



# Fiscal Year 2018

# SRPC Annual Report &

## Commissioner's Handbook



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# INTRODUCTION

This document serves as an annual update on the processes and projects Strafford Regional Planning Commission (SRPC) is completing to support the development of an improved quality of life for the region. It also serves as a resource for Commissioners in understanding the structure and processes of the Commission.

**Part One** of this document, the Commissioners Handbook, provides an overview of how SRPC is organized, how it functions, and what the roles of the Commissioners and Executive Committee members are. It also lists the members of the SRPC staff. The handbook is a useful resource for new Commissioners and other interested parties.

**Part Two** of the document, the SRPC Annual Report, provides our Commissioners, municipalities, partners, and other stakeholders with an update of the work of the Commission in the past fiscal year (July 1, 2017–June 30, 2018). It highlights important projects and processes; lists new staff members, awards, and recognition; and presents the FY 2019 budget and member dues.

If you are interested in any of the services SRPC provides, or if you have questions regarding the Commission or any projects the staff worked on in the past year, please contact Executive Director, Jennifer Czysz, AICP. She can be reached by email ([jczysz@strafford.org](mailto:jczysz@strafford.org)), or phone (603-994-3500).





*Commissioners and guests at the February 2017 Commission Meeting Source: SRPC*

# Part 1: Commissioners Handbook

# WHAT IS SRPC ?



## Strafford Regional Planning Commission

Operating as a political subdivision of the state, regional planning commissions serve in an advisory role to local governments and organizations in accordance with RSA 36: 45-58. Mandated functions include the creation and maintenance of a regional master plan, regional housing needs assessment, and reviews of projects of regional impact, in addition to the provision of technical assistance to municipalities in each respective planning region.

SRPC serves 18 municipalities in the Strafford region and is governed by Commissioners who are appointed by their respective municipal governments. Municipalities pay dues to support the operation of SRPC, and in turn are entitled to the technical expertise and planning support of the SRPC staff. SRPC is supported by funding from the New Hampshire Department of Transportation, the New Hampshire Office of Energy & Planning, and other federal, state and private grant funding sources.



## Strafford Metropolitan Planning Organization

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



## Strafford Economic Development District

An Economic Development District (EDD) is a federally designated organization charged with the maintenance and implementation of a regional Comprehensive Economic Development Strategy (CEDS). Strafford EDD's CEDS outlines a regional strategy for economic development and prosperity. Strafford EDD is tasked with completing annual updates to the CEDS, with completing a comprehensive update every five years, and with providing communities with technical assistance to promote economic development in the region.

# Mission Statement

Stafford Regional Planning Commission's mission is to ensure that the region is responsive to the needs of its residents through cooperation with 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.

One of nine regional planning commissions established by the New Hampshire legislature, SRPC has been active in regional planning for over 45 years. SRPC is composed of 18 communities including all 13 communities in Strafford County, plus three in Rockingham County, and two in Carroll County.

Operating as a political subdivision of the state, SRPC serves in an advisory capacity to local governments and community organizations. SRPC coordinates local planning efforts, promotes orderly growth and efficient land use and transportation systems, and addresses issues of regional concern. SRPC's staff provides planning expertise in transportation, economic development, hazard mitigation, land use, water, public health, and natural resources protection. Staff members also provide specialized assistance in geographic information systems, data collection and analysis, meeting facilitation, master planning, and project management.

## History

In the article "Why Preserving History Matters," New York Times best-selling author Steve Berry explains, "History is not something obscure or unimportant. History plays a vital role in our everyday lives. We learn from our past in order to achieve greater influence over our future."<sup>1</sup> This is especially important considering SRPC's function as a regional planning entity. To plan for the future of the Strafford region, it is important to learn from the past. Considering this, SRPC took on the task, in the summer of 2015, to research the history of the organization.

While SRPC's roots date back to the mid-1960s, the story begins slightly earlier, in 1962. Although a transportation entity for the Strafford region would not be established until 1982, the Federal Highway Act of 1962 created the federal requirement for urban transportation planning. This legislation was related to the construction of the Interstate Highway System. The act required recipients of federal transportation funds allocated to urban areas with populations of 50,000 or more to base their work on the 3C planning process (continuing, comprehensive, and cooperative).

Three years later, in 1965, all 224 urbanized areas in the United States had some type of urban transportation planning process in the works. (Urbanized areas are based on population density and include residential, commercial, and other land uses with a minimum population of 50,000 people.)

1965 was a significant year for the establishment of a formal process for regional planning. Under President Lyndon B. Johnson, the Housing and Urban Development Act of 1965 made funding available for organizations composed of public officials responsible for metropolitan or urban areas. This legislation encouraged the formation of regional planning organizations administered by elected officials.

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<sup>1</sup> Why Preserving History Matters. Steve Berry [http://www.huffingtonpost.com/steve-berry/why-preserving-history-matters\\_b\\_1446631.html](http://www.huffingtonpost.com/steve-berry/why-preserving-history-matters_b_1446631.html)

President Johnson urged state and local planning agencies to work together in using common or consistent planning bases. He also encouraged the “utilization of common boundaries for planning and development districts or regions assisted by the federal government and consistent with districts established by state planning entities.”<sup>2</sup>

Fulfilling this request, New Hampshire Gov. John King established the Governor’s Committee on Regional Planning to delineate planning zones through a statewide study in the autumn of 1968. Around the same time, Rochester Mayor Royal Edgerly took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester-Somersworth area. As an outcome of Gov. King’s task force, all municipalities in Strafford County and the towns of Nottingham and Newmarket in Rockingham County were designated as region #17 in 1968.

Following the designation of planning regions, Gov. King declared that the Committee on Regional Planning would continue for members to discuss regional planning and cooperation between communities. With a region already established, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission.

Shortly after the formation of this commission, New Hampshire adopted legislation (RSA 36:45-53) that allowed municipalities and counties to join in the formation of regional planning commissions and established their duties and powers. By 1971, when the Strafford Regional Planning Commission was officially established, three new municipalities had joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970). An office was opened at 600-A Central Avenue in Dover. At this time, the Commission was granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities, and given the A-95 Clearinghouse designation by Gov. Walter Peterson.

In July 1972, Gov. Peterson, through Executive Order Number 15, combined the 17 regions in New Hampshire into six sub-state planning regions. To eliminate duplicative efforts, SRPC, Southeastern New Hampshire Planning Commission (headquartered in Exeter), and Southern Rockingham Regional Planning District (headquartered in Salem) were merged into Sub-State Region #6.

Due to this change in regional boundaries, the three regional planning commissions were joined administratively into the Strafford-Rockingham Regional Council. However, each maintained separate organizational structures and offices through the 1970s.

With changes in national policy in the early 1980s, funds that the regional planning commissions had depended on were withdrawn. (HUD had been the source of most of those funds.) New sources of funding and fiscal management strategies had to be established in order for the Commission to continue to operate and provide services. 1980 marked another move for SRPC, which relocated to an office in the Strafford County Justice and Administration building in Dover. Around this time, the Strafford-Rockingham Regional Council was dissolved and SRPC became fully independent. In 1982, the Rockingham Planning Commission and the Southeastern Regional Planning Commission combined to become the Rockingham Planning Commission.

A new source of transportation funds became available when Gov. Hugh Gallen designated a three-party Metropolitan Planning Organization (MPO) in September 1982. This new entity was formed by designating SRPC, the Rockingham Planning Commission, and a policy committee as the MPO responsible for implementing the 3C transportation planning process for the New Hampshire portion of the Portsmouth-Dover-Rochester, NH–Maine urbanized area.

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2      *September 2, 1966, Presidential Memorandum, Lyndon B. Johnson*

Transportation planning within this organizational structure continued until 1993, after the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Clean Air Act Amendments of 1990 (CAAA) had been passed. With this legislation came significant changes to the MPO structure. First, the MPO study area was expanded to include the entire air quality non-attainment areas within the two regional planning commissions' boundaries. This was done to comply with federal requirements that either MPOs assume planning responsibility for adjacent rural communities not in attainment of federal ambient air quality standards, or that the State implement a transportation planning process for those communities. With the exception of the town of Wakefield, the entire Rockingham Planning Commission and SRPC planning districts at that time were classified as being in "non-attainment" for ozone pollution.

Another change took place on April 16, 1993, when the MPO was redesignated by Gov. Steve Merrill to consist only of the SRPC and the Rockingham Planning Commission acting jointly. To be consistent with the other New Hampshire MPOs, and to incorporate policy-level oversight for the entire MPO study area, the Transportation Policy Committee, which functioned as an external advisory committee to the Rockingham Planning Commission, was abolished and instead began functioning directly as the Policy Committee of the Seacoast Metropolitan Planning Organization. The Technical Advisory Committee remained as previously organized. The two regional planning commissions co-directed the Commissioners from the 35 communities within the MPO study area together with the relevant state, federal and local agencies. Together, they functioned as the Seacoast MPO Policy Committee, reviewing and approving all MPO transportation plans, programs, and policies.

In 2001, SRPC moved its office to 2 Ridge Street in Dover.

The Seacoast MPO existed until July 2007, when Gov. John Lynch re-designated the Seacoast MPO as two separate MPOs coterminous with the planning boundaries of Rockingham Regional Planning Commission and SRPC. This change was based on federal MPO designation rules following the 2000 census, in which the former Portsmouth-Dover-Rochester, NH-Maine urbanized area was split into the Dover-Rochester, NH-ME UZA and the Portsmouth-Kittery, NH-ME UZA.

2010 marked another move for SRPC, to our current office at 150 Wakefield Street in Rochester. The latest and greatest change to the organizational structure of SRPC came with a 2015 Economic Development Administration federal designation. On January 30, 2015 the Strafford economic development region (which is the SRPC planning region minus the communities in Rockingham County) was designated an Economic Development District.

What is to come in the future? Only time will tell. But we will continue to look back to our past in order to prepare for our future. As we learn more about our past, we will share this information with you as we prepare to celebrate 50 years as a regional planning entity.

# Commission History Timeline

Concerned with long-range planning initiatives, Royal Edgerly, mayor of Rochester, took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester-Somersworth area. In his November 1967 letter, Mayor Edgerly wrote:

*Roads, schools, hospitals, water and sewer systems are being designed and built to serve groups of communities, but generally long-range planning is being conducted by communities only on an individual basis. Few formal attempts have been made to conduct coordinated planning to take steps to form a regional planning agency.*

Because of this initial meeting, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission. Walworth Johnson of Dover was elected the first chairman of the Commission.

On December 26, 1968, Governor King established 17 planning regions in New Hampshire. As a result of a study prepared by a governor-appointed New Hampshire Committee on Regional Planning, all municipalities in Strafford County, plus Nottingham and Newmarket in Rockingham County, were incorporated into the original planning commission. The new region was designated #17.

**1969** The State of New Hampshire adopted enabling legislation allowing municipalities and counties to join in the formation of regional planning commissions and establish their duties and powers (RSA 36:45-53).

These statutes were revised in 1970.

**1971** When the Strafford Regional Planning Commission (SRPC) was officially formed, three new municipalities joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970).

Charles B. Noyes appointed as the first full-time director.

An office was opened at 600-A Central Avenue, Dover.

The Commission is granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities; and the A-95 Clearinghouse designation by Governor Peterson. Beginning November 3, 1971, all location applications for federal funds were referred to SRPC for comment and recommendation.

**1972** Lee joined the Commission.

Rebecca B.W. Frost of Durham elected chair.

Silas Weeks appointed interim director in August upon the death of Charles Noyes.

Governor Peterson, through Executive Order Number 15, combined the 17 regions in New Hampshire into six Sub-State Planning Regions. In order to eliminate duplication, SRPC; Southeastern New Hampshire Planning Commission, headquartered in Exeter; and Southern Rockingham Regional Planning District, headquartered in Salem; were merged into Sub-State Region #6 on July 1, 1972.

**1973** Nottingham joined SRPC.

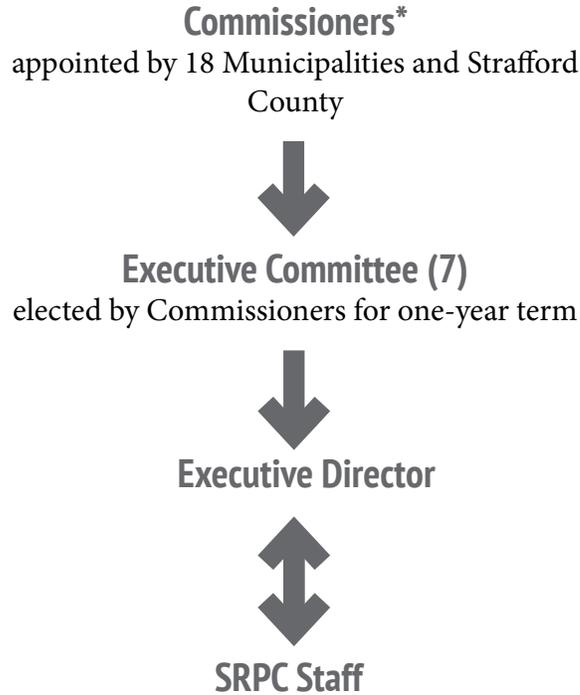
Michael Kulka appointed as director.

Commission's office relocated to 90 Washington Street, Dover.

- 1974** The towns, through Town Meeting vote, and the cities, through City Council action, voted to join SRPC and the Strafford-Rockingham Regional Council, formerly called Sub-State District #6. With this action, the municipalities gained dual membership in both SRPC and the Council. Their representatives became members of both organizations.  
Joan Schreiber of Madbury elected chair.
- 1975** George Olson appointed as executive director.  
Middleton joined SRPC.
- 1976** Aaron Chadbourn of Lee elected chair.  
Jack Mettee appointed executive director.
- 1977** Governor Thomson, through Executive Order 77-3, transferred Northwood from Region 5 to Region 6.
- 1980** Edmund Jansen, Jr. of Rollinsford elected chair.  
Thomas Cooney was appointed executive director.  
Commission offices relocated to Strafford County Justice and Administration Building.
- 1981** Milton joined the Commission.
- 1982** At the request of the Commission and Council representatives, Governor Gallen issued Executive Order number 82-7 authorizing the separation of SRPC from the Strafford Rockingham Regional Council.  
Glenn Stewart of Milton elected chair.
- 1983** Jimmy Hicks appointed executive director.
- 1984** Dover rejoined the Commission.  
Rochester and Farmington became Commission members.  
Edward McNitt of Durham elected chair.
- 1985** James Yurick of Somersworth elected chair.  
Durham rejoined the Commission.  
Strafford and Barrington became Commission members.
- 1986** Northwood became a Commission member.  
Richard Danforth appointed executive director.
- 1987** Paul Smith appointed executive director.
- 1989** Donald Sumner of Durham elected chair.
- 1990** William Baber of Dover elected chair.
- 1991** Edward McNitt of Durham elected chair.
- 1993** Jack Creamer of Strafford elected chair.  
Steve Burns appointed executive director.  
Governor Merrill, through Executive Order 93-3, transferred Wakefield from Region 2 to Region 7.
- 1995** Ronald Cole of Dover elected chair.
- 1999** Samuel Reid of Somersworth elected chair.  
Cynthia Copeland, AICP, appointed executive director.
- 2000** George Rief of Durham elected chair.
- 2001** Commission office relocated to 2 Ridge Street in Dover.
- 2002** Governor Shaheen, through Executive Order 2002-6, transferred Brookfield from Region 2 to Region 7.
- 2003** Thomas Fargo of Dover elected chair.
- 2006** Alphonse Dixon of Newmarket appointed interim chair.
- 2007** Edmund Jansen, Jr. of Rollinsford elected chair.
- 2008** Larry Brown of Milton elected chair.

- 2009** Edmund Jansen, Jr. of Rollinsford elected chair.
- 2010** Commission office relocated to 150 Wakefield Street in Rochester.
- 2012** Lucien Vita of Middleton elected chair.
- 2013** Brian Tapscott of Somersworth elected chair.
- 2015** SRPC received federal designation from the EDA as an Economic Development District (EDD).
- 2016** Victoria Parmele of Northwood elected chair.
- 2018** Jennifer Czysch appointed as Executive Director.

## Organizational Structure



### Planning, GIS, & Communications

- Principal regional planner
- Senior transportation planner
- Communications and outreach planner
- Regional economic development planner
- GIS planner/analyst
- Program content coordinator
- Data analyst
- Editor
- Data collection & analysis assistant
- Data collection intern

### Administrative Services

- Financial consultant

### Other Official Committees:

Strafford RPC

Regional Impact Committee  
(RIC)

Strafford MPO

Technical  
Advisory Committee (TAC)  
Policy Committee

Strafford EDD

EDD Board  
CEDS Committee

# COMMISSIONERS

## Barrington

John Huckins (7/9/2019)  
Steve Diamond (7/2021)

## Brookfield

Ed Comeau (3/2020)  
Dianne Smith (3/2020)

## Dover

Marcia Gasses (11/2019)  
David Landry (11/2019)  
Lindsey Williams (11/2019)  
Stephanie Benedetti (11/2019)

## Durham

Wesley Merritt (4/2019)  
Wayne Burton (4/2020)  
Leslie Schwartz (4/2021)

## Farmington

Martin Laferte (3/2021)  
John Law (2/2021)

## Lee

Fred Kaen (11/2020)  
Vacant (3/2022)

## Madbury

Thomas Crosby (9/2018)  
Mark Avery (3/2021)

## Middleton

Jan Hotchkiss (5/2019)  
Jon Hotchkiss (5/2021)

## Milton

Vacant (3/2020)  
Vacant (12/2022)

## New Durham

Vacant (6/2019)  
Vacant (10/2021)

## Newmarket

Lisa Henderson (12/2020)  
Peter Nelson (3/2021)

## Northwood

Scott Martin (11/2018)  
Victoria Parmele (3/2019)

## Nottingham

Gary Anderson (5/2019)  
Dirk Grotenhuis (2/2020)

## Rochester

Vacant (6/1/2020)  
Rick Healey (6/2020)  
Donald Hamann (6/2021)  
Sandy Keans (6/2022)

## Rollinsford

Michael Rollo (4/2019)  
Suzanne Huard (4/2019)

## Somersworth

Michael Bobinsky (5/2/2020)  
Scott Orzechowski (5/2021)  
Vacant (5/2022)

## Strafford

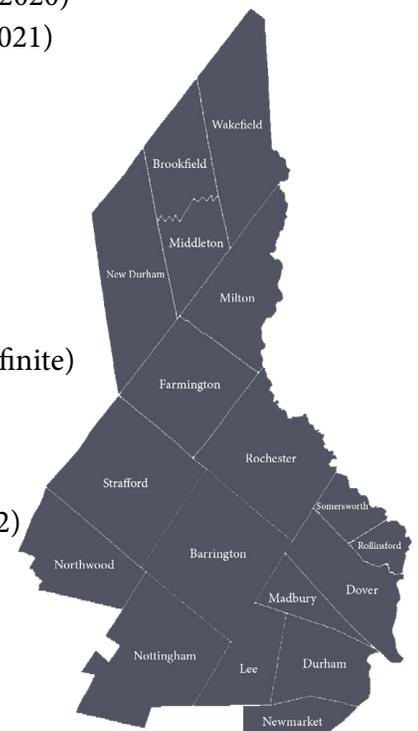
Vacant (8/2019)  
Donald Coker (8/2021)

## Strafford County

George McGlaras (Indefinite)

## Wakefield

Steve Brown (8/2020)  
Evan McDougal (8/2022)



# Commissioner Position Description and Expectations

The role of a SRPC Commissioner is to set and implement planning policies for the region. This will occur through discussions at meetings, input to staff for reports, and adoption of reports and planning documents. Additional responsibilities include adopting and amending the Bylaws, adopting the Annual Budget and Annual Dues, and electing Officers and Executive Committee members.

## Membership:

Per RSA 36: 45-58 each municipality, which shall become a member of this Commission, shall be entitled to two representatives on said Commission. A municipality with a population over 10,000 but less than 25,000 shall be entitled to have three representatives on said Commission, and a municipality with a population of 25,000 or over shall be entitled to have four representatives on said Commission.

Population shall be deemed to be determined by the last federal census. Representatives on the Commission shall be nominated by the planning board of each community from the residents thereof and shall be appointed by the municipal officers of each municipality.

## Major Responsibilities/Duties:

- Set aside time to read Commission emails, newsletters, reports, and other documents to keep current on what is going on in the region.
- Represent your municipality at Commission, EDD Board, and MPO Policy Committee meetings.
- Discuss your perspective and concerns regarding both local and regional issues with your fellow Commissioners.
- Brief your municipality's boards and officials on issues facing the region.
- Encourage your community officials to use you as their contact with the Commission.
- Volunteer to serve on special committees, such as the Regional Impact Committee, and to attend planning seminars and workshops.
- Volunteer to serve as an SRPC representative to the New Hampshire Association of Regional Planning Commissions.

## Commission Configuration, Officers, and Length of Term:

The Commission consists of individuals appointed by municipalities in the region. Commission members are appointed for a term of four years. The officers for the Commission also serve as the officers for the Executive Committee, MPO Policy Committee, and Economic Development District Board.

## Meetings and time commitment:

Per the bylaws, there shall be at least four meetings each year held at such times and places as are agreeable to a majority of the Commission members. Agendas for the next meeting and minutes of the previous meeting(s) will be provided to each Commission member at least five days before each regularly scheduled meeting. The meeting in May shall be designated as the Annual Meeting, at which time officers for the ensuing fiscal year shall be elected and an annual budget adopted.

Per the bylaws, a quorum of the Commission shall be deemed as representing no less than one half (1/2) of the dues paid municipalities that have appointed Commissioners. In circumstances when a quorum is not present and when Commission action is essential, the Chair may declare a quorum with the unanimous approval of those Commissioners present.

Business Ethics and Conduct:

A Commission member is expected to engage in best practices for professional and civic conduct.



*Group of SRPC Commissioners at the 2018 Annual Luncheon Source: SRPC*

# EXECUTIVE COMMITTEE

The officers for the Commission and members of the Executive Committee for FY 2019 are listed below.

Chairperson

Victoria Parmele - Northwood

Vice Chairperson

Martin Laferte - Farmington

Secretary/Treasurer

Tom Crosby - Madbury

Members

Donald Hamann - Rochester

Marcia Gasses - Dover

Peter Nelson - Newmarket

Alternates

Vacant (2)

Our appreciation to Sandy Keans (Rochester), Judy Nelson (Rollinsford) and Tony McManus (Dover) for their years of service on the Executive Committee and for their service to the Commission. And a special recognition to the past SRPC Chair and long-time Commissioner, Brian Tapscott (Somersworth), who passed away in May 2018.



FY 2019 Executive Committee Source: SRPC

# Executive Committee Position Description and Expectations

The role of the Executive Committee (E.C.) is to oversee the administration of the organization. In carrying out its responsibilities, the E.C. shall strive to ensure that work produced by SRPC is in accordance with the policies of the Commission, as stated in the mission statement and other Commission actions.

## Membership:

Officers, members, and alternates shall have served at least two years as a Commissioner on the SRPC. This qualification may be waived if the prospective member has public service experience deemed equivalent to two years of service as a Commissioner.

## Major Responsibilities & Duties:

- Become familiar with the Commission's finance and resource needs.
- Understand the policies and procedures of the Commission.
- Attend and participate in meetings on a regular basis.
- Oversee the administration of the Commission.
- Hire and supervise the Executive Director.
- Adopt personnel policies.
- Monitor fiscal matters, and accept monthly financial statements and annual audit.
- Recommend to the Commission an annual budget and any necessary amendments.
- Authorize all capital expenditures in excess of executing contracts.
- Strive to ensure that work products are in accordance with policies of the Commission.
- Help communicate and promote the mission and programs of the Commission to the region.
- Other duties as may be deemed appropriate by the Commission.

## Committee Configuration, Officers, and Length of Term

The Committee will consist of a Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting. The Executive Committee shall fill member vacancies from the Commission. Such appointments shall expire at the end of the fiscal year. Any officer may be removed for cause, as defined in the bylaws, by a two-thirds vote at a Commission meeting.

## Accountability

Work is conducted according to legal requirements, APA/AICP standards of planning and data management, and general business standards. All members shall comply with applicable federal, state and local laws and regulations and with Commission policies and regulations.

## Meetings and time commitment

The E.C. meets at 8 a.m. on the third Friday of every month, at the Rochester Community Center. Meetings typically last one hour unless essential business requires otherwise. A quorum of the E.C. is deemed as four members. Robert's Rules of Order will govern.

## Business Ethics and Conduct:

A Commission member is expected to engage in best practices for professional and civic conduct.

# STAFF DIRECTORY



**Jennifer Czysz, AICP, Executive Director**

*May 2018 – Present*

Email: [jczysz@strafford.org](mailto:jczysz@strafford.org)

**Projects Areas:** Organizational development and financial management; community development; land use, transportation, economic development, housing, and natural resources planning

**Current Projects:** Financial and administrative management of SRPC, SMPO and SEDD contracts; personnel; partnership building



**Kyle Pimental, Principal Regional Planner**

*June 2008 – Present*

Email: [kpimental@strafford.org](mailto:kpimental@strafford.org)

**Projects Areas:** Climate adaptation and resilience planning, hazard mitigation, natural and water resource protection, land use and master planning, and GIS mapping

**Current Projects:** Development of water efficiency regulations; various hazard mitigation plans; an inundation mapping project in Lee; a climate change outreach campaign in Dover; regional stormwater mapping; and two permeable reactive barrier installations in Durham, as well as participation in the Coastal Adaptation Workgroup, Southeast Land Trust Land Stewardship Committee, and the Cochecho Waterfront Development Advisory Committee



**Shayna Sylvia, Communications and Outreach Planner**

*November 2012 – Present*

Email: [ssylvia@strafford.org](mailto:ssylvia@strafford.org)

**Project Areas:** Communications, marketing, graphic design, website management, Commissioner and Executive Committee relations, meeting planning and coordination, and outreach

**Current Projects:** Executive Committee; SRPC annual report, town reports, coordination of Commission volunteers and quarterly meetings, social media and outreach processes; maintenance of the SRPC website; Title VI coordination and outreach related to the Unified Working Planning Program (UPWP); maintenance and updates to the Public Participation Plan; technical assistance to Explore Moose Mountains, and other organizational processes and communications



**Colin Lentz, Senior Transportation Planner**

*March 2014 – Present*

Email: [clentz@strafford.org](mailto:clentz@strafford.org)

**Project Areas:** Regional transportation plan development, Development and tracking of federal and state funded transportation projects in the region, Local transportation technical assistance, Coordination with New Hampshire's three other MPOs, Transportation committees

**Current Projects:** Developing toolkits for complete streets and infrastructure resilience and recovery, Integrating performance measures into MPO planning and operations, Improving regional project development process, Scenic byway development and promotion



**Rachel Dewey, Data Analyst**

*November 2015 – Present*

Email: [rdewey@strafford.org](mailto:rdewey@strafford.org)

**Project Areas:** Transportation planning, data collection & analysis, GIS mapping

**Current Projects:** Partnering for Performance NH - facilitating and managing interagency group, Integrating performance based planning into MPO processes, Data collection & analysis



**James Burdin, Regional Economic Development Planner**

*January 2017 – Present*

Email: [jburdin@strafford.org](mailto:jburdin@strafford.org)

**Project Areas:** Economic development , land use and master planning, Brownfields, hazard mitigation

**Current Projects:** Strafford Economic Development District processes, SRPC Brownfield Assessment program, Town of Northwood contract planner



**Nancy O'Connor, Program Content Coordinator**

*February 2017 – Present*

Email: [noconnor@strafford.org](mailto:noconnor@strafford.org)

**Project Areas:** Economic development, public health, transportation planning, public outreach and engagement

**Current Projects:** MPO coordination, assistance with CEDS and related outreach, stormwater management, general outreach activities



**Ken Mayo, Transportation Editor**

*March 2017 – Present*      Email: [kmayo@strafford.org](mailto:kmayo@strafford.org)

**Project Areas:** Transportation planning, editing

**Current Projects:** SRPC Style Guide, editing of SRPC communications, Complete Street tool kit, and other projects as needed



**Stefanie Casella, Data Collection & Analysis Assistant**

*April 2017 – Present*      Email: [scasella@strafford.org](mailto:scasella@strafford.org)

**Project Areas:** Transportation planning; data collection & analysis; GIS mapping

**Current Projects:** Data collection and field work, RSMS, sidewalk assessments, traffic counts, culvert assessments



**Monique Duchesne, Data Collection Intern**

*June 2018 – September 2018*      Email: [mduchesne@strafford.org](mailto:mduchesne@strafford.org)

**Project Areas:** Transportation planning; data collection & analysis; GIS mapping

**Current Projects:** Data collection and field work, RSMS, sidewalk assessments, traffic counts, culvert assessments



**Marcia Moreno Baez, GIS Planner/Analyst**

*July 2018 – present*      Email: [mmorenobaez@strafford.org](mailto:mmorenobaez@strafford.org)

**Project Areas:** Transportation planning; data collection & analysis; GIS mapping

**Current Projects:** Data visualisation for SRPC’s transportation, land use, environmental planning, and economic development planning programs and technical assistance to communities through GIS mapping and spatial analysis.

**Consultants**



**Kathy Foster\*, Financial Consultant**

*September 2013 – Present*      Email: [kfoster@strafford.org](mailto:kfoster@strafford.org)

**Responsibilities:** Full charge bookkeeping, payroll processing and reporting, human resources, budget development and analysis, grant and contract financial administration and management, financial and grant reporting, indirect cost rate calculation and recovery, assistance with financial auditing

\*Denotes Consultant



## Part 2: ANNUAL REPORT

# STAFF COMINGS AND GOINGS

## New Staff - 2018



**Monique Duchesne**  
started at SRPC in June 2018 as  
the data collection intern.



**Jennifer Czysz**  
started at SRPC in May 2018 as  
the executive director.



**Marcia Moreno Báez**  
started at SRPC in August 2018  
as the GIS Planner.

## SRPC Alumni

A special thanks to our colleagues :



**Cynthia Copeland**  
July 1999–April 2018



**Rachael Mack**  
Jun. 2016 – May 2018



**Cynthia Plascencia**  
Mar. 2017 – Jan. 2018

# SRPC FISCAL YEAR 2018 PROJECT HIGHLIGHTS

## Economic Development

### 2017 Annual Update to the Comprehensive Economic Development Strategy

The Strafford Economic Development District (Strafford EDD) is a federally designated organization charged with maintaining and implementing a regional comprehensive economic development strategy (CEDS). The Strafford EDD was designated in 2015. With the exception of Northwood, Nottingham, and Newmarket, all the cities and towns in the Strafford region are also in the Strafford EDD.

Between April and June 2018, James Burdin, regional economic development planner, revised the data and other portions of the 2017 CEDS Annual Update. Nancy O' Connor, program content coordinator, assisted with the effort, which included updating priority projects in the original CEDS and adding now relevant projects.

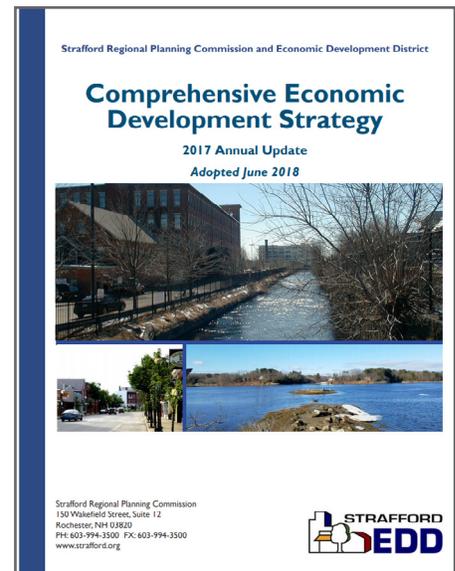
James reviewed the updated CEDS at a meeting of the CEDS Committee, where committee members also began to strategize about the update to the comprehensive five-year plan. A 30-day public comment period allowed municipalities, the public, and partners and stakeholders a chance to review the annual CEDS update, which was adopted at the June 2018 Strafford EDD meeting and is available on the [SRPC website](#)<sup>3</sup>.

### Explore Moose Mountains

The Explore Moose Mountains (EMM) initiative started with a small community forum in September 2014. The group behind "The Moose" describes itself as a grassroots initiative providing information and support to residents, local businesses, and decision makers by promoting and marketing the wide range of community assets in the Moose Mountains Region. These assets include scenic, historic, agricultural, recreational, and cultural resources.

During FY 2018, the dedicated group of volunteers formerly known as the Moose Mountains Regional Alliance met monthly to coordinate its efforts and focus its outreach and engagement strategies. The group will base its future strategic planning on the results of the SWOT (strengths, weaknesses, opportunities, and threats) analysis exercise held at one of their winter meetings.

Consultant Barbara Wilson assisted with growing engagement on the initiative's Facebook page, which now boasts over 2,500 followers, while SRPC's communications and outreach specialist,



*CEDS 2017 Annual Update Cover  
Source: SRPC*



*Explore Moose Mountains (EMM) logo  
Source: EMM*

<sup>3</sup> [http://strafford.org/cmsAdmin/uploads/180727\\_ceds2017\\_final\\_reduced\\_.pdf](http://strafford.org/cmsAdmin/uploads/180727_ceds2017_final_reduced_.pdf)



Explore Moose Mountains Committee members  
Source: SRPC

Shayna Sylvia, assisted with updates to the EMM website, which is an important tool for the initiative. Shayna also provided technical assistance attending meetings, completing additional website modifications, and revising an outreach brochure designed to update municipal boards. The timeline from the brochure can be seen below.



In 2014, a group of engaged citizens contacted Strafford Regional Planning Commission (SRPC) for technical assistance related to regional tourism. As a result, SRPC facilitated two community forums and the Moose Mountains Regional Alliance (MMRA) was born.

Between fall 2014 & spring 2015, SRPC assisted in facilitating meetings held at local businesses, such as the Wakefield Inn & Tumbledown Cafe, in a majority of towns located within the defined Moose Mountains region. The purpose of the meetings was to discuss regional opportunities around potential tourist destinations.



A committee of residents was formed and members began meeting regularly in fall/winter 2015.

In July 2016, Moose Mountains Region became a registered trade name through the State of New Hampshire's Corporate Division. Following this, the committee, which was formerly known as MMRA, became [Explore Moose Mountains \(EMM\)](#). The trade name [EMM](#) was registered with the state in April 2017.



In September 2016, Wentworth Economic Development Corporation (WEDCO) was awarded a NH Charitable Foundations Grant to support [EMM](#) efforts.



In May 2017, [EMM](#) launched The Moose, New Hampshire Facebook page to showcase independent businesses, local photography, entertainment venues, tourist destinations and non-profit ventures that reflect the quality of life in the Moose Mountains Region. In its first year, the page reached 1.1 million views, and The Moose expanded to include discussion groups and interactive training in current best practices in marketing. A fully searchable website and expansion to other social media platforms are in the works.

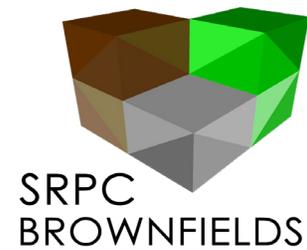
## EPA Brownfields

Brownfields are sites whose current or future use is complicated by the presence or possible presence of hazardous substances, pollutants, or contaminants. In 2015, SRPC received a Brownfields Assessment grant of \$400,000 from the U.S. Environmental Protection Agency (EPA) to assess the condition of brownfield properties in the Strafford region and plan for their cleanup and reuse. The award provided \$200,000 to assess petroleum-related sites and \$200,000 to assess sites contaminated with other hazardous materials.

In FY 2018 SRPC's environmental consultant, Crede Associates, conducted a phase I assessment of the historic Dover Roundhouse property, built in 1918 by the Boston & Maine Railroad and now home to Salmon Falls Stoneware. The phase I work included a study of relevant records and materials to determine the likelihood of contamination and the need for further assessment. It aimed to identify recognized environmental conditions (RECs), which may result in Phase II work (sampling) and remedial planning or cleanup. Based on the results of its phase I assessments, Crede conducted phase II activities and additional sampling at two more properties.

In December 2017 economic development planner James Burdin, who is also the project manager for SRPC's brownfields work, attended the 2017 National Brownfields Training Conference in Pittsburgh, Pa. The conference included several educational sessions and mobile workshops.

In June 2018, EPA extended the term of SRPC's grant to Sept. 30, 2019, in order to provide more time to complete the ongoing assessments. SRPC will continue to evaluate sites from the regional inventory for possible phase I and II assessments based on the availability of grant funds. In addition, SRPC will apply for another assessment grant in fall 2018. If awarded, the additional funding will support continued redevelopment of the region's brownfield properties, including a solicitation for additional potential sites in 2019 and beyond.



*SRPC Brownfield logo, Dover Roundhouse Property  
Source: SRPC*

### Project Highlights

- » 8 phase I assessments completed or ongoing to date
- » 4 phase II assessments completed or ongoing to date
- » 2 sites received additional assessments including a building materials survey and further groundwater sampling
- » 1 potential site under consideration for petroleum eligibility



# Transportation

## Planning

### Partnering for Performance NH

Partnering for Performance New Hampshire (PFPNH) grew out of Strafford MPO's Strategic Highway Research Program (SHRP2) project, which began in July 2016 and ended in September 2017. SHRP2 enabled Strafford MPO to build on the "Collaborative MPO Approach to Transportation Performance Based Planning in New Hampshire" effort. That effort involved a workgroup comprising various stakeholders tasked with determining key performance measures to be implemented by the state's four metropolitan planning organizations. Rachel Dewey, data analyst, and Nancy O'Connor, program content coordinator, were SRPC's SHRP2 project managers.



### Project Highlights

- » 14 workgroup meetings
- » Currently working to update 10 measures, and set initial targets for 11 others
- » Workgroup continues to incorporate measures into multiple planning documents

In September 2017, Nancy was invited to present at the Northern New England Chapter of the American Planning Association (NNECAPA) Conference in Manchester, Vt. She participated in session titled "Stories from the Street," which featured staffers from four communities sharing their recent public engagement efforts. Nancy discussed PFPNH's outreach component, including the workgroup and colloquium and how that engagement led to important project outcomes.

October 2017 saw the launch of the [PFPNH website](#)<sup>4</sup>. Shayna Sylvia, communications and outreach specialist, and Cynthia Plascencia, transportation writer, assisted with graphic design and formatting for the Partnering for Performance Technical Document<sup>5</sup>, templates for reporting performance measures, and other project deliverables.

In April 2018, Nancy was invited to attend the SHRP2 PlanWorks Expert Task Group and Champions Peer Exchange in Washington, D.C. She reviewed how SRPC used the Federal Highway Administration (FHWA) online planning tools during the 15-month SHRP2 project. Nancy focused on staffers' experience using the FHWA online resource tool to frame the PFPNH project and explained the how and why of the coordinated efforts associated with performance based planning. In addition, she addressed the use of online assessments to identify areas for improvement.

Now that the SHRP 2 funding has ended, the group meets as PFPNH in order to continue the collaboration established between MPOs and other transportation stakeholders in the state.

<sup>4</sup> <http://partneringforperformancenrh.org/>

<sup>5</sup> [http://partneringforperformancenrh.org/wp-content/uploads/2018/08/PFPNH\\_Technical\\_Document.pdf](http://partneringforperformancenrh.org/wp-content/uploads/2018/08/PFPNH_Technical_Document.pdf)

## S/TIP Management

Each year Colin Lentz, regional transportation planner, and Rachel Dewey, data analyst, coordinate with the New Hampshire Department of Transportation (NHDOT) to maintain the regional [Transportation Improvement Program \(TIP\)](#)<sup>6</sup>. This work includes participating in interagency calls to receive information about major amendments and administrative modifications, also known as “minors,” to the current Statewide Transportation Improvement Program (STIP). Both Colin and Rachel use and maintain the database for tracking changes to these federally funded projects. Rachel updates the database frequently with more detailed information sent by NHDOT.

SRPC processed 10 local minors, 36 statewide minors, and two amendments during FY 2018. The amendments, processed in December 2017 and March 2018, reflected changes to the STIP, which covers FY 2017 – FY 2020. One of the amendments contained changes to several transportation projects in the Strafford region, among them projects involving expanded transit service by the Cooperative Alliance for Seacoast Transportation (COAST) and UNH/Wildcat Bus, improvements to the Dover and Rochester toll plazas, bridge replacement over Little River in Lee, and intersection safety improvements in Somersworth. Statewide projects in the amendment covered changes to bridge maintenance, preservation, and improvements across the state; preservation and resurfacing of tier 1 and tier 2 roadways and highways; funding for the Statewide Transportation Innovation Council (STIC); installation of road and weather information systems; and underwater inspection of various bridges.

The other amendment processed in FY 2018 included changes to Congestion Mitigation and Air Quality (CMAQ) funding for COAST and for the municipalities of Dover, Durham, and Somersworth. The scope of COAST’s capital/operating support for its Newington – Dover infrastructure project was also changed, and a new project was added to support the UNH Technology Transfer Center through the Local Technical Assistance Program (LTAP). Also changed was the scope of UNH’s 68070 project, which supports capital equipment purchases and operating support for UNH/Wildcat Bus. And changes were made to statewide projects supporting bridge maintenance, preservation, and improvements; capital bus and bus facilities; resurfacing and rehabilitating tier 2 roads and roadways; state system signage; and a new CMAQ project to evaluate traffic control signals and refine signal timing to improve traffic flow.

The amendment processes included a public comment period and review by Strafford MPO’s Technical Advisory and Policy committees.

## Annual Listing of Obligated Projects

The Annual Listing of Obligated Projects provides transparency for federal transportation expenditures. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) require the annual publication of an obligated projects report. The document’s primary purpose is to relay information about transportation projects and the expenditure of federal funds for those projects during the preceding fiscal year. The preparation of the Annual Listing of Obligated Projects is funded by the FHWA and the FTA.

The 2017 Annual Listing of Obligated Projects was sent to communities and posted on the SRPC website in December 2017. The document can be viewed online [here](#)<sup>7</sup>, and the map of the 2017 projects can be found [here](#)<sup>8</sup>.

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6 [http://strafford.org/cmsAdmin/uploads/finalmpo17-20tip\\_complete&signed.pdf](http://strafford.org/cmsAdmin/uploads/finalmpo17-20tip_complete&signed.pdf)

7 [http://strafford.org/cmsAdmin/uploads/finalannuallisting\\_2017.pdf](http://strafford.org/cmsAdmin/uploads/finalannuallisting_2017.pdf)

8 [http://strafford.org/cmsAdmin/uploads/annuallisting\\_map2017.pdf](http://strafford.org/cmsAdmin/uploads/annuallisting_map2017.pdf)



Public Participation Plan graphic  
Source: SRPC

## Public Participation Plan

Public participation is essential for informing the transportation planning activities of the Strafford MPO. Throughout FY 2017, SRPC's communications and outreach specialist, Shayna Sylvia, updated the MPO's public participation plan (PPP). This document, which is updated every four years, details the outreach techniques Strafford MPO uses to provide information to, and opportunities for feedback from, the public in accordance with [federal regulations](#)<sup>9</sup>.

The draft PPP was released in August 2017 for a 45-day public comment period and approved by the Strafford MPO Policy Committee in October. Shayna will update the document's performance measures section in FY 2019 with statistics from FY 2018.

## Bike/Walk to Work Day

This year's event was held on Friday, May 18, with assistance from Rockingham Planning Commission, COAST, UNH, Seacoast Bicycle Routes, and local bike shops and other businesses. Commuters who left their cars at home in favor of biking or walking to work were treated to a free breakfast at a number of spots throughout the Seacoast. The stops in the Strafford region were:

- Dover City Hall
- Philbricks Sports (Dover)
- UNH NH Hall (Durham)
- The Bike Factory (Newmarket)

Stefanie Casella, data collection and analysis assistant, planned the regional stops for this event with assistance from Colin Lentz. This year, 312 bicyclists participated across the Seacoast with about 100 riding through the SRPC region.

<sup>9</sup> <https://www.law.cornell.edu/cfr/text/23/450.316>

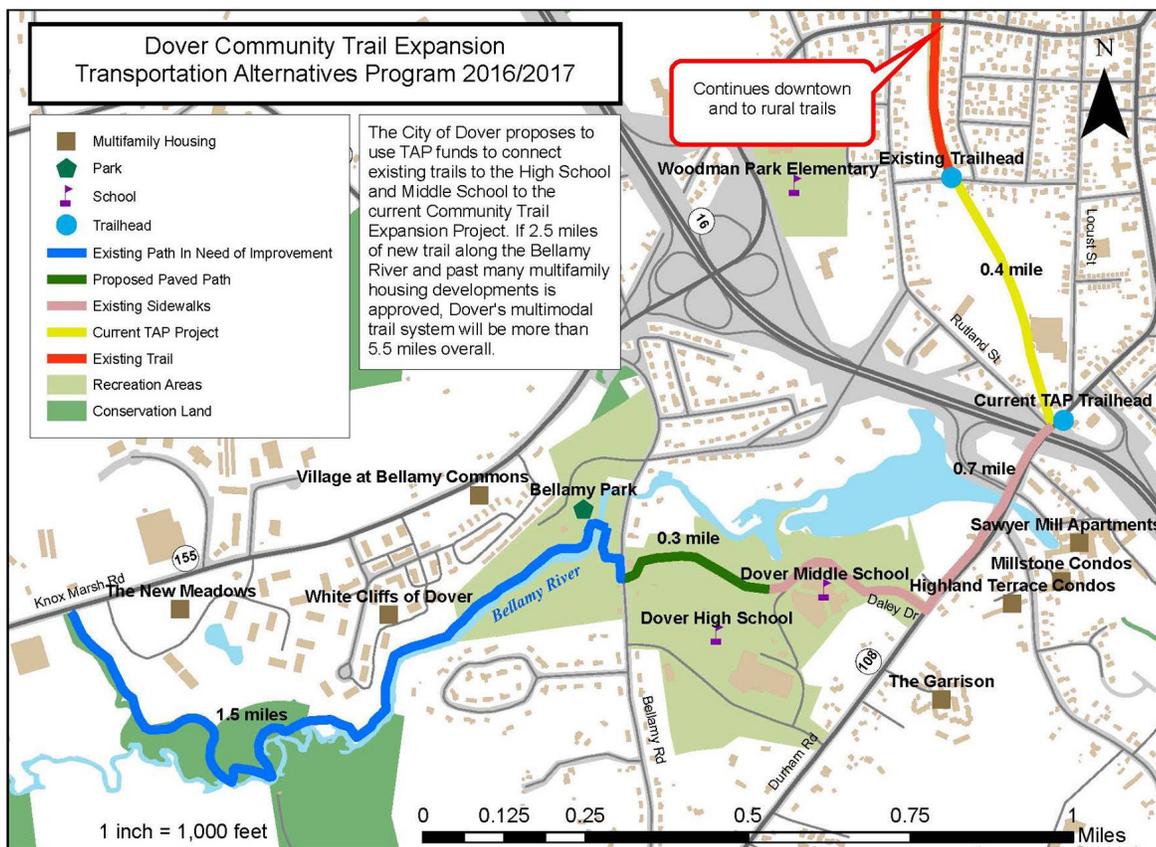


Montague Bike Source: Montague Bikes

## Transportation Alternatives Program

Dover, Somersworth, and the University of New Hampshire (UNH) continue to implement projects funded by the federal government through the Transportation Alternatives Program (TAP) and local matching funds. Dover is extending and enhancing its popular community trail through Dover High School and Bellamy Park. UNH/Durham is improving pedestrian accessibility and safety to link campus and parking areas to the outdoor athletic stadium and fields. Somersworth is building trails and improving sidewalks to provide a safe walking network linking schools, residential areas, and the downtown.

Stafford MPO will provide technical assistance to municipalities proposing projects for the 2018 round of TAP funding. Farmington, Rochester, and Somersworth have submitted letters of interest in anticipation of submitting full project applications. Municipalities in the Stafford region continue to model innovative projects that build community vitality and enhance local accessibility and safety for pedestrians, bicyclists, and transit riders.



Dover Community Trail map used for Transportation Alternatives Program funding application in 2016/2017 Source: City of Dover

## Prospectus

In FY 2018 Colin Lentz, regional transportation planner, and Ken Mayo, transportation editor, updated the Stafford MPO Prospectus, an essential guide to MPO plan development including specifications for public participation and engagement.

The updated Stafford MPO Prospectus was released for public comment in December 2017 and adopted unanimously by the Policy Committee in January 2018. The document can be viewed on the [SRPC website](http://www.strafford.org/cmsAdmin/uploads/finalprospectus2018_signed.pdf)<sup>10</sup>.

<sup>10</sup> [http://www.strafford.org/cmsAdmin/uploads/finalprospectus2018\\_signed.pdf](http://www.strafford.org/cmsAdmin/uploads/finalprospectus2018_signed.pdf)

## Metropolitan Transportation Plan

An updated Metropolitan Transportation Plan for the Strafford region was adopted on Dec. 21, 2017, by the Strafford MPO Policy Committee. The adopted plan included extensive edits to improve readability. Several sections removed from the previous version will be developed as standalone technical assistance tools.

Metropolitan planning organizations nationwide are integrating required federal performance measures into their plans and processes. SRPC took the opportunity to start that process by linking federal performance measures and the projects programmed in the metro plan. Those projects come from the four-year Transportation Improvement Program, the Statewide Ten Year Plan, and the “out-years” that continue beyond the Ten Year Plan to 2045.

The adopted metro plan is available for viewing and downloading on the [SRPC website](#)<sup>11</sup>.



### **Training Highlights**

- » Three sessions in Berwick, Dover and Rochester
- » Learned the difference between outreach & engagement, important facilitation techniques, and other best practices
- » Made important community connections

*Site walk during Berwick session, interactive engagement poster exercise*  
Source: SRPC

## **Training**

### Community Engagement Training

During the spring of 2018 Shayna Sylvia, communications and outreach specialist, and Nancy O’Connor, program content coordinator, attended the Community Engagement Academy of the UNH Cooperative Extension (UNHCE). UNHCE partners with the UNH Office of Engagement and Academic Outreach, the University of Maine Cooperative Extension, and Maine Sea Grant to offer this program, which is in its second year. The three-session academy features speakers, activities, discussions, and interactive walking tours organized around outreach and engagement.

The sessions for the 2018 Community Engagement Academy were held in April and May at the Berwick, Maine, Town Hall; Childlight Yoga in Dover; and the Rochester Performing Arts Center. Each session offered strategies for increasing productive public participation. Walking tours in each community highlighted important opportunities for outreach and engagement and their connection to transportation, land use planning, and economic development.

Following the training, Shayna published a blog post about the strategies she learned during the training. The post can be viewed on SRPC’s blog “[Strafford Region Plans](#)”<sup>12</sup>.

11 <http://strafford.org/transportation/metroplan.php>

12 <http://strafford.org/magazine/party-planning-101-how-to-plan-the-most-talked-about-community-engagement-event/>

## All-Hazards Transportation Recovery Plan Training

In September 2017 Colin Lentz, regional transportation planner, participated in training on developing comprehensive, all-hazards transportation recovery plans by collaborating with stakeholders such as transit providers and public safety agencies and by using specialized transportation planning techniques and social networking technology.

Jamel Torres, transportation/land use planner at the Southern Maine Planning & Development Commission, joined Colin at the four-day “train the trainer” event in Portland, Oregon. Together, they represented one of six regions from around the country in attendance. The training presented tools and strategies for facilitating interactive exercises and other multi-stakeholder planning techniques. Colin and Jamel also participated in an exercise to develop an all-hazards transportation recovery plan for Portland.

The event was hosted by the Association of Metropolitan Planning Organizations and Portland State University. It was funded by the Federal Transit Administration.

On Jan. 30 and 31, 2018, SMPDC and SRPC hosted a two-day training exercise to develop an all hazards emergency transportation recovery plan for southwestern Maine and the Strafford and Rockingham regions in New Hampshire. The training provided participants with the tools, knowledge, skills, and resources to develop an emergency transportation recovery plan that includes public transit capacity, travel demand management strategies, intelligent transportation system technologies, and social media to facilitate recovery efforts.

Key topics included defining all hazards transportation recovery planning, lessons learned from past events, roles and responsibilities in transportation recovery planning and implementation, and tools and methods for prioritizing emergency recovery investments. Participants included regional planners, municipal staff members, emergency first responders, and state personnel directly responsible for emergency management.

## Data

### Annual Building Permit Inventory Report

During FY 2018 Stefanie Casella, data collection and analysis assistant, worked closely with building inspectors and municipal staffs to collect and process information on all building permits for new construction issued in the 18 Strafford region communities during the previous year. We appreciate the assistance we received.

Stefanie compiled the information in the “2017 Annual Building Permit Inventory Report.” The report provides a look at new development and growth in the Strafford region. Strafford MPO will use it to update the transportation and land use model and for municipal development planning purposes.

The current permit inventory covers new construction from Jan. 1 to Dec. 31, 2017. It contains a summary analysis of building activity in the region, a table of permit totals for 2017 by municipality,



a chart illustrating permit allocations, line graphs showing changes in residential and commercial construction since 2008, and a map of new building locations in the region. The document will be posted on the SRPC website in FY 2019. The 2016 report is available [online](#)<sup>13</sup>.



Along the Sweet Trail  
Source: SRPC



New Hampshire  
Technology Transfer Center

Technology Transfer Center logo  
Source: UNH

### SADES Highlights

» 11 miles of sidewalks have been assessed during the summers of 2017 and 2018

» RSMS assessments were completed in Nottingham in FY 2018, and forecasting for Nottingham, New Durham, and Middleton will occur in FY 2019

### Trail Mapping

In FY 2018 our GIS planner at the time, Rachael Mack, translated data she had collected into a regional trail network map. She mapped the Sweet Trail in Newmarket in July 2017 and the Dover Community Trail and the trails at Wagon Hill Farm in the months that followed.

In April 2018, Rachael published a regional trail map that is now available on ArcGIS Online. The map provides the location and descriptions of recreational trails in the SRPC region, as well as attributes such as trail surface, type, permitted uses, restrictions, and property ownership. Additional information is provided on scenic lookouts and other points of interest near the trails and for amenities such as restrooms, parking, and benches.

Creating a regional trail database is an ongoing effort at SRPC. In FY 2019, GIS planner/analyst Marcia Moreno Báez will update the map Rachael created as new data becomes available.

### Statewide Asset Data Exchange System

The Statewide Asset Data Exchange System includes a variety of programs focused on standardizing data collection processes throughout the state. During FY 2018, SRPC's data collection and analysis assistants completed culvert assessments, road surface management system assessments, and sidewalk assessments.

They completed culvert assessments in New Durham and continued to assess culverts in Barrington, Durham, Middleton, Northwood, Nottingham, Rollinsford and Somersworth. Ongoing culvert inventories and assessments in Brookfield, Dover, Farmington, Milton, New Durham, Rochester, Strafford, and Wakefield will be continued in FY 2019. The field team also completed road surface management system assessments in Nottingham during the FY 2018 field work season.

Forecasts based on data collected in Nottingham, New Durham, and Middleton will be reported in FY 2019. Updates to the Rollinsford 2016 forecasting report were requested by the Rollinsford Select Board and changes will be made during FY 2019.

13 <http://strafford.org/cmsAdmin/uploads/2016-annual-building-permit-inventory.pdf>

## Traffic Count Data

Every year, SRPC completes traffic counts at locations throughout the region specified by NHDOT. The state transportation department maintains those counts from as far back as 1998 in a database that can be found [online](#)<sup>14</sup>.

During the summer of 2017, data collection and analysis assistants Stefanie Casella, Mason Twombly, Derrick Bartlett, and Molly Belanger set 123 NHDOT counts and 24 supplemental counts requested by communities in the region.

In summer 2018 (which extends into FY 2019), Stefanie and this year's data collection intern, Monique Duchesne, set 114 NHDOT counts and 13 supplemental counts. Their efforts were documented on social media with the pictured logo and the hashtag #datadaysofsummer.



*2018 field work team logo, data collection and analysis assistant Stef Casella sets a radar counter  
Source: SRPC*

<sup>14</sup> <https://www.nh.gov/dot/org/operations/traffic/tvr/locations/index.htm>



## Project Highlights

- » Completed Dover's Climate Adaptation chapter which contributed to the city winning two awards
- » Updated Newmarket's stormwater regulations (still pending adoption)
- » Amended Durham's Flood Hazard Overlay to account for the effects of sea-level rise
- » Assisted Rollinsford in submitting a Letter of Intent in Oct. 2017 to participate in the Hazard Mitigation Grant Program
- » Assisted Madbury in holding a climate adaptation workshop, which resulted in increased outreach surrounding emergency preparedness.

*Setting SAIL NH LOGO, Madbury Emergency Preparedness Workshop  
Source: NHDES Coastal Program*

# Planning

## Climate Adaptation

### NH Setting SAIL

NH Setting SAIL was a regional project involving New Hampshire's 10 inland coastal communities. It supported state and municipal implementation of the NH Coastal Risk and Hazards Commission (CRHC) report through funding for outreach and technical assistance. SRPC's portion of the project ran from October 2016 to March 2018.

Kyle Pimental, principal regional planner, worked on the project with New Hampshire Seagrass (NHSG), the New Hampshire Department of Environmental Services Coastal Program, Rockingham Planning Commission, the Climate Adaptation Workgroup, UNH Cooperative Extension (UNHCE), and the Great Bay National Estuarine Research Reserve.

SRPC partnered with the City of Dover to write a climate adaptation chapter for the city's master plan. A public workshop in October 2017 gave project staffers input on the draft chapter recommendations. Twenty-eight community members participated in the workshop, and 155 stakeholders responded to an online survey created to obtain additional feedback. SRPC, UNHCE, and NHSG staff compiled the public comments and worked with Dover's steering committee to revise the draft chapter recommendations. The final chapter was unanimously adopted by the Dover planning board following a public hearing in February 2018. As a direct result of the chapter, the city successfully applied for a Sustainability Fellowship Project through the Sustainability Institute at UNH to conduct a carbon and nitrogen footprint analysis for the city this summer. The chapter also won Dover several awards (see the section of this report on [Awards and Recognitions](#)).

With the Town of Madbury, Kyle, in partnership with UNHCE and NHSG, organized a workshop in September 2017 to discuss concerns and actions related to extreme precipitation and flooding, drought and water supply, and emergency preparedness for the town. Staffers from UNHCE and NHSG compiled a summary of ideas for next steps based on the workshop discussion and conversations with the workshop planning team. They presented their summary to the Madbury planning board in November 2017. A follow-up meeting was held in January to discuss how the project would be included in the town's annual report and how

the water board could incentivize water quality testing. The planning team's efforts to draft an emergency preparedness/contact list for a magnet or other type of giveaway for community members was also discussed. The results of the Madbury workshop were forwarded to the town's new contract planner in order to take advantage of potential opportunities to integrate into the town's updated master plan the concerns, needs, and action ideas raised by the workshop participants.

Kyle worked closely with the Town of Rollinsford to research potential funding sources for culvert upgrades. He assisted the town and its engineering firm in submitting a letter of intent in October 2017 to participate in the Hazard Mitigation Grant Program in response to the Disaster Declaration after severe storms and flooding in the state on July 1 and 2, 2017. The town was invited, but in the end decided not to, submit a full proposal to replace an undersized culvert on Sligo Road.

Regional economic development planner James Burdin assisted the Town of Durham with revisions to its Flood Hazard Overlay District that incorporated expected risks of sea level rise. James worked with Durham's leadership team to develop an advisory portion of the overlay using areas identified by a 2017 vulnerability assessment as being at risk of future sea level rise. The resulting Advisory Climate Risk Areas are based on the intermediate scenario from that assessment, which anticipates a four-foot rise in sea levels and storm surges that roughly predict the future location of the 100-year floodplain. Residents hoping to build within the Advisory Climate Risk Areas are advised to implement conditions of the Flood Hazard Overlay and flood mitigation best practices to protect their property. With the adoption of these changes by the town council in April 2018, Durham became the first community in New Hampshire to amend its flood ordinance provisions to account for climate change. The new Flood Hazard Overlay District language can be found on the Town's [website](#)<sup>15</sup>.

Kyle worked with the Town of Newmarket's planning board steering committee and planning department to develop recommendations to update the town's site plan and subdivision stormwater regulations. The update was based on the draft Southeast Watershed Alliance stormwater model ordinance. The draft regulations were reviewed by the town's attorney and all input was incorporated into a final draft. SRPC updated the planning board on the steering committee's progress in October 2017 and January 2018. SRPC presented an overview and received input on the steering committee's draft revisions at a workshop with the planning board in February 2018. The town has not yet adopted the updated regulations.

### Lee Floodplain Study

In January 2018, SRPC began a 13-month effort to update floodplain maps with new topographic and stream flow data for the Town of Lee. This project builds off a [2014 initiative](#)<sup>16</sup> in which an ad-hoc working group and SRPC staffers reviewed floodplain data along the mainstem of the Lamprey River. SRPC then developed recommendations on how the town could incorporate the data into their local planning mechanisms. Upon hearing the recommendations, the Lee planning board asked SRPC to investigate ways to assess the other rivers in town including the North, Little, and Oyster rivers.

Upon receiving NHDES Coastal Program funding, SRPC partnered with Geosyntec and UNH to assess those rivers. Geosyntec and UNH are responsible for the modeling and for generating the flood maps, while SRPC will work directly with the planning board to incorporate the new data into the town's floodplain overlay district.

In May 2018 SRPC helped facilitate a kick-off meeting with town administration including a review of relevant history and project scope of work. Geosyntec and interns from UNH have completed their field work and data collection. Draft maps will be ready for public input this fall.

15 [https://www.ci.durham.nh.us/sites/default/files/fileattachments/planning/page/21491/article\\_xv.pdf](https://www.ci.durham.nh.us/sites/default/files/fileattachments/planning/page/21491/article_xv.pdf)

16 [http://100yearfloods.org/resources/pdf/2009\\_LampreyRiver\\_100YearFloods\\_FINALReport.pdf](http://100yearfloods.org/resources/pdf/2009_LampreyRiver_100YearFloods_FINALReport.pdf)



## New Hampshire Coastal Adaptation Workgroup

The New Hampshire Coastal Adaptation Workgroup (CAW) is a collaboration of more than 20 organizations providing resources, facilitation, and guidance to the state’s coastal watershed communities as they prepare for the impacts of extreme weather and long-term climate change.

Principal regional planner Kyle Pimental represents SRPC on the workgroup and participates in workshops, conferences, and other outreach activities. During FY 2018, Kyle continued to attend CAW committee and outreach meetings. He often collaborated with Shayna Sylvia, communications and outreach specialist, to share and promote CAW initiatives and events—including one of the largest, the 2017 King Tide event (see sidebar). Seacoast residents and visitors are encouraged to submit their best pictures of the King Tide’s effects to encourage awareness of New Hampshire’s rising tides. The winning entry in the most recent contest can be seen on this page.

Following the contest, Kyle wrote a guest blog post for the CAW website titled “Social Media Reaches Wider King Tide Audience,” which examined the increased social engagement during the contest. The blog posting is available on the [CAW website](#)<sup>17</sup>.

In April 2018, Kyle participated in an expert panel on the effects of sea level rise on coastal groundwater at a CAW-sponsored workshop at the Hugh Gregg Coastal Conservation Center in Greenland. He was joined by panelists from UNH, the Infrastructure and Climate Network, and the Town of Newmarket.

The panel discussed where groundwater is expected to rise and by how much, how communities may be affected, and what they can do to prepare for this change. Kyle spoke about the potential threats to Newmarket’s drinking water identified by the Newmarket Groundwater Study project. SRPC conducted this project with the help of a UNH doctoral student, Jayne Knott, in 2016 and 2017.



CAW logo, King Tide 2017 Winning Photo  
Source: CAW, Peter DiGeronimo

### What is a King Tide?

» A king tide is an especially high tide that occurs twice a year when the moon is closest to the earth and the gravitational pull of the sun and moon reinforce one another.

17 <http://www.nhcaw.org/social-media-reaches-wider-king-tide-audience/>



Durham Town Landing during a King Tide Source: Todd Selig

Kyle and other members of the SRPC staff also helped CAW plan its 2018 NH Coastal Climate Summit on “Municipalities Rising to the Climate Challenge,” which was held in June. Newmarket town planner Diane Hardy, who was nominated by SRPC, received the Climate Champion award at the meeting (read about the award in the [Award and Recognitions](#) section).

Kyle also contributed a blog post to CAW about the City of Dover winning the NH Planner’s Association 2018 Plan of the Year. Dover received the award at the association’s spring conference. Kyle’s post “And The Award Goes to.....The City of Dover!” was published in early FY 2019 and can be found on the CAW [website](#)<sup>18</sup>.

### **Lamprey River HAZUS Technical Assistance**

SRPC, in partnership with UNH and NH Sea Grant, shared with representatives of Durham and Newmarket the results of UNH’s research into potential economic damages from flooding along the Lamprey River. To make its economic damage estimates, UNH used the Federal Emergency Management Agency Hazus model, which estimates flood damage based on base-flood elevation and building type. A two-page fact sheet shows the increases in flood damage over the past three decades and projects future flood damage along the Lamprey River.

SRPC also assisted Newmarket and Durham in brainstorming potential projects and actions that could reduce damage impacts. Several new projects emerged from this effort. Durham will soon conduct a vulnerability and planning study to determine likely sea level rise impacts on groundwater levels and will undertake a unique and creative outreach campaign that uses art to show the real impacts of climate change. Newmarket will advance its efforts to replace a culvert on Bay Road over Lubberland Creek to accommodate future sea level rise and salt marsh migration. More information can be found on the project’s [website](#)<sup>19</sup>

### **Dover Rising Waters**

The Dover Rising Waters initiative is a group of citizen volunteers working to implement actions identified in the new climate adaptation chapter of the city’s master plan. The group’s first undertaking, the High Water Mark Project, began in the spring of 2018. It seeks to engage community members in proposing and implementing public art projects that convey future flood risks as sea levels rise and extreme precipitation becomes more frequent and intense. The goal of the project is to create public art projects in Dover that will spark community conversations about the impacts of floods and rising sea levels.



*Dover Rising Waters logo  
Source: SRPC*

Principal regional planner Kyle Pimental worked with the group on the first round of the High Water Mark Project, which focused on a contest for young artists that began in June and ended in July 2018. One winning project proposal was selected and the artist received a cash prize. The project team will seek funding in FY 2019 to collaborate with the winning artist on implementing and publicizing the winning design. Additional rounds will focus on professional artists and other interested parties.

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18 <http://www.nhcaw.org/and-the-award-goes-to-the-city-of-dover/>  
19 <http://100yearfloods.org/>

**City of Rochester**  
**DROUGHT TIPS**

**WATER- USE IT WISELY!**

**Homeowners use 30-60% of their water outdoors, and 50% of that is wasted due to over-watering.**

**TRY**

Leaving the grass longer. Long grass allows for a more drought-resistant lawn, reduced evaporation, and fewer weeds.

Watering the grass in the early morning or evening to avoid daytime evaporation.

**During the summer an average family's water use can increase by over 200% when compared with other times of the year.**

**TRY**

Upgrading your irrigation systems to ensure there are no clogs or leaks, and monitor your system to make sure you aren't watering the sidewalk or driveway!

**Did you know?**

Just 1 broken sprinkler head could cost you \$90+ dollars over a six month watering season and wastes up to 25,000 gallons of water.

© Rochester  
https://droughttips.com/rochester/waterconservation/waterwise-its-just-lazy  
\*All icons are from Flatland

## Water

### Local Sourcewater Protection Program: Water Conservation Regulations for Dover and Rochester

SRPC was awarded a Local Sourcewater Protection grant from the New Hampshire Department of Environmental Services in May 2017. The funding supported two projects, one in Dover and one in Rochester, related to the adoption of new water conservation regulations.

For each city, SRPC organized small stakeholder groups that provided a variety of perspectives during the development of the regulations. Beginning in May 2017 Kyle Pimental, principle regional planner, facilitated a series of meetings with the groups to review current regulations.

SRPC worked first with Rochester, which chose to analyze the section of its city code pertaining to water usage during an emergency. SRPC assisted the steering committee in drafting updated water use restrictions and Shayna Sylvia, SRPC communications and outreach specialist, developed the accompanying rack card for residents (see sidebar). At the very beginning of FY 2019, the Rochester City Council voted to adopt the updated water use regulations.

SRPC began working with Dover in spring 2018 to review and update the landscaping section of the city's development design criteria in its site review regulations. The final draft regulations were presented to the planning board for its feedback. The board scheduled a public hearing for its June 2018 meeting, where it adopted the amendments.

### Municipal Separate Storm Sewer System (MS4) Permit

SRPC has been assisting several municipalities in the region as they prepare for the new General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) issued by the U.S. Environmental Protection Agency (EPA). The permit went into effect on July 1, 2018.

During FY 2018, former GIS planner Rachael Mack and program content coordinator Nancy O' Connor attended Seacoast Stormwater Coalition meetings and other training sessions to learn how best to assist the affected communities. SRPC also partnered with other regional planning commissions to coordinate technical assistance to MS4 communities. This included the creation of a base map set which highlights affected areas.

**City of Rochester**  
**DROUGHT REGS**

**!** The City of Rochester recently updated their water usage regulations to ensure the use of public water is properly managed during an emergency event. The new requirements shall be enforced whenever the City Manager issues a water emergency declaration. These requirements apply to four water use restriction levels, which are detailed below.

**DROUGHT REGULATIONS**

**LEVEL 1**

- Customers are encouraged to refrain from outside water use (voluntary)

**LEVEL 2**

- Outside water use shall not occur between 8AM and 5PM
- Outside water use by odd numbered addresses is allowed on odd numbered days
- Outside water use by even numbered addresses is allowed on even numbered days

**LEVEL 3**

- No outside water use for lawn watering or irrigation
- Filling of any swimming pools greater than 100 gallons capacity is prohibited
- Washing of vehicles including automobiles, trailers, trucks, etc. by hose is prohibited
- Any outside water use shall not occur between the hours of 8AM and 5PM

**LEVEL 4**

- All outside water use is prohibited.

For more information about these regulations, please visit Chapter 17: Water (17.31 Regulation of Water usage during an Emergency) of the City's code.

\*This project was funded, in part, by the U.S. Environmental Protection Agency Drinking Water Revolving Fund under CDA #66-68 in conjunction with the NH Department of Environmental Services Source Water Protection Program.

Environmental Services

Rochester Drought Tips rack card  
Source: SRPC

In FY 2019, staffers will assist the communities of Dover, Durham, Milton, Newmarket, Rochester, Rollinsford, and Somersworth, as they prepare their notices of intent (NOI), which are due to the EPA by Oct. 1.

The notices will act as a general outline of the activities planned to manage stormwater. This can include identifying where stormwater discharges to, monitoring and retrofitting stormwater infrastructure, eliminating new sources of stormwater, and doing extensive public outreach to specific audiences throughout the year. These audiences include homeowners, businesses, industrial facilities, and construction companies.



*Image from a Seacoast Stormwater Coalition meeting  
Source: SRPC*

## Hazard Mitigation

### Hazard Mitigation Plans

Since November 2014, all Strafford region communities have had hazard mitigation plans that are approved by the Federal Emergency Management Administration (FEMA). SRPC continues to assist municipalities in updating their hazard mitigation plans to ensure they remain eligible for federal disaster relief and comply with the national flood insurance program. Natural hazards include floods, hurricanes, nor'easters, ice storms, wildfires, droughts, and earthquakes.

Kyle Pimental, principal regional planner, and James Burdin, regional economic development planner, updated the Dover, Newmarket, and Farmington plans in FY 2018. FEMA approved Dover's plan in March 2018, Newmarket's in May 2018, and Farmington's in August 2018. Updates to the plan for Rochester have been submitted for conditional approval, and are still in process.

## Municipal Planning Services

### Durham Master Plan

Using the feedback from a community forum SRPC coordinated for the Town of Durham in spring 2017, staffers drafted a chapter on future land use for the town's master plan. James Burdin, regional economic development planner, and Rachael Mack, our GIS planner at the time, finalized the chapter in FY 2018. It was adopted by the Durham Town Council in January 2018 and is available [online](https://www.ci.durham.nh.us/sites/default/files/fileattachments/planning_and_zoning/page/54106/future_land_use_chapter_final_)<sup>20</sup>.

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20 [https://www.ci.durham.nh.us/sites/default/files/fileattachments/planning\\_and\\_zoning/page/54106/future\\_land\\_use\\_chapter\\_final\\_](https://www.ci.durham.nh.us/sites/default/files/fileattachments/planning_and_zoning/page/54106/future_land_use_chapter_final_)



*Storm aftermath in Dover, NH Source: City of Dover*

## Barrington Master Plan

James Burdin, regional economic development planner, continued to assist the Town of Barrington in FY 2018 as he drafted the [economic development chapter of the Barrington Master Plan](#)<sup>21</sup>. The process was guided by a steering committee, and the chapter was adopted by the town's select board in May 2018. SRPC will develop a community facilities and utilities chapter in FY 2019.

## Regional Impact Committee - Riverwoods and MiTeJo Campground

RSA 36:54 requires regional planning commissions to review developments of regional impact. RSA 36:55 defines a project of regional impact as "any proposal before a local land use board which in the determination of such local land use board could reasonably be expected to impact on a neighboring municipality, because of factors such as, but not limited to, the following:

- I. Relative size or number of dwelling units as compared with existing stock.
- II. Proximity to the borders of a neighboring community.
- III. Transportation networks.
- IV. Anticipated emissions such as light, noise, smoke, odors, or particles.
- V. Proximity to aquifers or surface waters which transcend municipal boundaries.
- VI. Shared facilities such as schools and solid waste disposal facilities."

SRPC was notified in October 2017 that the Durham planning board had declared the Riverwoods continuing care facility project on Stone Quarry Drive to be a project of regional impact. In response, SRPC regional economic development planner James Burdin completed the [developments of regional impact checklist](#)<sup>22</sup> and answered the required questions about the project based on information provided by the town and the applicant, The River Woods Group. .

To review the project, SRPC convened its regional impact committee (RIC) in October. At a meeting attended by RIC members and the public, SRPC reviewed its findings using the Development of Regional Impact checklist and heard from members of the public. SRPC submitted the results of the meeting, including all comments from members of the committee and the public, in a [report](#)<sup>23</sup> to the town.

In February 2018, the Milton Zoning Board of Adjustment approved a declaration of potential regional impact for the MiTeJo Campground's application for a special exception related to its expansion.

The RIC was convened in Mar., where SRPC reviewed its finding and allowed for members of the public to speak about the project. The results of the meeting, including all comments from members of the committee and the public, were submitted in a [report](#)<sup>24</sup> to the town

## Northwood Town Planning Services

James Burdin, regional economic development planner, continued to serve as the Town of Northwood's contract planner in FY 2018. In this role, James reviews site plan and subdivision applications and makes recommendations to the planning board. He also assists with other activities, including updating the Northwood master plan, the Northwood development ordinance, and site plan and subdivision regulations. James worked on 13 cases before the planning board in FY 2018, including proposed renovations to Johnson's Seafood and Steak and the Cooper Hill Pizzeria.

21 [https://www.barrington.nh.gov/sites/barringtonnh/files/uploads/economic\\_development\\_chapter\\_adopted.pdf](https://www.barrington.nh.gov/sites/barringtonnh/files/uploads/economic_development_chapter_adopted.pdf)

22 <http://strafford.org/cmsAdmin/uploads/dri-checklist.pdf>

23 [http://strafford.org/cmsAdmin/uploads/RIC\\_AmendedReview\\_TheRiverWoodsGroup\\_withminutes.pdf](http://strafford.org/cmsAdmin/uploads/RIC_AmendedReview_TheRiverWoodsGroup_withminutes.pdf)

24 <http://strafford.org/cmsAdmin/uploads/SRPC%20MiTeJo%20Campground%20Final%20Technical%20Review%20Packet.pdf>

## Commission Meetings

### September 2017- “A Look Inside Bedrock Gardens: The Value of Public Green Spaces Within a Community

The Commission held its September 2018 meeting at Bedrock Gardens in Lee. Owner Jill Nooney and Executive Director John Forti spoke about Bedrock Gardens and its connections to economic development, tourism, community, quality of life, education, the development of a regional identity, and the importance of all these elements in supporting a nonprofit public garden. Prior to the meeting, Commissioners and guests enjoyed a guided tour of the gardens. Commissioners approved SRPC’s FY 2019 dues rates at this meeting.



*Group photo from September 2017 Commission Meeting  
Source: SRPC*

### December 2017 - “The Importance of Food Sustainability in the Strafford Region”

“The Importance of Food Sustainability in the Strafford region” was the theme of the December 2018 Commission meeting at the Rollinsford Public Library.

Panelists for the meeting were Prof. Dan Winnians, director of UNH’s ecogastronomy dual major and lecturer in hospitality management, Jill Hall, executive director of Seacoast Eat Local, and Phil Brand of Brandmoore Farm in Rollinsford. The panel discussion focused on the importance of local food systems and farms and their connection to economic development in the region. The topic of ecogastronomy, or “a recognition of the strong connections between plate and planet, and the fact that our food choices have a major impact on the health of the environment and society,” was also discussed.



*December 2017 Commission Meeting  
Source: SRPC*

There was no quorum, so acceptance of the “FY2017 Annual Reports and Commissioner’s Handbook” was tabled.

### February 2018 - “Looking Back to Move Forward: A Retrospective by Cynthia Copeland”

SRPC’s third quarter meeting, in February 2018, was Executive Director Cynthia Copeland’s last before her retirement in March. Cynthia gave a presentation to the assembled Commissioners, staff, colleagues, and friends titled “Looking Back to Move Forward: A Retrospective.”

The presentation included a summary of projects and planning processes over the past two decades, such as changes in housing, conservation, water resources, climate, transportation, economic development, master planning in the region, and communications and the digital world. She also shared insights for her successor.



*Cynthia Copeland presenting at the February 2018 Commission meeting  
Source: SRPC*

Following the presentation, colleagues and staff members were invited to share stories and lessons learned from working with Cynthia. Former staffers and partners, including Tom Fargo, Lisa Henderson and Steve Burns, shared their fond memories of Cynthia’s work, mentorship, and advice. SRPC principal planner Kyle Pimental spoke on behalf of the current staff, thanking Cynthia for her leadership and presenting her with a bouquet of flowers.

At this meeting, Commissioners accepted the “FY 2017 Annual Report and Commissioner’s Handbook” and adopted the 2018 Amended SRPC Bylaws.



Engagement board - “What is your favorite local trail?”  
Source: SRPC



Annual meeting panel - Charlie Moreno, Alexis Rudko, and Stacey Marchionni  
Source: SRPC

### 2018 Annual Luncheon - “Trailblazing the Way: A Guide for Trail Planning, Implementation and Maintenance”

SRPC held its Annual Luncheon in June 2018 at the Governor’s Inn, near the Rochester Riverwalk project which was featured during the panel discussion on trails in New Hampshire.

Upon arrival, guests were encouraged to interact with a series of engagement boards designed to gather information about their favorite trails and how they use them, and to help SRPC add trails missing from a map of the region.

The meeting began with a letter from U.S. Sen. Jeanne Shaheen read by Chris Scott, the senator’s special assistant for projects and policy. In her letter, Sen. Shaheen recognized SRPC’s work and wished the organization a successful year. She also extended a warm welcome to SRPC’s new executive director, Jen Czysz, and recognized the importance of trails and trail networks in the state.

After the senator’s letter was read, Jen acknowledged the late Commissioner Brian Tapscott and expressed gratitude for his dedication and commitment to the Commission. She also thanked Sandy Keans (Rochester), Judy Nelson (Rollinsford), and Tony McManus (Dover) for their time on both the Commission and the Executive Committee. Jen also recognized principal regional planner Kyle Pimental for his 10 years at SRPC.

The panel discussion on trails and their relation to economic development and quality of life followed. SRPC program content coordinator Nancy O’ Connor moderated the panel: Alexis Rudko, program specialist at the state’s Recreational Trails Program, Charlie Moreno, forester and owner of Moreno Forestry, and Stacey Marchionni, chair of the Rochester Riverwalk Committee. The panelists took turns providing an overview of their organization or business, addressing what makes a good trail and how good trails are developed, and speaking about the importance of trail maintenance. Audience members followed up with comments and questions about trails in their communities.

Following the discussion, Jen presented the annual award, for excellence in innovation and city planning, to Dover Planning and Community Development (see [Awards and Recognitions](#) section).

**How many trail networks are in the Strafford Region?**

» There are over 30 trail systems in the Strafford region! Check out SRPC’s working trail map layer at:

<https://srpcnh.mapgeo.io>

The meeting concluded with Commission business, including adoption of the Fiscal Year 2019 budget, the FY 2019 slate of Commission officers, and the 2017 annual update to the Comprehensive Economic Development Strategy.

## GIS Mapping

### Northeast Arc Users (NEARC) Conference

Rachael Mack, SRPC's GIS planner at the time, attended the three-day Northeast Arc Users (NEARC) conference in November 2017. The annual conference included opportunities for technical training from ESRI, the publisher of ArcGIS; user-to-user sessions; and community building activities. Training presented at the conference covered collecting bike/pedestrian infrastructure data, building robust multi-modal networks, and MS4, web, and other municipal mapping topics.

The conference helped Rachael become familiar with what the departments of transportation and regional planning commission-level organizations in other states are doing with ArcGIS. She integrated what she learned into many SRPC mapping projects before leaving SRPC in May 2018

### MapGeo

In November 2017 Rachael Mack, then SRPC's GIS planner, launched our [MapGeo site](#)<sup>25</sup>. MapGeo is an online GIS viewer SRPC uses to host a variety of data related to land use, zoning, natural resources, transportation, and socioeconomic indicators for the Strafford region. It enables users to browse current projects in different transportation plans, such as the Ten Year Plan, Transportation Improvement Program, and Long-Range Plan; inspect FEMA floodplain boundaries at the neighborhood level; and compare zoning districts across the region.

MapGeo also lets users toggle combinations of data layers, add labels and draw figures, and print or share the results as a customized PDF map. SRPC closely maintains the database, updating layers as new information becomes available. In FY 2018, SRPC worked with Durham, Farmington, Lee, Northwood, and Rollinsford to integrate their data into MapGeo.

### Completed Mapping Projects

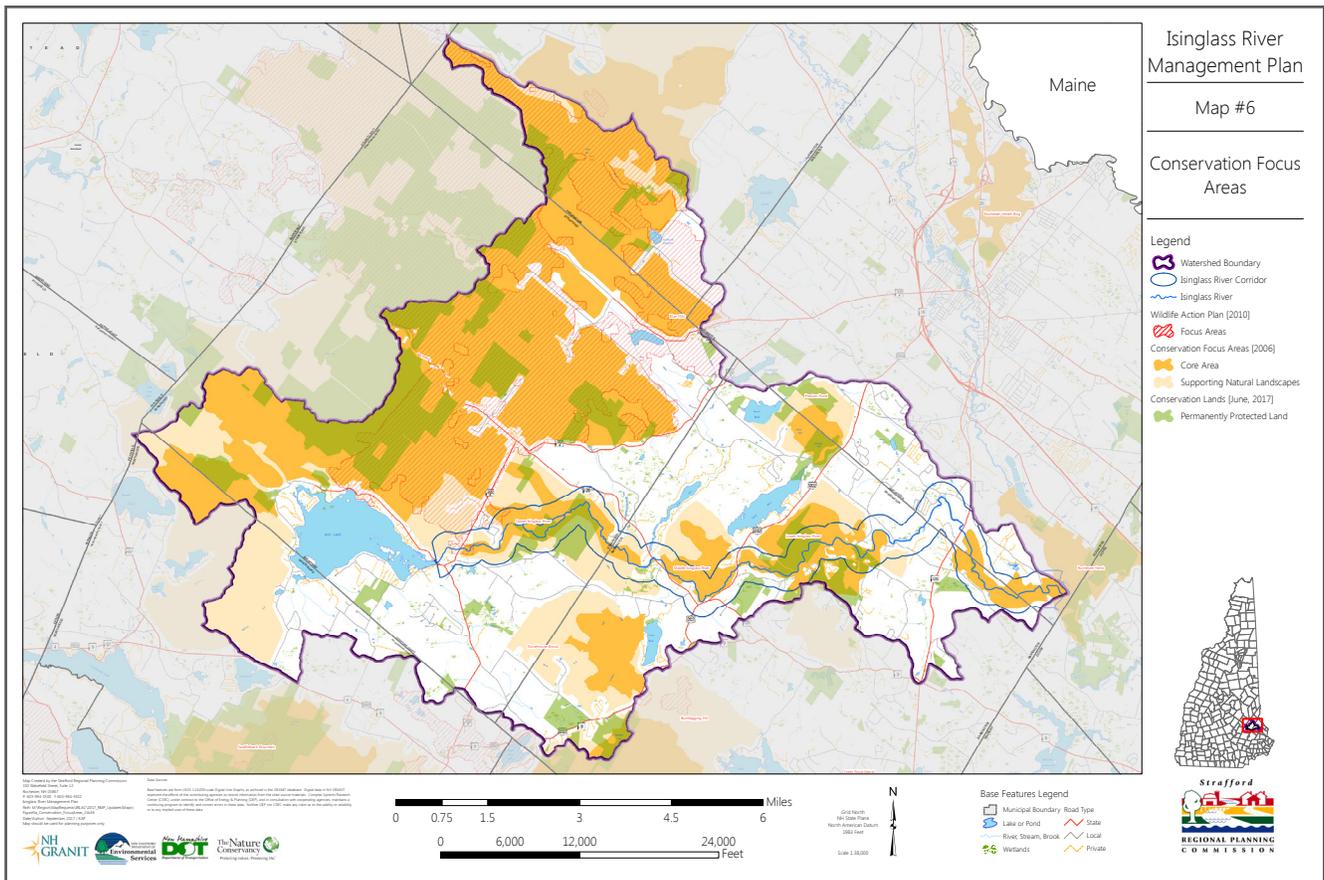
Former GIS planner Rachael Mack, with the assistance of other SRPC staff members, completed the following GIS tasks in FY 2018:

- Mapped impaired water bodies within urbanized areas for MS4 communities.
- Updated municipal tax maps for Durham, Lee, Milton, Newmarket, and Strafford.
- Created a National Highway System (NHS) roadways and MPO regions map.
- Collected GPS data for the Durham/Newmarket Sweet Trail, the Dover Community Trail, and the trails at Wagon Hill Farm.
- Completed mapping components for the future land use chapter of the Durham master plan.
- Responded to various residential, commercial, and municipal mapping requests throughout the region including the following:

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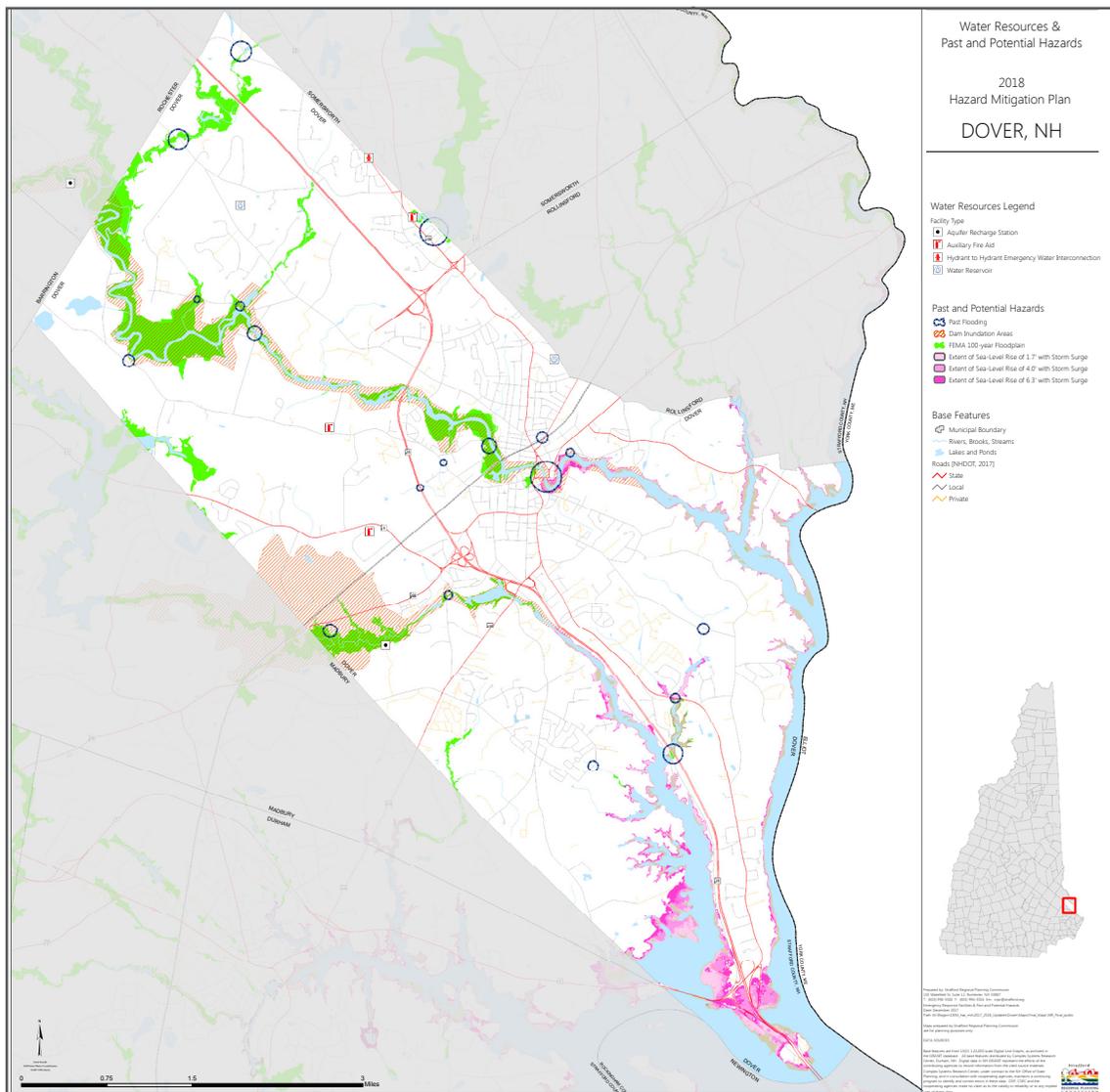
<sup>25</sup> <https://srpcnh.mapgeo.io>

- o Conservation lands map for Barrington
- o Proposed Skilled Nursing Facility overlay district map for Newmarket
- o Map U6 Lot 25 with aerial imagery for Farmington
- o Road safety audit map for Durham
- o Transportation map for commuteSMARTseacoast
- o Data request for the town of New Durham including a revision to feature classes and layer files from a 2015 map update
- o Data request for Durham related to National Hydrography Dataset (NHD) waterbodies
- o Map of conservation land and wetlands for “Casey Road Land Protection Project” for a Milton resident
- o Aquifer protection overlay district map request for Nottingham,
- o Ongoing map request from a private party related to conservation land, water resources, and properties in Lee
- Updated maps for the Isinglass River Management Plan.



Isinglass River Management Plan: Conservation Focus Areas Source: SRPC

- [Mapped potential Ten Year Plan projects](#)<sup>26</sup> being reviewed by the Policy Committee's Ten Year Plan workgroup.
- Updated the [intelligent transportation systems \(ITS\) map](#)<sup>27</sup>.
- Created a [crash and injury data map](#)<sup>28</sup>.
- Updated [annual listing of obligated projects map](#)<sup>29</sup> for 2017.
- Formatted an online version of the [2015 land use standardized map](#)<sup>30</sup>.
- Conducted analyses and prepared maps for hazard mitigation plans in Dover, Farmington, Newmarket, and Rochester.



Water Resources & Past and Potential Hazards for Dover Source: SRPC

26 <https://www.arcgis.com/home/webmap/viewer.html?webmap=bc94d04123eb465f99b9b7761fef1982&extent=-71.4215,43.1171,-70.5975,43.5053>

27 <http://www.arcgis.com/home/webmap/viewer.html?webmap=3f94068899d74c96ac6b10ac4087475e&extent=-71.2991,43.0174,-70.5012,43.4087>

28 <http://www.arcgis.com/home/webmap/viewer.html?webmap=de06e071f8364d6e9db9ec09ab6fb856&extent=-71.3361,43.1108,-70.5383,43.5016>

29 <http://www.strafford.org/transportation/annualproj2010.php>

30 <http://srpc.maps.arcgis.com/home/webmap/viewer.html?webmap=eded56626300498b9fdde132a47347e1>

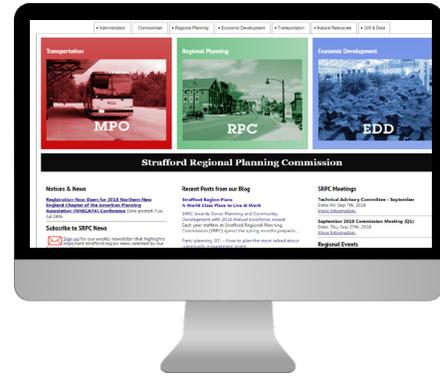
- Created standardized zoning maps for the region using recently obtained regional zoning data.
- Developed a corridor model of Rt 9 from the New Hampshire/Maine state line to Week's Crossing in Dover for CMAQ application.
- Completed hydrologic modeling of culverts in Farmington using New Hampshire Statewide Asset Data Exchange System culvert data to assess hydraulic ratings.
- Provided maps for Regional Impact Committee reviews of two developments of regional impact: MiTeJo Campground and River Woods.
- Developed series of maps to study the traffic related-impacts of development near US 4 and Rt 108.
- Completed GPS and mapping assistance for the Durham Living Shoreline project; mapped existing and proposed trail.
- Mapped advisory climate risk areas.
- Finalized project of special merit maps for the Durham component of the Setting SAIL project.
- Completed mapping components for the economic development chapter of Barrington's master plan.

# Communications

## Website

SRPC’s website is located at [www.strafford.org](http://www.strafford.org). Communicating with the public is an essential part of SRPC’s planning processes, and it is important that we have an up-to-date website to convey pertinent information in a clear, easy-to-find format.

SRPC regularly uploads monthly meetings materials along with public comment documents, explanations of current and past projects, information on SRPC’s mapping products, and lists of volunteers, stakeholders, and archived technical documents.



Graphic with SRPC website screenshot  
Source: SRPC

## E-communications

SRPC uses the email marketing service Constant Contact to communicate regularly with communities, partners, legislators, stakeholders, and other interested parties. The communications that SRPC sends throughout the year include the following:

- 39 Bits and Pieces** The weekly update highlights projects SRPC staffers are working on in the areas of transportation, economic development, and regional planning.
- 12 Planning Board Updates** Project updates were sent to the planning board for each of SRPC’s 18 municipalities.
- 12 Newsletters** The newsletter highlights regional topics including planning stories from our communities, projects that are a result of partnerships with stakeholders, and other relevant news and updates.
- 1 Legislator Update** Updates were sent to the legislators who represent the Strafford region to keep them informed on projects SRPC staff members are completing. This update was discontinued in FY 2018.
- 16 Other** Other communications include event invitations, meeting notices, press releases, grant opportunities, and other regional communications.

## Blog

SRPC launched “Strafford Region Plans” in May 2013. The blog gives SRPC staff the opportunity to write about news and happenings at the Commission, planning-related news from across the state, and other planning themes. It also houses SRPC press releases, and an archive of past e-communications.

SRPC staffers aim to post at least once a month and to use the blog as a more informal way of connecting with stakeholders, partners, residents of the region, commissioners, and municipal staffs. In FY 2018, SRPC staffers posted 10 blog entries covering such topics as preservation efforts in Somersworth, planning an engaging community outreach event, SRPC’s participation in the CommuteSMARTseacoast B2B challenge, and a yearly update of Strafford Economic Development District activities .

Read our blog [online](#)<sup>31</sup>.

## Social Media

SRPC’s social media channels include Facebook, and Twitter. We interact with citizens, municipalities, and partner organizations through these channels. New Facebook and Twitter updates are posted a couple of times a week. Trainings, conferences, reports, and other relevant information are shared through tweets and other social media posts.

The chart below shows the number of our social media posts and interactions, by impressions and engagement, on Twitter and Facebook. Engagement rate is the number of people who saw a post and liked, shared, clicked, or commented on it. Twitter impressions are the number of times a tweet appears in a user’s feed or search results. SRPC saw a 10 percent increase in our number of Twitter followers between July 2017 and June 2018 and a 38 percent increase in our number of Facebook followers.

Date	Twitter Followers	Tweets	Tweet Impressions	Facebook Followers	Facebooks Posts	Facebook Engagement
July 2017	205	6	2,029	115	16	129
August 2017	205	11	2,143	117	21	106
Sept 2017	208	6	1,526	118	23	124
Oct 2017	214	13	3,843	119	26	105
Nov 2017	218	24	3,168	122	29	278
Dec 2017	217	15	4,099	127	26	143
Jan 2018	219	12	5,076	125	16	82
Feb 2018	221	9	5,718	127	16	70
March 2018	225	6	3,331	126	20	170
April 2018	226	7	1,973	138	14	503
May 2018	226	24	4,130	144	48	404
June 2018	226	25	4,810	159	34	218

<sup>31</sup> <http://www.strafford.org/magazine>

## Guest Publications

### NH Municipal Association Town and City Articles

During the past year, the NH Municipal Association (NHMA) began a partnership with the NH Association of Regional Planning Commissions (NHARPC) to write a series of articles that appear regularly in the NHMA's bi-monthly magazine, *Town and City*. This arrangement offers regional planning commission (RPC) staffers throughout the state an opportunity to write about various planning issues. It also raises the profile of RPCs and helps municipalities better understand the range of services and technical assistance that RPCs can provide. The July/August issue of *Town and City* featured an article on trail planning by former SRPC GIS planner Rachael Mack and North Country Council planner Nick Altonaga. "Approaches to Planning Recreational Trail Networks" appears in the section "NHARPC Corner."

The article is the fourth written or co-written by an SRPC staffer to appear in the magazine. The others are:

- *Rising Seas: Impacting More than Just the Ebb and Flow of the Tides* by Kyle Pimental, principal regional planner, and Rockingham Planning Commission's Julie LaBranche.
- *Reviewing Developments of Regional Impact in New Hampshire* by James Burdin, regional economic development planner, and Rockingham Planning Commission's Glenn Greenwood.
- *What is the 2017 NH Small MS4 General Permit & How Can Your Regional Planning Commission Help?* Nancy O' Connor, program content coordinator, collaborated on this article with Nashua Regional Planning Commission and the Southern New Hampshire Planning Commission.

Back issues of *Town and City* are available [online](#)<sup>32</sup>.

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32 <https://issuu.com/newhampshiremunicipalassociation>

# AWARDS & RECOGNITION

## SRPC Excellence Award

Each year, SRPC staffers spend the spring months preparing for the annual luncheon. This event gives us the opportunity to celebrate another busy and successful year with our partners and colleagues, a chance to share some new information with our guests, and an opportunity to meet new stakeholders and share with them just what it is we do here at SRPC.

The meeting centers on a theme—this year’s was trails—and includes a time for guests to network, enjoy a nice meal, and learn about the featured topic. Another not-to-be-missed highlight of the meeting is the presentation of SRPC’s Annual Excellence Award, which recognizes a partner who has done exceptional work over the past year.

SRPC Executive Director Jen Czysz presented the 2018 Award In Excellence and Innovation in City Planning to Dover Planning and Community Development. This well-deserved award recognized the Garrison City for its region-leading planning initiatives, which have served as a model of innovation across the state and throughout Northern New England. Dover’s forward-thinking approach has linked land-use planning, zoning, transportation, economic development, natural resource protection, trails, responses to climate change, and energy efficiency to create what is arguably one of the most vibrant and livable communities in New Hampshire.

In presenting the award, Jen shared a list of Dover’s recent and notable accomplishments including the following:

- Being the first community in Northern New England to adopt, in 2009, a Form Based Code enabling greater flexibility in the development and redevelopment of Dover’s downtown. In combination with zoning changes, the city improved opportunities to redevelop vacant and underused city-owned parcels, encouraged mixed uses, and expanded transit use and pedestrian activities in its downtown.
- Receiving the NHPA 2016 Plan of the Year for its Downtown Pedestrian and Vehicular Access Plan.
- Integrating climate change into its updated, FEMA-approved hazard mitigation plan.



### Past Award Winners



2017

Land & Community Heritage Investment Program  
Excellence in Stewardship of New Hampshire's  
historical, cultural, and natural resources.



2016

UNH Campus Planning  
Excellence in Planning & Stewardship



2015

Strafford Economic Development Corporation  
Excellence in Financial Assistance

SRPC's Jen Czysz awards Dover City staffers with Annual Award, Dover City Seal  
Source: SRPC & City of Dover

- Acting as a steward of the Great Bay estuary, recognizing and responding to the harm caused by untreated stormwater and to the potential for flood damage, pollution, erosion, and loss of habitat and aquatic life.
- Amending its subdivision and site plan review regulations in 2016 to require low-impact development (LID) techniques and employing them for municipal improvements, acquiring conservation land, and restricting the use of toxic pesticides.
- Recognizing the importance of adaptation and resiliency in the face of coastal hazards by adopting regulations more stringent than required by the National Flood Insurance Program, for example requiring that the lowest floor of new or substantially improved structures be two feet above base flood elevation.
- Using innovative planning techniques when considering the effects of rising sea level on the Cochecho Waterfront Development project. Preliminary site designs for the mixed-use district along the Cochecho River will incorporate a “living shoreline” to address sea level rise.
- Being one of four New England sites chosen in 2012 to partner with MIT and the Consensus Building Institute and test new and innovative ways to increase public awareness about climate change risks and adaptation opportunities. The effort engaged 120 residents in a mock decision-making exercise and was written up in 2014 in the New England Climate Adaption Project report.
- Being one of 10 communities to complete a vulnerability assessment report as part of the Climate Risk in the Seacoast (C-RiSe) project. The effort identified key assets and resources potentially at risk from sea level rise or coastal storm surge flooding.
- Receiving the 2018 Plan of the Year award from the New Hampshire Planner’s Association (NHPA) for the climate adaptation chapter of the municipal master plan. The new chapter, completed this year, is the first of its kind in the state. It addresses in detail water availability and quality, health and safety, food, energy, infrastructure, and natural resources. This effort has set a new bar for climate resiliency planning.
- Finishing, in 2016, its Silver Street reconstruction connecting neighborhoods, downtown, industry, and transit via bike/pedestrian infrastructure and road upgrades. The project evolved into an upgrade of a gateway to the downtown and consisted of water main replacements, drainage improvements (including a rain garden near Woodman Park School), street and sidewalk reconstruction, landscaping, wayfinding, lighting, and traffic signal improvements.
- Receiving funding and upgrading its Community Trail. Additional segments will be constructed, and the trail extensions will connect multi-family housing to the high school, middle school, and downtown, providing a safer and shorter travel route for bicyclists and pedestrians.

In brief remarks Chris Parker, assistant city manager, accepted the award on behalf of the entire city. He noted that the accomplishments cited by Jen would not have been possible without the collaborative efforts of all the city departments. City planner Steve Bird and community development planner Dave Carpenter were also present to accept the award.

We are pleased to have honored Dover as this year’s awardee, and we would like to congratulate the city on its efforts and accomplishments. We are excited to see what next year has in store for the Garrison City, and we are confident it will continue on this influential trajectory.



## CommuteSMARTseacoast Award History

- » 2018 Commute Smart B2B Challenge - Most Social Media Buzz
- » 2017 Silver Sustainability Champion
- » 2016 Bronze Sustainability Champion
- » 2016 Commute Smart B2B Challenge - Most New Smart Commuters
- » 2015 Commute Smart B2B Challenge - Most Sustainable Trips



SRPC staffers with “Most Social Media Buzz” award, Communications and outreach specialist Shayna Sylvia accepting the silver sustainability award from commuteSMARTseacoast’s Anne Rugg  
Source: SRPC

# CommuteSMARTseacoast Awards

## 2017 Sustainability Champion

CommuteSMARTseacoast held its second sustainability event and award ceremony in November 2017. It was attended by staffers from a variety of seacoast businesses and organizations that took part in the B2B Commuter Challenge. Participants were awarded gold, silver, or bronze status for having met certain qualifications such as participating in the annual B2B commute challenge, having an office located near a bus route, and sending employees information about smart commuting options. SRPC was awarded silver for excellence in promoting sustainable commuting options for employees.

## Most “Social Media Buzz”

SRPC staffers ended the fourth annual commuteSMART Seacoast B2B Challenge with impressive statistics. We had a 100 percent participation rate and logged 79 trips totaling 2,399 miles and equating to savings of 2,206 pounds of CO2 and \$1,367 in travel costs. With Shayna Sylvia, communications and outreach specialist, as team captain, SRPC also won the award for Most Social Media Buzz. This award is given each year to the team that scores highest for social media posts. Points are awarded based on the use of platforms, number of likes and shares, video content, and unique authors.

# New Hampshire Planners Association Awards

## Plan of the Year

As part of the Setting SAIL project (read about the project in the [Climate Adaptation](#) section) Kyle Pimental, principal regional planner, worked with the City of Dover to facilitate and draft its master plan chapter on climate adaptation. The chapter was the result of a collaborative and transparent effort involving an appointed master plan steering committee and staff from the city, augmented by consulting services provided by SRPC and partners at UNH Cooperative Extension and NH Sea Grant. The steering committee was made up of members of the public as well as representatives of the planning board, city council, open lands committee, conservation commission, and energy commission.

To encourage public participation, the city ensured all steering committee meetings were open to residents, hosted a workshop on the draft actions, and disseminated an online survey that received over 150 responses. The chapter's unanimous adoption by the planning board at the conclusion of a public hearing on Feb. 27 was the culmination of nearly a yearlong effort.

Following the completion of the master plan chapter, Kyle nominated Dover for the NH Planners Association (NHPA) 2018 Plan of the Year award. It was announced at the spring NHPA conference that Dover would receive the award. Appropriately titled "Planning for a Resilient Tomorrow," the chapter goes well beyond standard master plan chapters in attempting to address an inclusive set of local planning challenges associated with climate change. According to a press release from the city, the chapter "examines climate change in a comprehensive manner and is designed to inform future land use decisions and identify public and private risk and vulnerability." The chapter covers issues pertaining to water availability and quality, health and safety, food, energy, infrastructure, and natural resources. It was carefully prepared using existing condition data and the best available climate change science.

Dave Carpenter of the city's planning department said of the chapter's development, "We believe it is a great example of what can happen when agencies, organizations, elected officials, appointed committee members, planners, and, most importantly, the public, come together to understand the challenges that face a community and work to develop a plan to address those challenges."

The chapter outlines 47 action items to be carried out over the next 10 years. They are grouped into four categories: outreach and engagement; studies and initiatives; operations, policies, and procedures; and regulations. A table in the chapter shows the primary climate topic each action is associated with, the interplay and overlap with other climate topics, the priority ranking, responsible party, and chapter reference where readers can find more information and details about that action.

The [climate adaptation chapter](#)<sup>33</sup> is posted on the city's master plan web page. Hard copies are available in the planning department in Dover City Hall and at the public library.

## Jeffrey H. Taylor Lifetime Achievement Award

The NH Planner's Association awarded SRPC's former executive director, Cynthia Copeland, with the Jeffery H. Taylor Lifetime Achievement Award at its June 2018 conference. The award is named after Jeff Taylor, a planning giant for the state of N.H. after his death in 2015, and is given to a person who has made a large impact on the planning community of New Hampshire. This honor is often bestowed upon someone who is recently retired, or retiring shortly thereafter.

Cynthia was one of four awardees and was recognized for her work in the NH planning community.



*Dave Carpenter accepting the NHPA Plan of the Year award for the City of Dover's Climate Adaptation Chapter*  
Source: SRPC



*Former executive director Cynthia Copeland poses with NHPA president, Shanna Saunder after receiving the Jeffrey H. Taylor Lifetime Achievement Award*  
Source: SRPC

<sup>33</sup> [https://www.dover.nh.gov/Assets/government/city-operations/2document/planning/master-plan/Climate/Climate\\_Adaptation\\_Chapter\\_Certified.pdf](https://www.dover.nh.gov/Assets/government/city-operations/2document/planning/master-plan/Climate/Climate_Adaptation_Chapter_Certified.pdf)



Newmarket town planner Diane Hardy poses with Sherry Godlewski and Steve Miller (co-chairs of NHCWA), after winning the NHCWA Climate Champion Award  
Source: NHCWA

## New Hampshire Coastal Adaptation Workgroup Climate Champion

The NH Coastal Adaptation Workgroup (CAW) recognizes a climate champion each year at its annual summit event. Kyle Pimental, principal regional planner, nominated Newmarket's town planner, Diane Hardy, for the 2018 award. Diane won the award for her climate work, which can be said to look like a mosaic of activities that are resulting in a striking montage of resilience for Newmarket.

In the recent past, Diane was involved in:

- the development of a master plan visioning chapter with a focus on climate resiliency.
- an engineering study focused on reducing flooding impacts in the Moonlight Brook watershed.
- the design of a new culvert for Lubberland Creek that will permit future marsh migration.

More recently, Diane worked to add:

- projected flooding due to sea level rise to the town's 2018 hazard mitigation plan, and to
- revise the town's stormwater regulations She also,
- has become involved with a modeling study to investigate the potential effects of sea level rise on groundwater and on Newmarket's public drinking water supply.

Diane was also honored for keeping municipal board members and Newmarket residents apprised of climate projects in town and for contributing to regional projects by, for example, serving on an advisory committee for a 100-year floodplain projection project for the Lamprey River. Many of the projects that Newmarket has undertaken can be replicated in other municipalities and serve as a model for inland coastal communities.

Diane is a regional leader in recognizing climate-related risks and embracing innovative solutions. As Kyle noted in her nomination, Diane's level of detail, enthusiasm, and commitment to achieving Newmarket's vision and resilience goals are a source of admiration and respect. He also noted Diane's "uncanny ability to get things done" despite hurdles.

## Gulf of Maine Council Awards

### Sustainable Communities Award

Dover was honored with the Gulf of Maine Council 2018 Sustainable Communities Award following a nomination by Kyle Pimental, principle regional planner. The award is presented to a community or group in one of the five Gulf of Maine jurisdictions: Massachusetts, New Hampshire, Maine, New

Brunswick, and Nova Scotia. The Award recognizes community-based innovation and leadership to promote sustainable outcomes for the Gulf of Maine ecosystem and its communities.

The Gulf of Maine Council recognized Dover for its outstanding efforts to promote sustainable development strategies and mitigate climate change impacts in the Gulf of Maine. Dover's sustainability plan has led to the protection of over 2,600 acres of land and the implementation of innovative approaches to low-impact development and stormwater management. Dover was also praised for its leadership in community-wide energy conservation and planning to identify and protect natural resources that are vulnerable to flooding from sea level rise and coastal storm surges.

### **Susan Snow Cotter Leadership Award**

Following a nomination by principal regional planner Kyle Pimental, Cynthia Copeland, SRPC's former executive director, was awarded the Gulf of Maine Council's 2018 Susan Snow Cotter Leadership Award. This award is bestowed each year in memory of Susan Snow Cotter, a long-time friend of the Gulf of Maine Council. It honors a coastal management professional who exemplifies outstanding leadership or exceptional mentoring in the Gulf of Maine watershed.

Cynthia was recognized for her outstanding contributions toward protecting the Gulf of Maine watershed. The council noted that "as executive director of the Strafford Regional Planning Commission, her personal commitment to protecting natural resources as a strategy to improve quality of life has had a tremendous positive impact on New Hampshire's coastal resources." The council acknowledged Cynthia's leadership, guidance, and expertise as crucial to promoting land conservation in coastal watersheds, protecting major river systems, and enhancing climate resiliency and adaptation planning in New Hampshire.

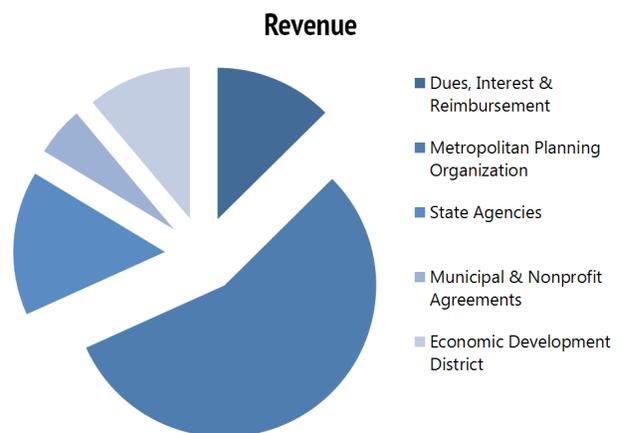
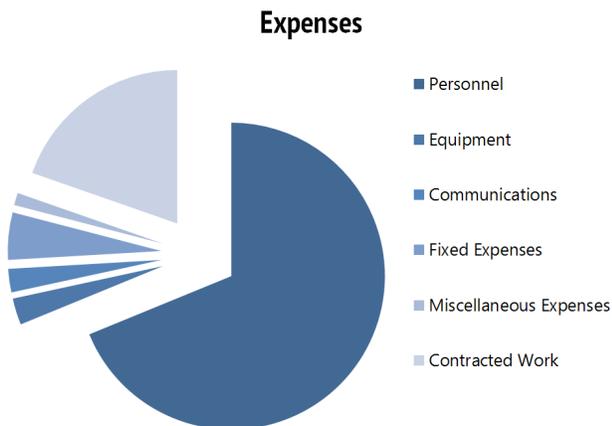
# PHOTO ALBUM



# FY 2019 BUDGET

## Strafford Regional Planning Commission Approved FY2019 Budget Summary Table

Revenue		
Dues, Interest & Reimbursement	117,649	
Metropolitan Planning Organization	520,930	
State Agencies	144,047	
Municipal & Nonprofit Agreements	49,172	
Economic Development District	103,805	
Expenses		
Personnel		643,667
Equipment		26,184
Communications		23,121
Fixed Expenses		46,551
Miscellaneous Expenses		12,100
Contracted Work		183,905
<b>Total</b>	<b>935,603</b>	<b>935,528</b>
<b>Net Deficit/Surplus</b>	<b>75</b>	



Revenues	Funding Source	Internal Match using Dues	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding	
<b>Total</b>	<b>935,603</b>	<b>68,771</b>	<b>125,821</b>	<b>0</b>	<b>935,603</b>	
<b>Dues, Interest &amp; Reimbursements</b>	<b>117,649</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>117,649</b>	<b>13%</b>
Municipal Dues (minus BRK, NOT, MIL)	117,049	0	0	0	117,049	
Interest	100	0	0	0	100	
Health Trust reward/reimbursement	500	0	0	0	500	
<b>Municipal and Nonprofit Service Agreements</b>	<b>49,172</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,172</b>	<b>5%</b>
Northwood Technical Services: through 6/30/19	18,000	0	0	0	18,000	
Barrington Master Plan Chapters - through 6/30/19	5,000	0	0	0	5,000	
UNH Lamprey River through 8/31/18	2,270	0	0	0	2,270	
LAC Barrington Conservation (7/1/18-12/31/18)	5,000	0	0	0	5,000	
BCC Barrington Conservation (7/1/18-12/31/18)	2,000	0	0	0	2,000	
FAR Master Plan Update RFP	1	0	0	0	1	
WAK Recreation and Parks Needs Assessment RFP	1	0	0	0	1	
NOT RSMS (7/1/18-9/30/18)	3,400	0	0	0	3,400	
GIS projects (MapGeo, NKT, FAR, NDU)	13,500	0	0	0	13,500	
<b>Economic Development District Agreements</b>	<b>103,805</b>	<b>10,000</b>	<b>50,000</b>	<b>0</b>	<b>103,805</b>	<b>11%</b>
<b>U.S. Dept of Economic Development Administration</b>						
EDD Planning Grant, Dues & Inkind Match (7/1/18 — 6/30/19)	70,000	10,000	50,000	0	70,000	
<b>U.S. Environmental Protection Administration</b>						
Brownfields Community Assessment Grant: through 9/30/18	33,805	0	0	0	33,805	
<b>State Agreements</b>	<b>144,047</b>	<b>1</b>	<b>75,821</b>	<b>0</b>	<b>144,047</b>	<b>15%</b>
<b>Office of Energy and Planning</b>						
Targeted Block Grant for EDD Planning match: through 6/30/19	11,111	0	0	0	11,111	
<b>Dept of Environmental Services</b>						
Coastal Grant 2019 through 6/30/19	12,500	0	12,500	0	12,500	
Lee Floodplain through 12/31/18	22,217	0	12,376	0	22,217	
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-5/20/19)	66,217	0	44,069	0	66,217	
Project of Special Merit FY18 (10/1/18-5/31/20)	4,500	0	0	0	4,500	
Coastal Resilience Grant	1	1	1	0	1	
<b>Department of Safety Homeland Security</b>						
HazMitPlans PDM16-FAR,ROC through 9/30/18	5,000	0	0	0	5,000	
HazMitPlans PDM17-MAD,NOR (7/1/18-12/31/19)	15,000	0	5,000	0	15,000	
HazMit Plans w Towns (Lee HMPG)	7,500	0	1,875	0	7,500	
<b>Department of Health and Human Services</b>						
Fdn for Healthy Communities Active Transportation Partnership	1	0	0	0	1	
<b>Metropolitan Planning Organization Agreements</b>	<b>520,930</b>	<b>58,770</b>	<b>0</b>	<b>0</b>	<b>520,930</b>	<b>56%</b>
<b>Dept of Transportation</b>						
UPWP FY18/19 Federal Highways & Transit: through 6/30/19	514,530	57,170	0	0	514,530	
Community Technical Assistance Program - CommuteSMART	6,400	1,600	0	0	6,400	
						<b>100%</b>

Expenses	FY 2018 Adopted Budget Expenses		FY 2019 Adopted Budget Expenses	
<b>Total</b>	<b>1,054,979</b>		<b>935,528</b>	
<b>Personnel</b>	<b>683,576</b>	<b>65%</b>	<b>643,667</b>	<b>69%</b>
Salaries and Hourly Wages	510,000		500,509	
Payroll Taxes	39,015		38,289	
Health Insurance	86,890		60,115	
Dental Insurance	4,400		3,711	
Life Insurance	1,032		1,068	
Short-term Disability	1,860		2,099	
Longterm Disability	744		743	
Health Incentives	2,756		5,040	
SIMPLE IRA Pension	15,450		14,715	
Workers Compensation	1,862		1,744	
Payroll Processing - Quickbooks	2,700		2,250	
Unemployment Insurance	3,867		2,883	
Staff Training & Workshops	5,000		5,000	
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	8,000		5,500	
<b>Equipment</b>	<b>37,757</b>	<b>4%</b>	<b>26,184</b>	<b>3%</b>
ARCInfo/View Software: Maintenance	6,732		6,384	
Plotter: Monthly charge (see Depreciation)	-		-	
Server: Monthly charge (see Depreciation)	-		-	
Transpo Software Maintenance: Transcad, Nvivo, Ktraxpro, TerraSync	5,025		2,100	
Office Software: Maintenance, purchase	5,000		5,200	
Maps, Databases for Transportation Model	-		-	
Traffic Count Expenses (Equipment, Repair, Supplies)	12,000		4,000	
Equipment Rental and Repair	500		500	
Copier Maintenance Contract	6,500		6,000	
Office Furniture, Computers	2,000		2,000	
<b>Communications</b>	<b>27,366</b>	<b>3%</b>	<b>23,121</b>	<b>2%</b>
Postage and Delivery	1,300		780	
Travel	21,000		18,000	
Office Phone System	1,866		2,040	
Internet	2,000		2,301	
Marketing and Media Outreach Activities	1,200		0	
<b>Fixed Expenses</b>	<b>49,300</b>	<b>5%</b>	<b>46,551</b>	<b>5%</b>
Property & Liability	4,800		5,051	
Audit and Accounting Services	11,500		11,500	
Depreciation	3,000		0	
Rent	30,000		30,000	

Expenses	FY 2018 Adopted Budget Expenses		FY 2019 Adopted Budget Expenses	
<b>Administrative Expenses</b>	<b>18,380</b>	<b>2%</b>	<b>12,100</b>	<b>1%</b>
Printing	3,500		1,200	
Legal	2,500		1,000	
Office and Mapping Supplies	4,500		3,600	
Office Expense	1,880		1,300	
Meeting Expenses (Meetings and Meeting Adv)	3,000		3,000	
Library & Subscriptions: NH Planning Books	3,000		2,000	
<b>Outsourced Contracts</b>	<b>238,600</b>	<b>23%</b>	<b>183,905</b>	<b>20%</b>
Web Design & Maintenance	3,000		3,000	
Traffic Model Assistance	8,000		6,000	
IT Services	3,600		3,240	
Financial Services	57,000		60,000	
EPA Brownfields - Credere	140,000		33,000	
Lee Floodplain - Geosyntec	6,000		22,600	
Watershed Assistance: DUR Permeable Barrier	21,000		56,065	
			<b>100%</b>	<b>100%</b>

# FY 2019 DUES

Community	2016 Population Estimates (source: NH OSI)	Per capita rate for up to 5,000 population using 1.6% CPI increase	Per capita rate above 5,000 population using 1.6% CPI increase	FY 2019 approved dues
Dover	30,683	\$1.1909	\$0.5617	\$20,381.60
Rochester	30,027	\$1.1909	\$0.5617	\$20,013.10
Durham	16,116	\$1.1909	\$0.5617	\$12,198.64
Somersworth	11,684	\$1.1909	\$0.5617	\$9,708.98
Newmarket	9,172	\$1.1909	\$0.5617	\$8,297.87
Barrington	8,843	\$1.1909	\$0.5617	\$8,113.06
Farmington	6,794	\$1.1909	\$0.5617	\$6,962.04
Wakefield	5,058	\$1.1909	\$0.5617	\$5,986.85
Nottingham	4,962	\$1.1909		\$5,909.02
Milton	4,549	\$1.1909		\$5,417.19
Lee	4,335	\$1.1909		\$5,162.35
Northwood	4,207	\$1.1909		\$5,009.92
Strafford	4,058	\$1.1909		\$4,832.48
New Durham	2,608	\$1.1909		\$3,105.75
Rollinsford	2,527	\$1.1909		\$3,009.29
Middleton	1,797	\$1.1909		\$2,139.96
Madbury	1,786	\$1.1909		\$2,126.86
Brookfield	707	\$1.1909		\$841.93
TOTALS	149,913			\$129,216.90

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*Annual Meeting Attendees participating in SRPC's engagement exercises Source: SRPC*

## Appendices

- A SRPC Bylaws
- B Quorum Requirements
- C Commissioner Directory
- D Executive Committee Directory
- E Acronym List
- F SRPC Values Statement
- G Directions to the SRPC Office

# APPENDIX A - SRPC BYLAWS

## Bylaws

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

### ARTICLE I: NAME AND AUTHORITY

#### Section 1: *NAME*

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

#### Section 2: *AUTHORITY*

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 that power and authority expressly provided for in Chapter 36.

### ARTICLE II: MISSION STATEMENT

In order 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.

### ARTICLE III: MEMBERSHIP

#### Section 1: *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.

#### Section 2: *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.

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 Commission and shall be deemed to be vested with all the authority of the member communities with respect to actions by the Commission (see RSA 36:46).

### Section 3: *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.

### Section 4: *FINANCES*

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**

### Section 1: *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.

### Section 2: *DUTIES OF THE CHAIR*

The Chair shall call and preside at meetings of the Commission 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.

### Section 3: *DUTIES OF THE VICE-CHAIR*

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

Section 4: *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.

Section 5: *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.

Section 6: *REMOVAL OF OFFICERS*

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

**ARTICLE V: COMMISSION**

Section 1: *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.

Section 2: *MEETINGS*

There shall be at least four meetings 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.

Section 3: *QUORUM*

A quorum of the Commission consists of at least one-half of the dues-paid municipalities that have appointed Commissioners. 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.

Section 4: *PROCEDURES*

Robert's Rules of Order shall govern.

Section 5: *VOTING*

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.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

### Section 1: *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.

### Section 2: *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.

### Section 3: *QUORUM*

Four members of the Executive Committee constitute a quorum.

### Section 4: *PROCEDURES*

Robert's Rules of Order shall govern.

## **ARTICLE VII: EXECUTIVE DIRECTOR**

### Section 1: *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.

### Section 2: *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.

Section 3: *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 VIII: INDEMNIFICATION FOR DAMAGES**

The Commission adopts RSA 31:105 Indemnification for Damages.

**ARTICLE IX: 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.

Section 3: *HIRING*

The Executive Committee shall be responsible for hiring the Executive Director, using a procedure specified in the Personnel Policies.

**ARTICLE VIII INDEMNIFICATION FOR DAMAGES**

The Commission adopts RSA 31:105 Indemnification for Damages.

**ARTICLE IX: AMENDMENTS**

Any section herein contained may be amended by resolution of the voting representatives of the Commission at any legally constituted and noticed meeting provided the following:

1. The proposed amendment is presented in writing to the Commission representatives at least thirty (30) days prior to the date of the meeting at which it is adopted.
2. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds (2/3) of the Commission dues paid representatives present and voting.

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

# APPENDIX B - QUORUM REQUIREMENTS

## Technical Advisory Committee (TAC)

Voting members include all municipalities with appointed member(s) in addition to the entities COAST, NHDES-ARD, NHDOT, and UNH with appointees



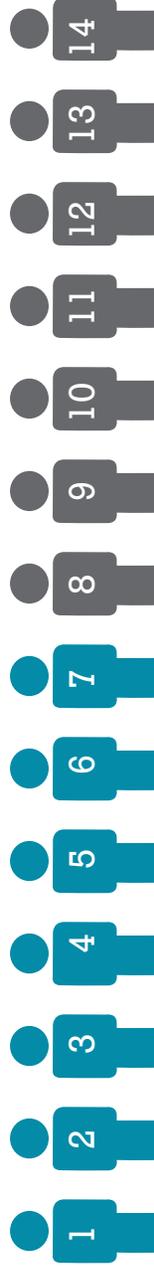
## Policy Committee

Voting members include dues paying municipalities with appointed Commissioner(s) in addition to the entities COAST, NHDES-ARD, NHDOT, and UNH that have appointed members.



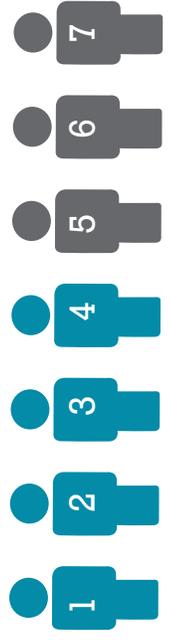
## Commissioners/EDD Board of Directors

Voting members include dues paying municipalities with appointed Commissioner(s) which include Barrington, Dover, Durham, Farmington, Lee, Madbury, Middleton, New Durham, Newmarket, Northwood, Rochester, Rollinsford, Somersworth, Strafford, and Wakefield.



## Executive Committee(E.C.)

Voting members include the seven elected E.C. members.



Key

The blue icons denote the number needed for a quorum out of the total number counted towards a quorum (the gray and the blue icons together).

### General Rules

#### TAC and Policy

1/3 (rounded up) + 1 of the municipal and voting agencies who have made appointments.

#### Commission/EDD

No less than 1/2 of the dues paying communities who have made appointments.

#### Executive Committee

Four members of the Executive Committee

Total members\*

(\*includes appointed members, alternates, and non-voting members)

TAC - 38

Policy - 50

Commissioners - 34

Executive Committee - 7

# APPENDIX C - COMMISSIONER DIRECTORY

Community	Commissioners	Appointment Expiration	Email
Barrington	Steve Diamond	7/1/2021	nhcatsteve@yahoo.com
	John Huckins	7/9/2019	barringtondepbi@gmail.com
Brookfield	Ed Comeau	3/2/2020	edcomeau@live.com
	Dianne Smith	3/2/2020	bestsunsets2@gmail.com
Dover	Marcia Gasses	11/4/2019	mjgasses@comcast.net
	David Landry	11/4/2019	chancellorbrown@comcast.net
	Lindsey Williams	11/4/2019	L.Williams@dover.nh.gov
	Stephanie Benedetti	11/4/2019	sbenedetti@sedcnh.org
Durham	Leslie Schwartz	4/30/2021	totographs@comcast.net
	Wayne Burton	4/30/2020	wburton@northshore.edu
	Wesley Merritt	4/30/2019	drwes@comcast.net
Farmington	John Law	2/27/2021	ironroadjockey@msn.com
	Martin Laferte	3/13/2021	N/A
Lee	Frederick Kaen	11/21/2020	kaen@comcast.net
	Vacant	3/1/2022	N/A
Madbury	Mark Avery	3/1/2021	mavery528@aol.com
	Thomas Crosby	9/1/2018	tom1021corp@comcast.net
Middleton	Jon Hotchkiss	5/28/2021	janandjonh@yahoo.com
	Janet Hotchkiss	5/28/2019	janandjonh@yahoo.com
Milton	Vacant	3/13/2022	N/A
	Vacant	12/9/2022	N/A
New Durham	Vacant	10/28/2021	N/A
	Vacant	6/28/2019	N/A
Newmarket	Peter Nelson	3/1/2021	pete_nelson@comcast.net
	Lisa Henderson	12/7/2020	lisahenderson@gmail.com
Northwood	Victoria Parmele	3/31/2019	vistas20@fastmail.com
	Scott Martin	11/20/2018	oliver1250@hotmail.com
Nottingham	Dirk Grotenhuis	2/1/2020	dirkgrotenhuis@gmail.com
	Gary Anderson	5/13/2019	gary.anderson@myfairpoint.net
Rochester	Sandy Keans	6/30/2022	sandykeans@yahoo.com
	Donald Hamann	6/30/2021	djh@dhamann.org
	Rick Healey	6/6/2020	chelu@metrocast.net
	Vacant	6/6/2020	N/A
Rollinsford	Suzanne Huard	4/21/2019	suzanne.huard@rollinsford.nh.us
	Michael Rollo	4/21/2019	mbobinsky@somersworth.com

Community	Commissioners	Appointment Expiration	Email
Somersworth	Vacant	4/1/2022	N/A
	Scott Orzechowski	5/31/2021	scott.orzechowski@comcast.net
	Michael Bobinsky	5/2/2020	mbobinsky@somersworth.com
Strafford	Donald Coker	8/15/2021	Fish4Bugs@aol.com
	Vacant	8/1/2019	N/A
Wakefield	Evan McDougal	8/1/2022	emcdougal@roadrunner.com
	Steve Brown	8/1/2020	sasquatch3761@yahoo.com
Strafford County	George McGlaras	Indefinite	N/A

# APPENDIX D- EXECUTIVE COMMITTEE DIRECTORY

Name	Municipality	Position	Email Address
Victoria Parmele	Northwood	Chairperson	vistas20@fastmail.com
Martin Laferte	Farmington	Vice Chairperson	N/A
Tom Crosby	Madbury	Secretary/Treasurer	tom1021corp@comcast.net
Peter Nelson	Newmarket	Member	pete_nelson@comcast.net
Marcia Gasses	Dover	Member	mjgasses@comcast.net
Donald Hamann	Rochester	Member	djh@dchamann.org
Fred Kaen	Lee	Member	kaen@comcast.net

# APPENDIX E- ACRONYMS

ACT	Alliance for Community Transportation
AICP	American Institute of Certified Planners
APA	American Planning Association
BEM	Bureau of Emergency Management
BLS	United States Bureau of Labor and Statistics
BOS	Board of Selectmen
CAW	Coastal Adaptation Workgroup
CDBG	Community Development Block Grant
CDFA	Community Development Finance Authority
CEDS	Comprehensive Economic Development Strategy
CIP	Capital Improvement Program/Plan
CMAQ	Congestion Mitigation and Air Quality Program
COAST	Cooperative Alliance for Seacoast Transportation
CSRC	Complex Systems Research Center
CY	Calendar Year
DES	Department of Environmental Services
DOT	Department of Transportation
EC	Executive Committee
EDA	Economic Development Administration
EDD	Economic Development District
EPA	U.S. Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GACIT	Governor's Advisory Commission on Intermodal Transportation
GIS	Geographic Information Systems
GRANIT	Geographically Referenced Analysis and Information Transfer System
GPS	Global Positioning System
HHW	Household Hazardous Waste
HUD	U.S. Department of Housing and Urban Development
LAC	Local River Advisory Committee
LTA	Local Technical Assistance
MPO	Metropolitan Planning Organization
NFIP	National Flood Insurance Program
NHCP	NH Coastal Program
NHDES	NH Department of Environmental Services
NHDOL	NH Department of Labor
NHDOT	NH Department of Transportation
NHHFA	NH Housing Finance Authority
NHGS	NH Geologic Survey
NHMA	NH Municipal Association
NHOSI	NH Office of Strategic Initiatives
NTIA	National Telecommunications and Information Administration
ORWA	Oyster River Watershed Association
PAS	Planning Advisory Service
PB	Planning Board
PREP	Piscataqua Region Estuaries Partnership
PUC	Public Utilities Commission
RMPP	Rivers Management Protection Program
RPCs	Regional Planning Commissions

RSA	Revised Statutes Annotated
SABR	Seacoast Area Bicycle Routes
SPR	Special Planning and Research studies
SRPC	Strafford Regional Planning Commission
STIP	State Transportation Improvement Plan
TAC	Technical Advisory Committee
TAP	Technical Assistance Program
TDM	Travel Demand Management/Modeling
TIF	Tax Increment Financing
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USGS	United States Geological Survey
ZBA	Zoning Board of Adjustment

# Stafford Regional Planning Commission VALUES STATEMENT



Purpose: Creating Local Solutions for the Stafford Region<sup>1</sup>

## Making a difference - through public service

- As a political subdivision of the State
  - Regional Planning Commission
- As a federally designated entity
  - Metropolitan Planning Organization
  - Economic Development District
  - Local Development District
- Pursuing not-for-profit status
  - 501 (c) 3

## GUIDING PRINCIPLES

We are a learning environment.

Our considerations and actions are comprehensive.

Our use of Yankee ingenuity respects our history.

Our actions lead us into the future.

## CORE VALUES

### Collaboration

*Respectful, Inclusive, Participatory*

### High Standards of Service

*Quality, Fiscal Soundness*

### Integrity

*Trust, Ethical, Forthright*

### Responsiveness

*Timely, Reliable, Respectful*

### Resourcefulness

*Creative, Open, Learning*

**We know the core values are working if they:**

- ✓ Guide processes and decision making
- ✓ Are practical and easily applicable to decisions
- ✓ Lead to decisions that promote the greater good
- ✓ Lead to decisions that are fair and just

<sup>1</sup> Local Solutions for the Stafford Region, which defines who we are, is the title of our regional master plan.

# APPENDIX G - DIRECTIONS TO SRPC OFFICE

## **From the Boston/Portland Corridor area:**

Go north on the Spaulding Turnpike to Exit 11. Turn left at the end of the exit onto NH16-B/Old Dover Road. At the set of lights, turn right onto Rt. 125, going straight all the way to Wakefield Street. Turn right onto Wakefield Street and the Community Center will be on the left (just after Spaulding High School). Or follow Route 108 north to downtown Rochester and bear right onto Wakefield Street. The Community Center will be on the left. We are on the first floor beside the Senior Center. Our office windows face towards the Spaulding High School athletic fields.

## **From the Lakes Region:**

Follow Route 16 South to Exit 16. At the end of the exit, turn left onto US-202/NH-11. Take the RT 125 S Exit on the left and at the end of that exit turn left onto Milton Road. The Community Center will be on the right (next to Spaulding High School). Or follow Old Milton Road South all the way to the Community Center, which will be on the right. We are on the first floor beside the Senior Center.

## **From Concord:**

Follow US-202E/US-4/NH-9E, turning left onto Rochester Road/US202-NH-9. Continue to follow Rochester Road. Rochester Road becomes Washington Street. Turn slight right onto NH-202A/Walnut Street. Continue to follow NH-202A east and turn left onto Wakefield Street. The Community Center will be on the left (just after Spaulding High School). We are on the first floor beside the Senior Center.

## **From Manchester:**

Merge onto I-93 S via the ramp on the left toward RT-101/Portsmouth/Salem/Boston. Merge onto NH-101 E via Exit 7 on the left toward Seacoast/Portsmouth. Take the RT-125 exit, Exit 7, toward Epping/Kingston. Turn left onto NH-125/Calef Hwy. Continue to follow NH-125 N. Turn right onto Wakefield street/NH-125. The Community Center will be on the left (just after Spaulding High School). We are on the first floor beside the Senior Center.

