

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)

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

Agenda Item	Time	Pre-Meeting Notes
Convene as the SRPC Commission		
1) Introductions	5 minutes	
2) Commissioner Roundtable	15 minutes	Updates, from your community
3) Action Items a) Minutes from December 7, 2023 b) SRPC/EDD/MPO Bylaws (Colin/Megan) c) Mid-Year Budget Amendment (Jen)	20 minutes	a) Review draft minutes in meeting packet b) Review draft by-laws in meeting packet c) Mid-year budget in packet
Adjourn the Commission Meeting		
Convene as the MPO Policy Committee		
4) Action Items a) Acknowledge Dissolvement of Policy Committee By-Laws and Merger with Commission By-Laws	5 minutes	See above.
5) Discussion Items a) Active Transportation Plan b) Organizational Assessment	30 minutes	a) Mark Davie Presenting b) Autumn Scott Presenting
6) Other Business	5 minutes	
7) Citizens Forum	5 minutes	
8) Adjourn	5 minutes	

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



RULES OF PROCEDURE

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



STRAFFORD

Regional Planning Commission

DATE: January 12, 2024

TO: SRPC Commissioners

FROM: Jen Czysz, Executive Director
Colin Lentz, Sr. Transportation Planner
Mark Davie, Regional Planner
Autumn Scott, Regional Planner

RE: **January 19, Discussion Items & Upcoming Meeting Schedule**

Bylaws

As previously discussed, 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.

Budget Amendment

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.

Active Transportation Plan

Additional information will be provided in advance of the meeting.

Organizational Assessment

As of 1/12 at 9AM, 16 commissioners have completed the Assessment via the online SurveyMonkey format. Should all commissioners complete the assessment by January 18th, Autumn will aggregate scoring and provide final scores for each principal area. No aggregate scores will be provided without 100% survey completion rate. As a reminder, this assessment will be used to identify organizational needs, and to guide potential future training for staff and commissioners. As always, thank you for your contributions to improving SRPC!



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: 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.

Date	Location	Program	Tentative Agenda Items
Fri. Feb. 16, 2024 9-10:30 AM	SRPC	MPO	<ul style="list-style-type: none">• Presentation and vote on transportation priority projects for the MTP• Hearing: Adopt Active Transportation Plan• Hearing: Adopt Safety Performance Measures
Thu. Feb. 22, 2024 3:45-5:30 PM	TBD	RPC	<ul style="list-style-type: none">• TBD
Fri. Mar. 15, 2024 9-10:30 AM	SRPC	RPC	<ul style="list-style-type: none">• TBD
Fri. Apr. 19, 2024 9-10:30 AM	SRPC	EDD	<ul style="list-style-type: none">• Preliminary Comprehensive Economic Development Strategy



Quarterly Meeting of the Strafford RPC Commissioners

Meeting Minutes

December 7, 2023

3:45 – 5:30 PM

1. Welcome and Introductions

Chair Dave Landry called the meeting to order at 3:54 PM and asked for introductions:

Members attending in person: Bill Fisher, Farmington; Joe Boudreau, Rochester; Barbara Holstein, Rochester; Tom Crosby, Madbury; John Mullen, Middleton; Michael Bobinsky, Somersworth; John Nute, Milton; Kate Buzard, Middleton; Mark Richardson, Somersworth

Staff attending in person: Jen Czysz, Kyle Pimental, Autumn Scott, Lisa Murphy

Members attending on Zoom: Peter Nelson, Newmarket

Staff attending on Zoom: Megan Taylor-Fetter, Angie Cleveland, Mark Davie

2. Action Items

a. Minutes from October 20, 2023

D. Landry motioned to approve the minutes of October 20, 2023 as written. B. Fisher seconded the motion. The motion passed with a unanimous vote in favor.

3. Discussion Items

a. Water Resource Planning

Assistant Director Kyle Pimental, Senior Planner Lisa Murphy, and Regional Planner Autumn Scott presenting.

K. Pimental shared how water recreation played a huge part in his childhood and continues to this day. He stated that water resource planning is a cornerstone of SRPC's environmental program, and the program has grown over the years. He is really proud of the program and success stories.

His experiences have instilled the Importance of water resource protection and has influenced his work on the planning commission.

Staff shared commission's achievements in water resource planning over the last several years, including updates on new funding sources, specific project highlights, and future opportunities. Water resource planning is a cornerstone of SRPC's

environmental program and offers staff the chance to work with municipalities in thinking about issues outside their borders and more on a watershed-wide level. Our work includes developing watershed-based plans, enhancing drinking water protection, writing open space and master plan chapters, and offering technical assistance with land use policy and regulatory amendments.

The group discussed public access on water ways and common pollutants including aging septic systems.

b. Strategic Plan update and equity

J. Czysz stated that over the course of the next calendar year, we will periodically host conversations to guide the update of SRPC's Strategic Plan. Last updated in 2020, the strategic plan was created to guide SRPC's programs and services over the last couple of years. One area of continued growth is in how we communicate about the commission and engage with the communities we serve. Concurrently, our outreach and engagement and transportation staff are working to build broader community engagement.

Autumn Scott shared an organizational assessment and stated we are getting an understanding of where we are. SRPC staff created a survey for Commissioners and staff that rates how SRPC is doing in different categories.

In 2024, SRPC is updating the Public Participation and evaluating how SRPC embodies health justice and racial equity in practice and identifying opportunities for growth and improvement in our work; working with our staff and Commissioners to truly understand how we operate and work together on solutions. We are using Praxis Project's Working Principles for Health Justice & Racial Equity as a checklist to ensure that our initiatives and programs will be transformational for our communities. The intent is to encompass all populations in our planning processes, to have a broader conversation, and think about how we can improve as planners.

The commissioners discussed current projects like CHAT, complete streets and accessibility studies and how they fit into this process and how they meet the needs of the community. Some projects are missing an equity component however inclusivity has been something that we are weaving into all projects.

c. Future planning topics

J. Czysz shared the schedule upcoming agendas. She stated that each meeting packet will include a memo listing the next three upcoming meetings and their tentative agenda topics for Commission and Policy. J. Czysz asked commissioners what topics in their communities they would like to learn about, what resources they are interested in, and recent work they would like to share.

M. Bobinsky stated that Somersworth has been working with SRPC on a parking study. The High Street project is two weeks away from activating the new electronics and controllers which will enhance efficiency and improve safety for vehicles and pedestrians.

M. Bobinsky stated that a discussion on solid waste options and regional and individual municipalities' costs would be a valuable topic.

M. Richardson stated that there are regional solid waste districts, and we could bring in someone to present on that topic; have a discussion on options for outsourcing and recycling. Future field trips could include a tour of Turnkey and Eco Maine Map of landfills.

J. Czysz stated that we could look at having a tour of Turnkey in February and follow up at the March meeting on regional solid waste districts. There is map of landfills in the state and J. Czysz will include that in the meeting packet.

D. Landry stated that in Dover storm water utility is a big subject and will be voted on soon. It is essentially to go along with the water and sewer piece on the Master Plan. A future topic could be how to manage storm water.

4. Commissioner Roundtable

J. Czysz stated that there are Planning and Land Use books to be delivered to communities.

5. Other Business

There was no other business discussed.

6. Citizens Forum

There were no citizens present.

7. Adjourn

D. Landry motioned to adjourn seconded by M. Bobinsky. All in favor, the meeting adjourned at 5:30 PM.

Strafford Regional Planning Commission

BYLAWS

STRAFFORD
Regional Planning Commission

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

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ARTICLE I: ORGANIZATION

A. DESIGNATION

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

The Commission governs three programs:

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

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 and MPO area:

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

The Economic Development District includes all the SRPC municipalities except Newmarket, Nottingham, and Northwood (which are represented by the Rockingham Economic Development Corporation)

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.

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/MPO 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; Website: 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; 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.

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

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 meetings¹, 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

¹ 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 meetings², 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.

² 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.

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.

In the case of hybrid meetings³, 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 Strafford Regional 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.

³ 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.

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 Energy and Planning (NHOEP)
- 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 project 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 Strafford Regional Transportation (COAST)
University of New Hampshire (UNH)

2. Non-voting member:

- a) Each of the following may appoint a non-voting member: (The appointing authority is permitted and encouraged to designate one (1) alternate for each appointed representative).

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

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

3. 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 meetings⁴, an in-person quorum is required, however additional Commissioners may attend, participate and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

4. Vacancy:

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

5. Terms and Re-Appointment:

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

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 at 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.

1. ⁴ 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.

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: 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 X: INDEMNIFICATION FOR DAMAGES

The Commission adopts RSA 31:105 Indemnification for Damages.

ARTICLE XI: 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

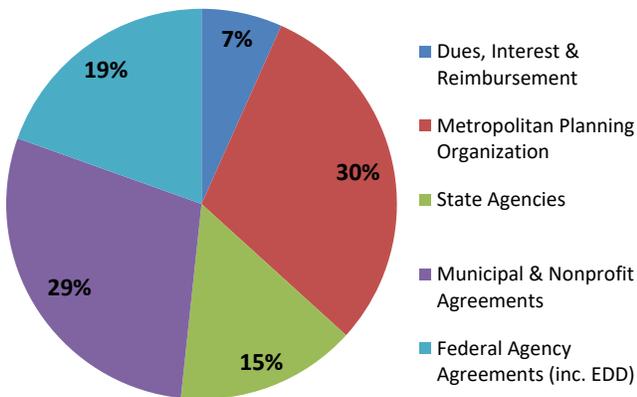
DRAFT Mid Year FY 2024 Amended Budget

Summary Table

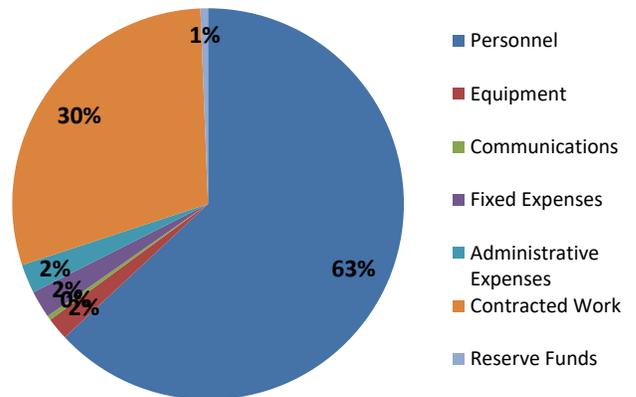
	FY24*	FY24 Mid Year	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,422	139,422	0
Metropolitan Planning Organization	640,958	626,458	(14,500)
State Agencies	320,873	311,810	(9,063)
Municipal & Nonprofit Agreements	486,241	599,569	113,328
Federal Agency Agreements (inc. EDD)	480,750	407,394	(73,356)
Total	2,068,245	2,084,653	16,408
	Expenses	Expenses	Net Change
Personnel	1,293,176	1,313,760	20,584
Equipment	38,518	38,615	97
Communications	7,591	7,591	0
Fixed Expenses	47,166	47,166	0
Administrative Expenses	45,650	50,000	4,350
Contracted Work	614,798	613,075	(1,723)
Reserve Funds	5,000	13,000	8,000
Total	2,051,901	2,083,208	31,307
Net Deficit/Surplus	16,344	1,445	(14,899)

*Based on FY2024 adopted budget

FY2024 Budget Revenue



FY2024 Budget Expenses



Strafford Regional Planning Commission

FY2024 REVENUES	FY 24 Adopted Revenue	FY2024 DRAFT Mid Year Budget Amendment Revenue					Net Change	% Change	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding			
Total	2,068,245	2,108,418	110,294	62,611	-	2,084,653	16,408	0.8%	
Dues, Interest & Reimbursements	139,422	139,422	0	0	0	139,422	7%	0	0.0%
2000 Municipal Dues (minus BRK)	138,822	138,822	0	0	0	138,822		0	0.0%
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	486,241	621,569	6,235	0	0	599,569	29%	113,328	23.3%
3104 Barrington Housing Master Plan Chapter	21,500	22,330	0	0	0	22,330		830	3.9%
3501 Farmington Town Planner Services	40,000	60,000	0	0	0	60,000		20,000	50.0%
3506 Farmington Tax Maps	1,000	1,000	0	0	0	1,000		0	0.0%
3507 Farmington RT11 Audit and Regulatory Change	135,740	133,740	0	0	0	133,740		(2,000)	-1.5%
3903 Milton Nitrogen Removal Plan (CWSRF)	50,000	40,000	0	0	0	40,000		(10,000)	-20.0%
4004 New Durham Housing & Land Use Master Plan Chapters		22,000	0	0	0				
410X Newmarket Tax Maps	1,000	1	0	0	0	1		(999)	-99.9%
4105 Newmarket Housing & Demographics HOP Grant	24,000	24,500	0	0	0	24,500		500	2.1%
4106 Newmarket Comprehensive Master Plan Update	20,000	20,000	0	0	0	20,000		0	0.0%
4107 Newmarket Form Based Code		90,500	0	0	0	90,500		90,500	-
4201 Northwood Technical Services	25,000	25,000	0	0	0	25,000		0	0.0%
4301 Nottingham Town Planner Services	25,000	25,000	0	0	0	25,000		0	0.0%
4403 Rochester Recreation Master Plan	23,000	24,200	4,355	0	0	24,200		1,200	5.2%
4404 Rochester Strategic Plan RFP Writing		4,928	0	0	0	4,928		4,928	-
4606 Somersworth Tax Maps	1,000	1,686	0	0	0	1,686		686	68.6%
4605 Somersworth Master Plan and Audit	67,000	66,000	0	0	0	66,000		(1,000)	-1.5%
4701 Strafford Town Planner Services	38,000	36,250	0	0	0	36,250		(1,750)	-4.6%
4704 Strafford Tax Maps	1,000	693	0	0	0	693		(308)	-30.8%
4801 Wakefield Contract Planner	0	5,400	0	0	0	5,400		5,400	-
4802 Sanbornville Precinct NBRC Grant Admin	2,000	0	0	0	0	0		(2,000)	-100.0%
4803 Wakefield NBRC Grant Admin (Union Hotel)	3,000	1,500	0	0	0	1,500		(1,500)	-50.0%
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000		0	0.0%
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	0	8,840	1,880	0	0	8,840		8,840	-
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%

FY2024 REVENUES	FY 24 Adopted Revenue	FY2024 DRAFT Mid Year Budget Amendment Revenue					Net Change	% Change	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding			
Federal Agency Agreements (including EDD)	480,750	407,394	16,578	31,703	0	407,394	20%	(73,356)	-15.3%
U.S. Dept of Economic Development Administration									
7003 EDD Planning Partnership	70,000	64,644	16,271	31,703		64,644		(5,356)	-7.7%
U.S. Environmental Protection Agency									
7111 Brownfields Community Assessment FY24-28	93,750	93,750	0	0		93,750		0	0.0%
U.S. Department of Housing and Urban Development									
7201 HUD EDI CDS - Regional Plans	317,000	237,500	0	0	0	237,500		(79,500)	-25.1%
U.S. Department of Agriculture - Rural Development									
7301 USDA RD- Farmington & Milton Town Facilities Studies		11,500	307	0	0	11,500		11,500	-
State Agreements	320,873	313,575	3,500	30,908	0	311,810	15%	(9,063)	-2.8%
Dept of Business and Economic Affairs									
6004 Targeted Block Grant	11,111	11,111	0	0	0	11,111		0	0.0%
Dept of Environmental Services									
6104 Coastal Grant 2024	15,000	15,000	2,500	12,500	0	15,000		0	0.0%
6151 Project of Special Merit - FloodSmart Seacoast		1,765							
6152 Coastal Resilience Grant Newmarket Riverfront Plan	18,650	18,650	0	0	0	18,650		0	0.0%
6305 Source Water Protection- NKT OS Plan	16,223	18,223	1,000	2,337		18,223		2,000	12.3%
University of New Hampshire									
5206 Great Bay Adapts	5,000	5,000	0	0	0	5,000		0	0.0%
5207 PREPA Grant-Dover NRI	20,230	18,730	0	0	0	18,730		(1,500)	-7.4%
5208 PREPA Grant-Lee NRI	20,230	18,730	0	0	0	18,730		(1,500)	-7.4%
5209 PREPA Grant-Somersworth Nat Res MP	21,600	15,000	0	0	0	15,000		(6,600)	-30.6%
NH Community Development Finance Authority									
6601 CDBG Grant Administration (CAPSC Homeless Shelter)	0	0	0	0	0	0		0	-
6602 CDBG Grant Administration (ROC Gafney Home)	4,000	7,000	0	0	0	7,000		3,000	75.0%
6603 Transformative Planning Grant	10,000	5,000	0	0	0	5,000		(5,000)	-50.0%
NH Housing Finance Authority									
6801 InvestNH Housing Navigator Grant	131,154	131,154	0	0	0	131,154		0	0.0%
Department of Safety Homeland Security									
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 22-23)	0	675	0	225	0	675		675	-
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY23-24)	10,475	22,937	0	7,646	0	22,937		12,462	119.0%
6503 HazMit Plans BRIC21-MAD, NOR, ROC	24,000	18,000	0	6,000	0	18,000		(6,000)	-25.0%
6504 HazMit Plans 4516-DOV, FAR, NKT	13,200	6,600	0	2,200	0	6,600		(6,600)	-50.0%
Metropolitan Planning Organization Agreements	640,958	626,458	83,981	0	0	626,458	30%	(14,500)	-2.3%
Dept of Transportation									
8001 UPWP Federal Highways & Transit	634,958	621,958	69,106	0	0	621,958		(13,000)	-2.0%
8101 COAST CommuteSmart Seacoast	6,000	4,500	1,125	0	0	4,500		(1,500)	-25.0%
8102 Safe Streets for All MPO Partnership	0	0	13,750	0	0	0		0	-
							100%		

Strafford Regional Planning Commission

FY2024 EXPENSES	FY2024 Adopted Budget		FY2024 Budget		Net	
	Total				Change	% Change
	2,051,900		2,083,208		31,308	1.5%
PERSONNEL	1,293,176	<i>69%</i>	1,313,760	<i>63%</i>	20,584	1.6%
Salaries and Hourly Wages	997,606		1,018,140		20,534	2.1%
Payroll Taxes	77,230		78,678		1,448	1.9%
Payroll Processing - QuickBooks	3,778		3,778		0	0.0%
Health Insurance	130,793		129,181		(1,612)	-1.2%
Dental Insurance	7,384		8,321		937	12.7%
Life Insurance	1,524		1,524		0	0.0%
Shortterm Disability	2,876		2,876		0	0.0%
Longterm Disability	837		837		0	0.0%
Paid Family Medical Leave	6,010		6,102		92	1.5%
FSA Fees	0		0		0	-
Health Incentives	11,935		10,334		(1,600)	-13.4%
SIMPLE IRA Pension	29,284		30,069		786	2.7%
Worker's Compensation	1,899		1,899		0	0.0%
Unemployment Insurance	2,230		2,230		0	0.0%
Staff Training & Workshops	15,000		15,000		0	0.0%
Professional Dues: AMPO, NHARPC, NHPA, APA, NHM	4,792		4,792		0	0.0%
EQUIPMENT	38,518	<i>3%</i>	38,615	<i>2%</i>	97	0.3%
GIS Software	6,338		6,338		0	0.0%
Transpo Software Maintenance: TransCAD	1,500		1,500		0	0.0%
Office Software: Maintenance, purchase	11,080		11,177		97	0.9%
INRIX Database for Transportation Planning	8,200		8,200		0	0.0%
Traffic Count Supplies and Repair	3,000		3,000		0	0.0%
Equipment Rental and Repair	500		500		0	0.0%
Copier Maintenance Contract	3,900		3,900		0	0.0%
Computers and Peripherals	3,000		3,000		0	0.0%
Office Furniture	1,000		1,000		0	0.0%
COMMUNICATIONS	7,591	<i>2%</i>	7,591	<i>0%</i>	0	0.0%
Postage and Delivery	400		400		0	0.0%
Office Phone System	1,164		1,164		0	0.0%
Internet and Phone Service	3,600		3,600		0	0.0%
Website Design and Maintenance	1,427		1,427		0	0.0%
Media Outreach Activities	1,000		1,000		0	0.0%

FY2024 EXPENSES	FY2024 Adopted Budget		FY2024 Budget		Net	% Change
					Change	
FIXED EXPENSES	47,166	5%	47,166	2%	0	0.0%
Property & Liability	7,173		7,173		0	0.0%
Office Vehicle Lease and Maintenance	9,993		9,993		0	0.0%
Rent	30,000		30,000		0	0.0%
ADMINISTRATIVE EXPENSES	45,650	1%	50,000	2%	4,350	9.5%
Printing	150		1,500		1,350	900.0%
Audit and Accounting Services	16,000		16,000		0	0.0%
Legal	4,000		4,000		0	0.0%
Office and Mapping Supplies	4,000		4,000		0	0.0%
Office Expense	10,000		10,000		0	0.0%
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0	0.0%
Travel	5,000		8,000		3,000	60.0%
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	614,798	20%	613,075	29%	(1,723)	-0.3%
1000 IT Services	29,000		34,000		5,000	17.2%
3507 Far RT11 Audit & Regs Consultant Team	113,075		113,075		0	0.0%
3903 MIL CWSRF Consulting Engineer	37,500		30,000		(7,500)	-20.0%
4107 Newmarket Form Based Code Consultant			73,000		73,000	-
Architect, Landscape Architect, Engineer Consultant	15,000		0		(15,000)	-100.0%
5207 PREPA Grant-Dover NRI Environmental Consult	6,000		6,000		0	0.0%
5208 PREPA Grant-Lee NRI Environmental Consultan	6,000		6,000		0	0.0%
6152 Coastal Resilience Grant (NKT) Landscape Archi	4,000		4,000		0	0.0%
6801 InvestNH Housing Navigator Direct Costs	2,286		0		(2,286)	-100.0%
7111 EPA Brownfields QEP	84,938		78,000		(6,938)	-8.2%
7201 HUD EDI CDS Regional Plans - RPC Pass Throug	267,000		200,000		(67,000)	-25.1%
7301 USDA RD FAR & MIL Town Facilities Consultant			5,250			
8002 Contract Transportation Support (UPWP)	40,000		40,000		0	0.0%
8002 Contract Title VI/Environmental Justice Support	10,000		10,000		0	0.0%
8102 Safe Streets for All	0		13,750		13,750	-
RESERVE FUND CONTRIBUTION	5,000	0%	13,000	1%	8,000	160.0%
		100%		100%		