% Change
7111 Brownfields Community Assessment (FY24-28)	135,300	153,000	0	0	0	153,000		17,700	13.1%
U.S. Department of Housing and Urban Development									
7201 HUD EDI CDS - Regional Plans	456,413	465,000	0	0	0	465,000		8,587	1.9%
U.S. Department of Agriculture - Rural Development									
7301 USDA RD- Farmington & Milton Town Facilities	146,090	9,000	0	0	200	9,200		(136,890)	-93.7%
State Agreements	297,900	200,586	5,000	34,467	3,465	204,051	9%	(93,849)	-31.5%
Dept of Business and Economic Affairs									
6004 Targeted Block Grant (FY24-25)	11,111	0	0	0	0	0		(11,111)	-100.0%
Dept of Environmental Services									
6105 Coastal Grant 2025	15,000	15,000	5,000	10,000	0	15,000		0	0.0%
6153 PREPARE: Preparing for Resilient & Equitable Reco	10,000	20,000	0	0	0	20,000		10,000	100.0%
6154 5-Yr Coastal Flood Risk Summary Update	1,700	3,274	0	0	0	3,274		1,574	92.6%
6181 Phase II of NH Coastal Flood Risk Model	2,100	6,300	0	0	0	6,300		4,200	200.0%
6182 Coastal Watershed Stream Crossings		18,400	0	0	0	18,400		18,400	-
61xx Coastal Watershed Flood Hazard Assessment		1	0	0	0	1		1	-
6252 Cocheco River Management Plan	14,300	16,800	0	2,500	0	16,800		2,500	17.5%
6253 Sunrise Lake Implementation (319)	39,000	21,500	0	20,000	0	21,500		(17,500)	-44.9%
University of New Hampshire									
5211 PREPA Grant-Barrington Strengthening Regs	0	17,420	0	0	0	17,420		17,420	-
5212 PREPA Grant-Nottingham Natural Resources Plan	0	25,000	0	0	3,465	28,465		28,465	-
5213 PREPA Grant-Strafford Bow Lake Watershed Plan	0	25,000	0	0	0	25,000		25,000	-
5214 PREP Environmental Protection Assessments	0	5,000	0	0	0	5,000		5,000	-
NH Community Development Finance Authority									
6603 CDBG Grant Administration (SOM YMCA Childcare)	15,000	5,000	0	0	0	5,000		(10,000)	-66.7%
660x CDBG Grant Administration (Zoning Atlas Pilot)		5,000	0	0	0	5,000		5,000	-
Department of Safety Homeland Security									
6503 HazMit Plans BRIC21-MAD, NOR, ROC	14,700	1	0	0	0	1		(14,699)	-100.0%
6504 HazMit Plans 4516-Farmington	8,640	540	0	60	0	540		(8,100)	-93.8%
6505 HazMit Plans 4516- Newmarket	4,320	1,350	0	240	0	1,350		(2,970)	-68.8%
6506 HazMit Plans 4516- Dover	3,000	15,000	0	1,667	0	15,000		12,000	400.0%
Metropolitan Planning Organization Agreements	740,196	655,959	72,884	0	0	655,959	28%	(84,237)	-11.4%
Dept of Transportation									
8001 UPWP Federal Highways & Transit	735,196	655,959	72,884	0	0	655,959		(79,237)	-10.8%
8102 Safe Streets for All MPO Partnership	0	0	0	0	0	0		0	-
TOTAL REVENUE	2,617,841	2,377,405	98,284	89,967	3,665	2,381,070	100%	(236,771)	-9.0%

* Revenue sources not continued beyond FY2025 are included in totals but not displayed in individual project rows

Strafford Regional Planning Commission

FY2026 Expenses

	FY2025 Adopted Budget		FY2026 Draft Budget		Net Change	% Change
PERSONNEL	1,415,804	54%	1,416,036	59%	232	0.0%
Salaries and Hourly Wages	1,104,915		1,088,732		(16,183)	-1.5%
Payroll Taxes	85,227		83,972		(1,255)	-1.5%
Payroll Processing - QuickBooks	4,000		4,000		0	0.0%
Health Insurance	132,832		145,638		12,807	9.6%
Dental Insurance	8,526		9,794		1,268	14.9%
Life Insurance	1,372		1,262		(110)	-8.0%
Shortterm Disability	2,946		4,108		1,161	39.4%
Longterm Disability	660		2,001		1,341	203.1%
Paid Family Medical Leave	6,668		7,291		623	9.3%
FSA Fees	1,672		1,672		0	0.0%
Health Incentives	9,163		8,937		(226)	-2.5%
SIMPLE IRA Pension	32,439		32,518		79	0.2%
Worker's Compensation	1,984		1,984		0	0.0%
Unemployment Insurance	3,082		3,082		0	0.0%
Staff Training & Workshops	16,000		16,000		0	0.0%
Professional Dues	4,319		5,047		728	16.9%
EQUIPMENT	61,865	2%	66,808	3%	4,943	8.0%
GIS Software	6,880		7,055		175	2.5%
Transportation Software and Databases	27,960		26,148		(1,812)	-6.5%
Office Software: Maintenance, purchase	13,000		9,175		(3,825)	-29.4%
Traffic Count Supplies and Repair	3,000		14,030		11,030	367.7%
Equipment Rental and Repair	500		500		0	0.0%
Copier Maintenance Contract	3,900		3,900		0	0.0%
Computers and Peripherals	5,625		5,000		(625)	-11.1%
Office Furniture	1,000		1,000		0	0.0%
COMMUNICATIONS	8,600	0%	8,246	0%	(354)	-4.1%
Postage and Delivery	1,200		1,300		100	8.3%
Internet and Phone Service	5,115		4,532		(583)	-11.4%
Website Design and Maintenance	1,285		1,414		129	10.0%
Media Outreach Activities	1,000		1,000		0	0.0%
FIXED EXPENSES	43,894	2%	41,294	2%	(2,600)	-5.9%
Property & Liability	9,294		9,294		0	0.0%
Office Vehicle Lease and Maintenance	4,600		2,000		(2,600)	-56.5%
Rent	30,000		30,000		0	0.0%

Strafford Regional Planning Commission

FY2026 Expenses

	FY2025 Adopted Budget		FY2026 Draft Budget		Net Change	% Change
ADMINISTRATIVE EXPENSES	54,000	2%	46,000	2%	(8,000)	-14.8%
Printing	1,500		1,500		0	0.0%
Audit and Accounting Services	18,000		18,000		0	0.0%
Legal	4,000		4,000		0	0.0%
Office and Plotter Supplies and Expenses	14,000		6,000		(8,000)	-57.1%
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0	0.0%
Travel	10,000		10,000		0	0.0%
Library & Subscriptions: NH Planning Books	2,500		2,500		0	0.0%
Bank Fees	0		0		0	-
HealthTrust Employee Health Rewards	500		500		0	0.0%
OUTSOURCED CONTRACTS	1,031,761	39%	802,644	34%	(229,117)	-22.2%
1000 IT Services	20,000		18,000		(2,000)	-10.0%
3507 Far RT11 Audit & Regs Consultant Team	17,007		0		(17,007)	-100.0%
3903 Milton Nitrogen Removal Plan Engineer	56,000		26,000		(30,000)	-53.6%
4107 Newmarket Form Based Code Consultant	28,250		0		(28,250)	-100.0%
4108 Newmarket Form Based Code Consultant	18,000		59,000		41,000	227.8%
4607 Somersworth Zoning Reform (HOP2.0)	0		12,000		12,000	-
4705 Strafford Bow Lake Watershed Management Plan	0		21,500		21,500	-
5121 GB2030 Milton Three Ponds Watershed Plan Engi	55,000		24,000		(31,000)	-56.4%
5122 GB2030 Signage - Contract Planner	16,260		7,000		(9,260)	-56.9%
5122 GB2030 Signage - Sign Manufacturer	25,000		20,000		(5,000)	-20.0%
5122 GB2030 Signage - UNH	5,844		5,844		0	0.0%
5122 GB2030 Signage - Graphic Designer			2,500			
5207 PREPA Grant-Dover NRI Environmental Consultar	6,250		0		(6,250)	-100.0%
5208 PREPA Grant-Lee NRI Environmental Consultant	6,000		0		(6,000)	-100.0%
520x PREPA Grant-Nottingham GIS/Engineering			8,700		8,700	-
6105 Coastal TA Subaward to Durham	4,000		0		(4,000)	-100.0%
6152 Coastal Resilience Grant (NKT) Engineer	16,000		0		(16,000)	-100.0%
6152 Coastal Resilience Grant (NKT) Contract Planner	15,000		0		(15,000)	-100.0%
6252 Cocheco Riv Mgt Plan - NH Indigenous Communit	2,250		2,000		(250)	-11.1%
6253 Sunrise Lake 319 Engineer	32,000		16,100		(15,900)	-49.7%
7111 EPA Brownfields QEP	127,000		143,000		16,000	12.6%
7201 HUD EDI CDS Regional Plans - RPC Pass Through	383,250		380,000		(3,250)	-0.8%
7301 USDA RD FAR & MIL Town Facilities Consultant	120,900		7,000		(113,900)	-94.2%
8002 Contract Title VI/Environmental Justice Support (10,000		0		(10,000)	-100.0%
8002 Contract Transportation Support (UPWP)	60,000		50,000		(10,000)	-16.7%
8102 Safe Streets for All	7,750		0		(7,750)	-100.0%
RESERVE FUND CONTRIBUTION	1,000	0%	0	0%	(1,000)	-100.0%
TOTAL EXPENSES	2,616,924	100%	2,381,028	100%	(235,896)	-9.0%

STRAFFORD

Regional Planning Commission

DATE: June 12, 2025

TO: SRPC Commissioners

FROM: Megan Taylor-Fetter, Office Coordinator

RE: Election of Officers and Executive Committee for FY 2026

Under the bylaws there are 3 officers: Chair, Vice Chair, and Secretary-Treasurer. The Executive Committee consists of the 3 officers, 4 members elected by Commission, and any alternate

The Slate Officers and Executive Committee Membership for FY2026 is:

Commissioner	Current Office	Proposed Office	Community	Commission Term
Katrin Kasper	Chair	Chair	Dover	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
Katrin Kasper	Member	Member	Lee	11/21/2028
Matt Towne	Member	Member	Barrington	7/9/2027
Michael Lehrman	Member	Member	Durham	4/30/2026
Paul Rasmussen		Alternate	Durham	4/30/2029
Mark Richardson		Alternate	Somersworth	5/31/2029

Nominations for Officers and Executive Committee members will be entertained at the Commission Meeting on Jun. 20. If you have any questions or comments, please feel free to contact Jen Czysz, AICP, Executive Director, at 603-994-3500 x100 or jczysz@strafford.org.

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



SRPC Commission 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	Field Trip/ TBD	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	SRPC	MPO
Fri. Feb. 20, 2026	9-10:30 AM	SRPC	EDD
Thu. Feb. 26, 2026	3:45-5:30 PM	Field Trip/ TBD	MPO
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.

