



Fiscal Year 2019

SRPC Annual Report &

Commissioner's Handbook



TABLE OF CONTENTS

INTRODUCTION	1
PART 1: COMMISSIONERS HANDBOOK	2
WHAT IS SRPC ?	3
Strafford Regional Planning Commission	3
Strafford Metropolitan Planning Organization	3
Strafford Economic Development District	3
Mission Statement	4
History.....	4
Commission History Timeline.....	7
Organizational Structure.....	9
COMMISSIONERS	10
Commissioner Position Description and Expectations.....	11
EXECUTIVE COMMITTEE	13
Executive Committee Position Description and Expectations	14
STAFF DIRECTORY	15
PART 2: ANNUAL REPORT	18
STAFF COMINGS AND GOINGS	19
New Staff - 2019.....	19
SRPC Alumni	19
Economic Development.....	20
Explore Moose Mountains.....	20
EPA Brownfields.....	21
Tri-City Transit Meetings	21
Brownbag Lunch Series.....	22
Statewide Economic Development Ten-Year Plan Engagement.....	22
Transportation.....	22
Planning.....	22
Bicycle Level of Traffic Stress Analysis	22
Community Technical Assistance Program – CommuteSmart NH.....	23
Partnering for Performance NH	24
S/TIP Management	25
Annual Listing of Obligated Projects	26
Seacoast Regional Travel Demand Model.....	26
Bike/Walk to Work Day	27
Transportation Alternatives Program	27

Metropolitan Transportation Plan	28
Training	29
SADES Training	29
Data.....	29
Annual Building Permit Inventory Report	29
Statewide Asset Data Exchange System	30
Traffic Count Data	30
Planning.....	31
Strategic Planning Retreat.....	31
Pathways to Play.....	31
Climate Adaptation.....	33
Dover Open Lands Committee Criteria Update	33
Lee Floodplain Study.....	33
New Hampshire Coastal Adaptation Workgroup	34
Dover Rising Waters.....	34
Wagon Hill Farm Living Shoreline	36
Climate in the Classroom.....	36
Water.....	37
Watershed Assistance (Permeable Reactive Barrier).....	37
Using Science, Building Social Capital, and Unpacking Tax Incentives for a Resilient Coastal NH.....	38
Municipal Separate Storm Sewer System (MS4) Permit	38
Hazard Mitigation	39
Hazard Mitigation Plans	39
Municipal Planning Services	39
Barrington Natural Resources Assessment and Regional Co-Occurrence Mapping	39
Barrington Master Plan	40
Regional Impact Committee – Hard Rock Development	40
Northwood Town Planning Services	41
Farmington Town Planning Services	41
Nottingham Town Planning Services.....	41
Commission Meetings	42
September 2018- Housing Affordability.....	42
December 2018 – Inclusive Community Design and Accessibility	42
February 2019 – Behind the Scenes at SRPC.....	43
2019 Annual Luncheon - Integrated Planning Approaches for the Future	44
GIS Mapping	45
Northeast Arc Users (NEARC) Conference	45
Completed Mapping Projects.....	45
Communications.....	47
Website	47
E-communications	47
Blog.....	48
Social Media	48
Press Releases.....	49
Guest Publications.....	49
NH Municipal Association Town and City Articles	49

AWARDS & RECOGNITION.....	50
SRPC Excellence Award	50
2019 New Hampshire Department of Environmental Services Source Water Sustainability Award	51
CommuteSMARTseacoast Awards	52
2018 Sustainability Champion.....	52
Association of Metropolitan Planning Organizations Excellence Award.....	52

PHOTO ALBUM.....	53
-------------------------	-----------

FY 2019 BUDGET.....	54
----------------------------	-----------

FY 2020 DUES	58
---------------------------	-----------

APPENDICES59

APPENDIX A - SRPC BYLAWS	60
---------------------------------------	-----------

APPENDIX B - QUORUM REQUIREMENTS	65
---	-----------

APPENDIX C - COMMISSIONER DIRECTORY	66
--	-----------

APPENDIX D - EXECUTIVE COMMITTEE DIRECTORY	68
---	-----------

APPENDIX E- ACRONYMS	69
-----------------------------------	-----------

APPENDIX F - SRPC VALUES STATEMENT	71
---	-----------

APPENDIX G - DIRECTIONS TO SRPC OFFICE.....	72
--	-----------



This page intentionally left blank.



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, 2018–June 30, 2019). It highlights important projects and processes; lists new staff members, awards, and recognition; and presents the FY 2020 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), or phone (603-994-3500).



PART 1: COMMISSIONERS HANDBOOK

SRPC Commissioner, staffers, and UNH planning department students at the SRPC strategic planning workshop in Feb. 2019. Source: SRPC

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."¹ 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.

¹ *Why Preserving History Matters. Steve Berry* 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."²

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 (RPC).

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 RPC, and a policy committee as the MPO responsible for implementing the 3C

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

transportation planning process for the New Hampshire portion of the Portsmouth-Dover-Rochester, NH–Maine urbanized area.

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 Czysz appointed as Executive Director.

Organizational Structure



Planning, GIS, & Communications

- Principal regional planner
- Senior transportation planner
- Senior regional planner
- Communications and outreach planner
- Regional economic development planner
- GIS planner
- Program content coordinator
- Data analyst
- 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)
Vacant (3/2020)

Dover

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

Durham

Wayne Burton (4/2020)
Leslie Schwartz (4/2021)
Wesley Merritt (4/2022)

Farmington

Randy Orvis (3/2021)
William Fisher (1/2023)

Lee

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

Madbury

Mark Avery (3/2021)
Thomas Crosby (9/2022)

Middleton

Jan Hotchkiss (5/2021)
Jon Hotchkiss (5/2023)

Milton

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

New Durham

Vacant (10/2021)
Vacant (6/2023)

Newmarket

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

Northwood

Scott Martin (4/2021)
Victoria Parmele (4/2023)

Nottingham

Dirk Grotenhuis (2/2020)
Gary Anderson (5/2022)

Rochester

Rick Healey (6/2020)
Donald Hamann (6/2021)
Joe Boudreau (6/2022)
Barbara Holstein (6/2023)

Rollinsford

Michael Rollo (4/2021)
Vacant (4/2023)

Somersworth

Michael Bobinsky (5/2020)
Scott Orzechowski (5/2021)
Richard Michaud (5/2022)

Strafford

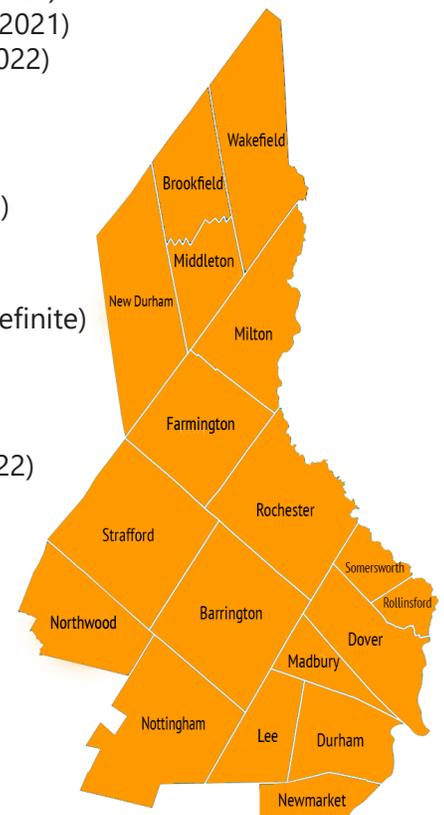
Vacant (8/2019)
Donald Coker (8/2021)

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.

EXECUTIVE COMMITTEE

The officers for the Commission and members of the Executive Committee for FY 2020 are listed below.

Chairperson

Victoria Parmele - Northwood

Vice Chairperson

Peter Nelson - Newmarket

Secretary/Treasurer

Tom Crosby - Madbury

Members

Donald Hamann - Rochester

Michael Bobinsky - Somersworth

David Landry - Dover

Vacant (1)

Alternates

Vacant (2)

Recognitions:

Fred Kaen – Executive Committee (Jul. 2018 – Jan. 2019), Commission (Sept. 2016–Jan. 2019)

Martin Laferte-Executive Committee (Jul. 2018-Dec. 2019), Commission (Mar. 2017–Dec. 2019)

Marcia Gasses-Executive Committee (Jul. 2018-Sept. 2019)

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

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

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

Current Projects: Madbury hazard mitigation plan; Town of Farmington interim contract planner in Farmington; regional drinking water mapping project; stormwater regulatory review in Newmarket; master plan chapter in Barrington; floodplain ordinance review in Lee; climate change public art project in Durham; living shoreline outreach; master plan chapter in Dover; regional stormwater mapping and MS4 technical assistance; and two permeable reactive barrier installations in Durham, as well as participation in the New Hampshire Planner Association's Executive Committee, Coastal Adaptation Workgroup, and Southeast Land Trust Land Stewardship Committee



Shayna Sylvia, Communications and Outreach Planner

November 2012 – Present

Email: ssylvia@strafford.org

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

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, participation on the CommuteSMART Seacoast technical advisory committee, Dover Recreation Master Plan chapter, Pathways to Play outreach, participation in CommuteSmart NH, and other organizational processes and communications



Colin Lentz, Senior Transportation Planner

March 2014 – Present

Email: clentz@strafford.org

Project Areas: Metropolitan Transportation Plan development; developing and tracking federal and state funded transportation projects in the region: local transportation technical assistance; coordination with NHDOT and New Hampshire's three other MPOs; assistance to regional transit providers.

Current Projects: Integrating performance measures, project prioritization, and regional trends into MPO planning and operations; improving regional project development process; scenic byway development and promotion; regional public transit benefit research; increasing outreach and engagement of regional and statewide elected officials and decision-makers.



Rachel Dewey, Data Analyst

November 2015 – Present

Email: 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, travel demand modeling, Pathways to Play, Bicycle Level of Traffic Stress



James Burdin, Senior Regional Planner

January 2017 – Present

Email: jburdin@strafford.org

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

Current Projects: Strafford Economic Development District processes, SRPC Brownfields assessment program, Town of Northwood contract planner



Nancy O'Connor, Program Content Coordinator

February 2017 – Present

Email: noconnor@strafford.org

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

Current Projects: Pathways to Play, outreach on the Bicycle Level of Traffic Stress project and the State Ped/Bike plan, MPO coordination, assistance with the Comprehensive Economic Development Strategy (CEDS) and related economic development outreach, MS4 stormwater management, and other general outreach activities



Stefanie Casella, Data Collection & Analysis Assistant

April 2017 – Present Email: scasella@strafford.org

Project Areas: Transportation and land use planning; data collection & analysis; GIS mapping

Current Projects: Data collection and field work, RSMS, sidewalk assessments, traffic counts, culvert assessments, building permit report, Town of Nottingham contract planner



Jackson Rand, GIS Planner

September 2019 – Present Email: jrand@strafford.org

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

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



Stephen Geis, Data Collection Intern

June 2019 – Present Email: sgeis@strafford.org

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

Current Projects: Data collection, field work, traffic counts, culverts, road surface management systems and sidewalk assessments, mapping related with integrating feedback on the Pathways to Play project, assisting with the Road Surface Management System project in Wakefield, updating tax maps for Farmington and Newmarket, assisting in the creation of a business map for Durham's downtown, updating the Wild and Scenic Lamprey River map for the Lamprey River Advisory Committee (LRAC), and assisting with data input for building permit report



Kathy Foster, Financial Consultant

September 2013 – Present Email: 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



PART 2: ANNUAL REPORT

SRPC staff photo at the annual luncheon in June 2019 Source: SRPC

STAFF COMINGS AND GOINGS

New Staff - 2019



Gordon Lewis
started at SRPC in Jun. 2019
as a data collection intern.



Stephen Geis
started at SRPC in Jun. 2019
as a data collection intern.



Jackson Rand
started at SRPC in Sept.
2019 as the GIS Planner.

SRPC Alumni

A special thanks to our colleagues :



Monique Duchesne
Jun. 2018 – Nov. 2019



Ken Mayo
Mar. 2017 – Feb. 2019



Marcia Moreno-Báez
Mar. 2017 – Aug. 2019



Gordon Lewis
Jun. 2019 – Aug. 2019

SRPC FISCAL YEAR 2019 PROJECT HIGHLIGHTS

Economic Development



Explore Moose Mountains committee members at their November 2018 meeting
Source: SRPC

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. The Moose initiative encourages tourists to explore the unique scenic, historic, agricultural, recreational and cultural offerings off NH Routes 16 and 11 in the towns of Brookfield, Farmington, Middleton, Milton, New Durham, Wakefield, and Wolfeboro.



Explore Moose Mountains MooseMade Expo event in May 2019
Source: SRPC

During FY 2019 the dedicated group of volunteers continued to meet regularly to coordinate its efforts and focus outreach and engagement strategies, which included holding the MooseMade Expo in May 2019. The Expo allowed close to twenty businesses in The Moose the opportunity to network with each other. They were also joined by NH Tourism and NH Made, who made brief presentations, along with EMM itself. Guests also joined for a birthday celebration of The Moose, NH, EMM’s social media presence, following the expo. The event was well attended with close to 90 individuals. In her role as co-chair of the EMM Committee Shayna Sylvia, communications and outreach planner, assisted with the event by designing promotional materials, sharing information about the event with SRPC audiences, and coordinating guest registration of the day of the event.



Explore Moose Mountains logo
Source: Explore Moose Mountains/Susann Foster Brown

Throughout the year, Shayna updated website content, and provided other technical assistance at Committee meetings. Consultant Barbara Wilson assisted with growing engagement on the initiative’s Facebook page, which now boasts over 3,406 followers, a growth of 36% since the last SRPC annual report was published. Other initiatives of the EMM group included its MooseBiz meetup series on topics like social media and planning press and social content, and outreach to town economic development groups and boards of selectman.

In June 2019 Shayna coordinated with co-chair and Wentworth Economic Development Corporation Executive Director Denise Roy Palmer and Barbara to submit a session proposal for a planning conference to be held in November 2019. The session entitled “The Moose: How One Fledgling Non-Profit Initiative Took 7 Small Towns into 2 Million Facebook Feeds” was accepted and the trio will present at the Northern New England Chapter of the American Planning Association (NNECAPA) Conference at the Omni Mount Washington Resort in Bretton Woods.

EPA Brownfields

Brownfields are properties 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 brownfields 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. This grant was extended in FY 2018 and now expires in September 2019. The project is managed by James Burdin, senior regional planner.

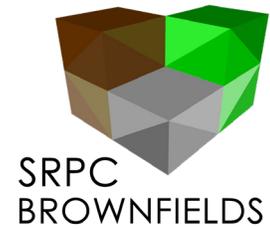
SRPC continued to coordinate with the City of Rochester, NH DES, and the NH Attorney General's Office subsequent to meeting in August of 2018 to coordinate priorities for two dams and an adjacent riverfront property in Gonic. As a result of this meeting, Credere Associates began work on a data gap analysis outlining potential assessment and cleanup work at the sites.

SRPC finalized an access agreement with the City of Somersworth in January 2019 to conduct supplemental testing at the former Breton Cleaners site near the Salmon Falls River. This site was previously awarded an EPA Brownfields Cleanup grant, and supplemental assessments by Credere will help the City to revise their final approach to remediating the site. Credere also finalized two ongoing assessment reports for the Georgia Nelson Estate in Farmington and Lockhart Field in Milton in October 2018.

In January 2019 SRPC applied for a second EPA Brownfields Assessment grant to continue its program. SRPC was awarded \$300,000 in June 2019 for site assessment across all 18 SRPC communities, with a primary focus on the NH-125 corridor between Milton and Rochester.

Tri-City Transit Meetings

Beginning in fall 2018 James Burdin, senior regional planner, facilitated a gathering of key stakeholders to discuss transit capacity among the downtowns of Dover, Rochester, and Somersworth. This group has met a few times following the initial meeting, and includes COAST, city economic development staff, chambers of commerce, and main street organizations from the cities of Dover, Rochester, and Somersworth. While the group is still in the very early stages of conceptualizing what can be done to support transit service among the three downtowns, those involved bring important ideas and have offered different strategies to support the effort. COAST has also been a valuable



SRPC Brownfields Program logo
Source: SRPC/Matt Sullivan

Project Highlights To Date (2015-2019)

- » 81 eligible sites identified
- » 8 Phase I assessments completed
- » 6 Phase II assessments completed or pending



SRPC Executive Director Jen Czysz and senior regional planner James Burdin accept a Brownfields Assessment grant award from the Environmental Protection Agency
Source: EPA



Tri-City Transit meeting in April 2019
Source: SRPC

partner, offering insight into how they operate currently, and their plans to reassess their routes following their Continuity of Operations (COA) planning processes that are currently ongoing.

Brownbag Lunch Series

In FY 2019 James Burdin, senior regional planner, began to host the economic development brownbag lunch, along with Nancy O'Connor, program content coordinator. The lunch group began in 2016 and was originally organized by Mary Ellen Humphrey, the prior economic development director for the Town of Durham. This monthly forum provides economic development professionals with an informal opportunity to network and discuss important issues facing communities in our region. In the past year the group discussed implications of the new federal Opportunity Zone incentives and revisions to New Hampshire's RSA 72:81 property tax exemptions.

Statewide Economic Development Ten-Year Plan Engagement

The NH Department of Business and Economic Affairs (BEA) began work on its statewide economic development ten-year plan in summer 2018. SRPC distributed information about related outreach sessions to key regional stakeholders and attended several of those sessions to share regional priorities on a variety of issues. BEA's outreach process for the ended in fall 2018, and work on the final plan is ongoing.

Transportation

Planning



*Bicycle Level of Traffic Stress project logo
Source: SRPC/Shayna Sylvia*

Bicycle Level of Traffic Stress Analysis

In August 2018 Rockingham Planning Commission (RPC) was notified of its successful application for the Measuring Multimodal Connectivity Pilot Grant to conduct a Bicycle Level of Traffic Stress (LTS) analysis. In applying for this grant, RPC identified the four Metropolitan Planning Organizations, Central NH Regional Planning Commission, and Plymouth State University as project partners. Due to processing timelines, the contract was not fully in place until early 2019.

Beginning with the kick-off meeting in January 2019, SRPC staffers have played a key role in project implementation. In FY 2019 the focus of the project was on preliminary data collection and review of this information for accuracy. Rachel Dewey, data analyst, and Stefanie Casella, data collection and analysis assistant, began their data collection process by surveying regional road networks via Google's Street view tool. This data was used in an LTS model to determine the level of traffic stress on each road segment.

Another element of the project includes research on performance measures and analysis methods that would use data outcomes from the LTS model to assess impacts of level of traffic stress. Colin Lentz, senior transportation planner, leads this effort at SRPC.

The LTS project ends in September 2019. Remaining work includes outreach and determining how to incorporate LTS into various project selection scenarios. For example, LTS data could be useful in selecting projects for the Transportation Improvement Program (TIP) and Transportation Alternatives Program (TAP) and could be used to analyze access to destinations such as schools and large employers.

For outreach, which carried over into FY 2020, staffers created opportunities for users of the road networks to provide feedback on the accuracy of SRPC’s assessment. This was done via posting paper maps showing local road networks coded by level of traffic stress as either 1-Easy, 2-Intermediate, 3-Advanced, or 4-Extreme. The maps were posted at bicycle shops in Rochester, Dover, and Durham; and brought to farmers markets in Rochester and Durham in July 2019. Many staffers are assisted with this outreach including: Nancy O’Connor, program content coordinator; Rachel Dewey, data analyst; Marcia Moreno-Báez, GIS planner; and Shayna Sylvia, communications and outreach planner.



Shayna Sylvia and Rachel Dewey conducting outreach at the Durham Farmer's Market
Source: Seacoast Lately/ Maggie Sutherland

Community Technical Assistance Program – CommuteSmart NH

Central New Hampshire Regional Planning Commission (CNHPC) was the recipient of funding from the Community Technical Advisory Program (CTAP) received in fall 2018. This funding was matched in-part by the Office of Strategic Initiative (OSI) and allowed each of the nine RPCs to participate in the planning of a pilot commuter challenge held by CommuteSmart NH (CSNH).



CommuteSmart NH Full Committee Meeting in January 2019
Source: SRPC

CommuteSmart NH, originally Commute Green NH, was founded in 2010 to promote sustainable transportation initiatives. In 2015 a rebranding occurred, with the outcome of CommuteSmart NH. Managed by CNHRPC, CSNH is a partnership between the state’s nine regional planning commissions and specific transit agencies (partners), working in collaboration with other transit providers, state agencies, municipalities, businesses, and public health organizations.



CommuteSmart NH logo
Source: CommuteSmart NH

In December 2018 a kick-off meeting was held to begin coordination of a statewide commute challenge. Over the next seven months, Shayna Sylvia, communications and outreach planner, represented SRPC on the CSNH committee and events subcommittee, assisting with planning and branding for the group’s pilot challenge.

Shayna assisted with the creation of the contest rules and guidebook, press release content, the challenge logo, social media graphics, and with recruiting businesses to join the challenge, which took place during the entire month of June. Nancy O’Connor, program content coordinator, also was pivotal in recruiting businesses for the competition. The challenge encouraged businesses to form teams and to travel to work in a

Pilot Challenge Statistics

- » 155 participants
- » 26 teams
- » 2,212 total trips
- » 29,801 miles logged
- » 23,056 lbs of pollutants reduced
- » \$17,236 dollars saved

manner other than driving in a vehicle alone, logging each sustainable trip online in competition against others. SRPC reached out to over 60 businesses via email and phone, and in person.

CommuteSmart NH is now focused on planning a fall challenge centered around Halloween. SRPC will be assisting with logo development, branding, and recruitment for the challenge in FY 2020.



*Partnering for Performance NH logo
Source: SRPC/Shayna Sylvia*

Partnering for Performance NH

Partnering for Performance New Hampshire (PFPNH) grew out of Strafford Metropolitan Planning Organization's (MPO) 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 the SHRP2 project managers.

Following the SHRP2 contract end in September 2017 key partners decided to keep meeting as PFPNH, in order to continue the collaboration established between MPOs and other transportation stakeholders in the state.

In FY 2019 the PFPNH group made up of staffers from Strafford Regional Planning Commission (SRPC), Nashua Regional Planning Commission (NRPC), Rockingham Planning Commission (RPC), Southern New Hampshire Planning Commission (SNHPC), New Hampshire Department of Transportation (NHDOT), and the Federal Highway Administration (FHWA), continued to meet monthly. These meetings were facilitated by Rachel Dewey, data analyst and covered a variety of topics such as:

- Statewide Transportation Improvement Program (STIP) revision procedures
- Performance measure target setting
- Incorporating performance measures into planning documents such as the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP)
- Additional data sources and tools to consider, including extended travel time data (NPMRDS), real time travel analytics (StreetLight), and combining the MPOs' travel demand models
- Air quality conformity
- Bicycle Level of Traffic Stress (LTS)
- Updates to the Memorandum of Understanding (MOU) between DOT, the MPOs, and the transit agencies

- An MPO TIP develop manual
- CMAQ applications and air quality analysis
- The statewide strategic transit assessment

In September 2018 Colin Lentz, senior transportation planner accepted an award on behalf of Strafford MPO for excellence in MPO coordination and partnership from the Association of Metropolitan Planning Organizations (AMPO). The award recognized Strafford MPO’s Partnering for Performance NH (PFPNH) initiative for its innovation, impact on profession, implementation, and coordination. Read more about the award in the “Awards and Recognitions” section of this report.

In January 2019 Nancy O’Connor, program content coordinator, traveled to Little Rock, Arkansas, to present at the Federal Highway Administration (FHWA) PlanWorks Peer Exchange. She joined other recipients of Second Strategic Highway Research Program (SHRP2) Implementation Assistance Program Grants and prospective practitioners to discuss stakeholder collaboration in the planning process.



*Attendees at the Little Rock, Arkansas, Federal Highway Administration (FHWA) PlanWorks Peer Exchange
Source: SRPC/Arkansas DOT*

Nancy shared how Strafford MPO implemented its performance measures project using PlanWorks, a web resource that supports collaborative decision making in transportation planning and project development. She reviewed the tools used to create and maintain strong collaboration with internal and external stakeholders. And she gave examples of approaches Strafford MPO took that might help future PlanWorks users.

The PFPNH group will continue to meet monthly in FY 2020.

S/TIP Management

Each year Colin Lentz, senior transportation planner, and Rachel Dewey, data analyst, coordinate with the New Hampshire Department of Transportation (NHDOT) to maintain the regional Transportation Improvement Program (TIP)³. 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.

Strafford Metropolitan Planning Organization (MPO) processed 15 local minors, 25 statewide minors, and one amendment during FY 2019. These minors spanned two iterations of the Statewide Transportation Improvement Program (STIP), the FY 2017-FY 2020, and the FY 2019-2020 programs. The amendment, processed in June 2019, reflected changes to the STIP, which covers FY 2019 – FY 2022. The amendments contained changes to two transportation projects in the Strafford region including transit facility improvement at the UNH-Durham rail station to increase passenger ridership, and intersection safety improvements in Somersworth at NH Route 9, Blackwater Road, and Indigo Hill Road.

³ http://strafford.org/cmsAdmin/uploads/2019-2022tip_final.pdf

FY 2019 Program Statistics

- » 15 local minors processed
- » 25 statewide minors processed
- » One amendment processed
- » One new Statewide Transportation Improvement program (STIP) adopted

Statewide projects covered in the amendment included changes to the maintenance and preservation efforts for High Investment Bridges (HIB), exit sign renumbering along Tier 1 highways to comply with Manual on Uniform Traffic Control Devices (MUTCD), and a Phase 1 study to research alternative highway revenue generation approaches to supplement gas tax funded by a Surface Transportation System Funding Alternatives Grant.

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 calendar year 2018 Annual Listing of Obligated Projects was sent to communities and posted on the SRPC website in December 2018. The project listing⁴ is available on SRPC's website along with the map of the 2018 projects⁵.

Seacoast Regional Travel Demand Model

The Seacoast Regional Travel Demand Model ("the model") is a set of technical tools developed by Resource Systems Group (RSG) for the Rockingham Planning Commission (RPC) and Strafford Regional Planning Commission (SRPC) to assist in the long and short range planning, prioritization, and coordination of transportation projects in the Portsmouth-Kittery and Dover-Rochester metropolitan areas, as well as portions of the Boston Urbanized Area, in New Hampshire.⁶

In FY 2019 RSG updated the model, while SRPC and RPC updated related data inputs. The model uses population and employment data, traffic volumes, and the road network to simulate current and future travel conditions.

In October 2018 Marcia Moreno-Báez, GIS planner, and Rachel Dewey, data analyst, attended a week-long training for TransCAD, the software employed to build the model. Once they returned from training, they worked with Jen Czysz, executive director, Colin Lentz, senior transportation planner, James Burdin, senior regional planner, and staff at RPC to update the data inputs.

The model development is complete and staff are making some final data refinements.

⁴ http://strafford.org/cmsAdmin/uploads/straffordmpoannuallisting_2018.pdf

⁵ http://strafford.org/cmsAdmin/uploads/annuallisting_map18.pdf

⁶ <http://www.therpc.org/transportation/regional-travel-demand-model>

Bike/Walk to Work Day

The 2019 annual Bike/Walk to work day event was held on Friday, May 17, with assistance from Rockingham Planning Commission, COAST, 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 varying locations throughout the Seacoast. Food and coffee donations were provided by the bike shops hosting the breakfast stands as well as Loxsmith Bagels, Earth's Harvest, and Adelle's Coffeehouse, all in Dover.



*Stefanie Casella runs the Dover City Hall Bike Walk to Work day breakfast station with employees from Adelle's Coffeehouse
Source: SRPC*

The stops in the Strafford region were:

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

Stefanie Casella, data collection and analysis assistant, planned the regional stops for this event with assistance from Colin Lentz, senior transportation planner. Despite the rainy day, 121 people participated across the seacoast.

Transportation Alternatives Program

The NH Department of Transportation (NHDOT) facilitated a competitive process for communities to apply for funding through the Transportation Alternatives program (TAP). For the most recent round in 2018, Farmington (see the map on page 28), Rochester, and Somersworth submitted project applications. SRPC evaluated and ranked the three projects and communicated the results to NHDOT. This effort was managed by Colin Lentz, senior transportation planner. Unfortunately, none of the projects were selected during the statewide scoring and ranking process facilitated by NHDOT. Municipalities in the Strafford region continue to model innovative projects that build community vitality and enhance local accessibility and safety for pedestrians, bicyclists, and transit riders.

The Strafford region has several projects funded by the federal government through prior TAP rounds and local matching funds being implemented by communities. 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.

In subsequent fiscal years, Strafford Metropolitan Planning Organization (MPO) will provide technical assistance to any municipality that would like to develop and propose a project for future rounds of TAP funding.



Map submitted with the Farmington TAP proposal which was for significant traffic calming and safer pedestrian access within the Village Center
 Source: SRPC

Metropolitan Transportation Plan

An updated Metropolitan Transportation Plan for the Strafford region was adopted on February 15, 2019 by the Strafford Metropolitan Planning Organization (MPO) Policy Committee. This was primarily to update project information concurrently with an update to the 4-year list of projects (the 2019-2022 Transportation Improvement Program). Overall, the content of the plan was not altered, but appendices A – D were updated to reflect new and updated projects. Performance-based planning information was added to the plan to show recent trends in safety, pavement and bridge conditions, and travel time reliability.

Nearing the end of FY 2019, SRPC staffers began conducting outreach for the next update to the Metropolitan Transportation Plan (MTP). This included a survey which was launched in May and has been taken by 321 participants to date. This effort was coordinated by Nancy O’Connor, program content coordinator.

In June, staffers brought outreach posters to the annual meeting and engaged with Commissioners and guests concerning priorities for limited transportation funding.

Moving into FY 2020, the engagement posters were brought alongside the outreach materials for the Bicycle Level of Traffic Stress (LTS) project to various community events. Public outreach for this project is focused on getting a comprehensive understanding of the values and priorities of residents of the Strafford region.

SRPC staffers will continue to conduct other outreach for the MTP, as the full update to the plan occurs. This information will be vital for developing goals and objectives that will inform projects and planning priorities in the updated plan.

The adopted metro plan is available for viewing and downloading on the SRPC website⁷.

Training

SADES Training

Stefanie Casella, data collection and analysis assistant, attended three Statewide Asset Data Exchange System (SADES) training sessions in FY 2019. The SADES Stream Crossing or culverts training was a two-part effort with the classroom portion taking place at NHDES in Concord in May 2019. The classroom lesson included the background and history on the project, as well as presentations from the agencies that would be using the data to be collected. In June 2019, Stefanie attended the field portion of the training in Franklin, NH. NHDES refreshed attendees on best practices and proper assessment techniques.



Shayna Sylvia engages with citizen at the Rochester's Farmer Market; pictured to the right, SRPC's MTP sticky dot survey
Source: SRPC



SADES stream crossing/culverts training session
Source: SRPC

Training for the SADES Road Surface Management System was attended by SRPC staffers Stefanie and Rachel Dewey, data analyst in May 2019. The training was conducted as a review for previous trainings as well as to showcase improvements and updates that had been made to the assessment and forecasting software.

Data

Annual Building Permit Inventory Report

During FY 2019 Stefanie Casella, data collection and analysis assistant, worked closely NH Office of Strategic Initiatives (OSI) staff to streamline the process for collecting dwelling unit data within the Strafford Region. Previous efforts had been done separately by each entity and caused duplicative work in municipal offices. The new process allows for a more streamlined approach for building inspectors and municipal staff when submitting the data.

⁷

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

Stefanie began compiling data for the 2018 report in FY 2019 and is currently drafting content. The report will be finished in FY 2020 and will provide a look at new development and growth in the Strafford region in 2018. Strafford Metropolitan Planning Organization (MPO) will use the data in the report to update the transportation and land use model and for municipal development planning purposes.

The permit inventory report will cover new construction from Jan. 1 to Dec. 31, 2018 and contains a summary analysis of building activity in the region, a table of permit totals for 2018 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 2020.

The most recent completed report from 2017 can be accessed online⁸.

Statewide Asset Data Exchange System

The Statewide Asset Data Exchange System (SADES) includes a variety of programs focused on standardizing data collection processes throughout the state. During FY 2019, SRPC's data collection and analysis assistants completed road surface management system assessments (RSMS) and sidewalk assessments.

Monique Duchesne, data collection intern, and Stefanie Casella, data collection and analysis assistant, completed road surface management system assessments in Nottingham during the summer 2018 field work season. In FY 2019, Stefanie completed the forecasting and reporting portion of the RSMS process and delivered it to the Town of Nottingham complete with a 10-year road maintenance schedule. Shayna Sylvia, communications and outreach planner, assisted with report formatting and design.

Stefanie also began working with the Town of New Durham on a five-to six-year forecasting and road maintenance schedule. This forecasting was based off assessments conducted during the summer of 2017.

In summer 2019 (which extends into FY 2020) data collection interns Gordon Lewis and Stephen Geis assessed 32 miles of sidewalks in Rochester. There are 10 miles of remaining sidewalks to be assessed in fall 2019.

Traffic Count Data

Every year, SRPC completes traffic counts at locations throughout the region specified by the NH Department of Transportation (NHDOT).

The state transportation department maintains those counts from as far back as 1998 in a database that can be found online⁹.

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

⁸ <http://strafford.org/cmsAdmin/uploads/2016-annual-building-permit-inventory.pdf>

⁹ <https://www.nh.gov/dot/org/operations/traffic/tvr/locations/index.htm>

In summer 2019 data collection interns Gordon Lewis and Stephen Geis set 101 NHDOT traffic counts and 18 supplemental counts for various municipalities across the Strafford Region. Their work was also documented on social media using the hashtag #datadaysofsummer.



SRPC Data Collection Team logo
Source: SRPC/Shayna Sylvia

Planning

Strategic Planning Retreat

Strafford Regional Planning Commission (SRPC) held a strategic planning workshop on February 2019. Staffers were joined by 10 Commissioners representing seven of SRPC's 18 communities for the all-day retreat. Facilitator Maria Sillari led the day's activities, engaging commissioners and staff members in determining SRPC's current role, strengths, challenges, and opportunities for the organization's continued success. Maria, who is affiliated with the University of New Hampshire's Carsey School of Public Policy, was joined by 11 students from professor Mary Friedman's capstone class, which is offered to students in such majors as community and environmental planning, and environmental and resource economics. The students served as facilitators and notetakers for the small break-out groups that met during the second half of the day to tackle topics such as marketing and advocacy, services and data, relationship-building, and professional development.



Facilitator Maria Sillari speaks to Commissioners and staff during the strategic planning workshop in February 2019
Source: SRPC

The retreat culminated with break-out group members summarizing the findings from their sessions. The result was possible actions SRPC can take in the areas outlined above.



SRPC staffers brainstorm during strategic planning workshop break out session
Source: SRPC

During the remainder of FY 2019 the draft report was brought before Commissioners and staff for comments. Another workshop was held in the first month of FY 2020, and the strategic plan will be finalized in FY 2020.

Pathways to Play

In December 2018 SRPC received funding from the New Hampshire Children's Health Foundation for a project aimed at helping to prevent obesity in children under 5 in the region by promoting and implementing active living policies and projects in local planning processes.



Pathways to Play logo
Source: SRPC/Shayna Sylvia

Phase one of the project included creating a recreation map layer for the whole SRPC region. For this process, Marcia Moreno-Báez, GIS planner, led the development of a strong and consistent methodology with clear definitions of what constituted regional parks' amenities and services.



Marcia Moreno Báez interacts with children about access to recreation at Somersworth's summer camp program at Noble Pines Park
Source: SRPC



Shayna Sylvia and Nancy O'Connor conduct outreach at Somersworth's National Night Out event
Source: SRPC



"Draw Your Dream Park" coloring sheet
Source: SRPC

Multiple staffers assisted with the initial outreach effort of speaking with municipal recreation and planning departments to ensure data accuracy. To date, SRPC staffers have successfully updated and created 18 maps for each regional municipality. The maps show recreation areas and associated activities. This information will help to guide and inform local staff when making decisions about recreation areas and in prioritizing projects and funding opportunities to create increased opportunity for outdoor recreation for citizens.

The second phase, which began in late Spring 2019, is a pilot project focused on the City of Somersworth including an in-depth analysis of accessibility and safety for outdoor play and recreation for those with lower incomes. This began with meetings with Somersworth planning and recreation staff. Once objectives and needs were clarified by the City, SRPC staffers conducted an expansive outreach effort in Somersworth beginning in June. Led by Nancy O'Connor, program content coordinator, outreach included canvassing local summer camps run by the recreation department, as well as engaging parents and other citizens through an online survey. In FY 2020, staffers will attend the City's National Night Out event, gathering feedback about Jules Bisson park, and other municipal recreation areas. Shayna Sylvia, communications and outreach planner, will assist in creating a coloring sheet for three parks identified by the City, Jules Bisson, Malley Farm, and the Somersworth Riverwalk. These will be left at the library and brought to the National Night out event so that people can draw what they want to see in their dream park.

In FY 2020 staffers will be conducting focus interviews with city staff, the conservation commission, students of Somersworth schools and City staffers. All of the feedback and local knowledge will be used to understand current and desired uses of the recreation areas and what barriers exist for residents to access more recreation and lead more active lifestyles. Once the information is integrated to our GIS database, a spatial analysis will be conducted to understand impacted populations and their needs. The qualitative data collected through the surveys, coloring sheets, interviews, and feedback will also be analyzed. All of this information will be shared with Somersworth staff to develop further recommendations and management strategies.

Program Statistics To Date

- » 50 surveys taken
- » Two innovative outreach techniques used; chalkboard open ended question and "draw you dream park" coloring sheets
- » 6 outreach events attended
- » Over 100 comments collected from Somersworth residents

At the conclusion of this project, staffers will create a report for Somersworth aimed to help them better understand and further their recreational landscape, including the identification of challenges, existing assets and where gaps may lie. This report will help the City to make decisions regarding recreation areas, direct funding and resources to infrastructure and activities that will encourage more recreation amongst residents, and hopefully lead to less obesity amongst the residents under the age of five and their families.

Climate Adaptation

Dover Open Lands Committee Criteria Update

As part of Strafford Regional Planning Commission's (SRPC) NH Department of Environmental Services (NHDES) Coastal Program grant, staffers provided technical assistance to the City of Dover's Open Lands Committee to implement actions from Dover's climate adaptation chapter of its master plan.

Kyle Pimental, principal regional planner, organized and held a meeting in January 2019 with a subcommittee made up of members from the Dover Conservation Commission and Open Lands Committee. The meeting allowed for the review the Open Lands Committee's existing criteria rating sheet for future land conservation projects. The subcommittee considered recommendations to update their scoring criteria to include climate change impacts, and new data developed as part of a Supplement to the Land Conservation Plan for New Hampshire's Coastal Watersheds, which was released by The Nature Conservancy (TNC) in 2016. Climate change impacts include vulnerability to sea-level rise and future opportunities for salt marsh migration. The new data from TNC focused solely on water resources and included flood storage and mitigation, pollutant reduction, and public water supplies. The criteria ratings sheet is an important planning tool, as these scores help to prioritize the most valuable land for conservation given land availability challenges and funding constraints.

Kyle met with the Open Lands Committee again in March 2019, to go over final recommendations and revisions. The updated criteria was adopted at the Committee's June 2019 meeting.

Lee Floodplain Study

In January 2018 Strafford Regional Planning Commission (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 initiative¹⁰ in which an ad-hoc working group and staffers reviewed floodplain data along the mainstem of the Lamprey River. As an outcome, SRPC 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. To do this, SRPC successfully applied for NH Department of Environment Services (NHDES) Coastal Program funding and partnered with Geosyntec and the University of New Hampshire (UNH) to assess those rivers. Geosyntec and UNH were responsible for modeling and generating the flood maps, while SRPC worked directly with the planning board to incorporate the new data into the town's floodplain overlay district. Kyle Pimental, principal regional planner, manages the project.

In March 2019 SRPC received draft maps from GeoSyntec. The maps showed preliminary results of a simulated model depicting details of the flood inundation extent and depth along the North, Little, Oyster, and Lamprey rivers.

In May 2019 Kyle spoke about the Lee Floodplain Study during a panel discussion at the New England Municipal Sustainability Network (NEMS) spring meeting. The panel was moderated by Cameron Wake, research professor at the Institute for the Study of Earth, Oceans and Space, and the Dept. of Earth Sciences at UNH, and was focused on examples of municipalities working to build more resilient communities.

10

http://100yearfloods.org/resources/pdf/2009_LampreyRiver_100YearFloods_FINALReport.pdf

In June 2019 Kyle joined Dan Bourdeau of Geosyntec Consultants at the Town of Lee’s planning board meeting to present a project update and allow for review of large-scale maps. This allowed members to compare existing flood areas with the revised maps showing projected future flood conditions.

Next steps include finalizing revisions to the town’s existing floodplain ordinance, which will go to the voters in March 2020 for adoption. Changes to the existing ordinance were influenced by this project.



NH CAW logo
Source: NH CAW

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.



Floodplain Administrator 101 Training in December 2018
Source: SRPC

Kyle Pimental, principal regional planner, represents Strafford Regional Planning Commission (SRPC) on the workgroup and participates in workshops, conferences, and other outreach activities. During FY 2019, Kyle continued to attend full CAW committee and outreach meetings. He often collaborated with Shayna Sylvia, communications and outreach planner, to share and promote CAW initiatives and events through SRPC e-communications like “Bits and Pieces”, monthly newsletters and social media platforms—including two CAW workshops (“Floodplain Administrator 101 Training” on December 6, 2018, and “What Are People Saying About Taking Action on Climate?” on May 13, 2019).

Prior to the workshops, SRPC participated in planning discussions and provided feedback on content. Other local projects include: Newmarket’s Lubberland Creek culvert replacement, Dover’s climate mural project; Newmarket’s revisions to their stormwater regulations; Durham’s climate remembrance project; and Dover’s effort to amend the city’s current land conservation criteria to include climate resilience.

In September 2018 Kyle, along with other CAW members, attended the annual day-long exchange with members of Maine’s Climate Change Adaptation Providers Network (CCAP). This was an opportunity for people to come together to share stories, project updates, and conversation about shared challenges and opportunities of working on climate adaptation

Kyle also contributed a blog post to CAW website, titled Resilience Planning at the Local Level Results in more Funding Opportunities¹¹ that highlighted a series of success stories in Newmarket. This post was shared through SRPC’s online platforms including Facebook and Twitter, was featured in CAW’s quarterly newsletter, and can be found on CAW’s website.

Dover Rising Waters

The Dover Rising Waters initiative is a group of citizen volunteers working to implement actions identified in the climate adaptation chapter of the Dover 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

11 <https://www.nhcaw.org/resilience-planning-at-the-local-level-results-in-more-funding-opportunities/>

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.

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 in summer 2018. Winner Sophie Self, a thirteen-year-old Dover resident, submitted a design which depicted the City underwater with sea creatures floating in and around City Hall. Sophie shared that her drawing, titled "The City in the Sea", is intended to "stop people and make them think about what it is trying to convey. This image can be interpreted in many ways, such as whether our future is beautiful or terrifying, or if people are still there or not. This image could tell a different story for each person."

Sophie's design was on display at Dover Apple Harvest Day in October 2018, with a rendering of the design location. In February 2019 Sophie's final mural was unveiled at the NH Children's Museum on the same day as the ribbon cutting for Dover's new solar array. Among those in attendance at the ceremony were Dover Mayor Karen Weston, Sen. Maggie Hassan, U.S. Rep. Chris Pappas, a representative from Sen. Jeanne Shaheen's office, members of Dover's Energy Commission and Dover Rising Waters Initiative, and representatives from the Children's Museum and ReVision Energy.

A follow up event was organized in May 2019. The purpose of this event was to 1) reveal the installed mural and celebrate the artist, Sofia Self; 2) raise awareness about what Dover has been doing about climate change; and 3) spark community conversation about climate impacts and actions. Among those in attendance at the ceremony were Dover Mayor Karen Weston, NH State Senator David Watters, Dover City Councilor Lindsey Williams, Bill Baber from the Dover Energy Commission, Jane Bard from the Children's Museum, and Ned Raynolds from ReVision Energy. The installation was made possible by generous contributions from the Dover Arts Commission, Senator David Watters, Cora Quisumbing-King, Bill Baber, Aubuchon Hardware, Ross Furniture, and an anonymous donor. The City of Dover and the Children's Museum of New Hampshire were also instrumental in making this project happen.

Dover Rising Waters plans to engage the community in other art projects as another phase of implementing the Dover Climate Adaptation Chapter.



*Dover Rising Waters logo
Source: SRPC/Shayna Sylvia*



*Sofia Self shows off her contest winning mural
Source: SRPC*



*Sofia Self and others involved in the Dover Rising Waters initiative conduct outreach at Dover Apple Harvest day in October 2018
Source: Senator David Watters*



*Sofia Self is awarded her prize check following the installation of her contest winning mural.
Source: SRPC*



Picture of the erosion along the shoreline of the Oyster River at Wagon Hill Farm.
Source: Town of Durham/Craig Stevens

Wagon Hill Farm Living Shoreline

Stafford Regional Planning Commission (SRPC) began working with the town of Durham in 2016 to help visualize a future shoreline at Wagon Hill Farm. Durham decided to implement a “living shoreline,” which is a stabilization technique that uses a variety of structural and organic materials such as wetland plants, submerged aquatic vegetation, oyster reefs, coir fiber logs, sand fill, and stone. In FY 2019, funding from the NH Department on Environmental (NHDES) Coastal Program and the NHDES Aquatic Resource Mitigation (ARM) supported SRPC in providing technical assistance.



Graphic rendering (using Photoshop) of the Living Shoreline techniques the Town of Durham planned to implement
Source: SRPC

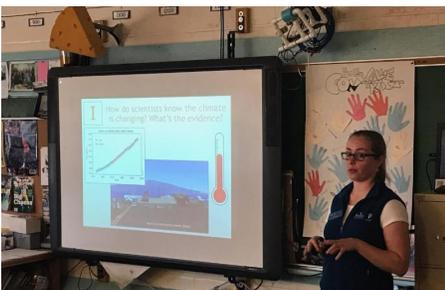
In August 2018 Shayna Sylvia, communications and outreach planner, provided a graphic rendering of the current design approach being discussed by the project team, and to be implemented along the Oyster River at Wagon Hill Farm. This was done by taking a current picture of the shoreline and using photoshop to alter the picture with the adaptation strategies that would be used such as extending the current fence and adding in certain plant species and barriers like rocks and coir logs.

After the successful ARM grant receipt in fall 2018, SRPC secured a portion of the funding to provide additional design and planning services, including a public awareness sign which will be house in a kiosk at Wagon Hill Farm, and an outreach campaign.

Shayna Sylvia, communications and outreach planner, has been designing the sign, and working with partners at the Town of Durham, the NHDES Coastal program, members of the Coastal Adaptation Workgroup (CAW) and others to refine the content.

Kyle Pimental, principal regional planner, has been working with the Town since 2016 to coordinate the technical assistance efforts.

The Living Shoreline was installed by the Town in the spring/summer 2019 and the sign will be installed in FY 2020.



Lisa Wise (NH Seagrant) presents during the Climate in the Classroom lesson plan
Source: SRPC

Climate in the Classroom

In FY 2019, Stafford Regional Planning Commission (SRPC) was a NH Department of Environmental Services (NHDES) sub-recipient of the University of New Hampshire Cooperative Extension (UNHCE) and NH Sea Grant for the “Engaging the Next Generation of Climate Champions: Growing the Climate in the Classroom School Program in Coastal NH Communities.” This program, which was originally developed in 2016 in partnership with two 5th grade teachers at the Oyster River Middle School (ORMS) in Durham, focuses on reaching students and their parents on the topic of climate change. The program was developed as

an innovative way to educate and engage students, and through them, educate and engage their parents and other family and community members.

In March 2019 Kyle Pimental, principal regional planner, assisted program managers Lisa Wise (NH Sea Grant), Amanda Stone (UNHCE) and NH Sea Grant to teach a climate lesson to fifth grade students from the Oyster River Middle School in Durham. Amanda and Lisa, with assistance from the project team, developed an interactive presentation that provided a high-level overview of climate change science. Question and answer segments were created in order to engage the students throughout. One student had an opportunity to put on fishing waders during a sea level rise demonstration. Students also partnered into groups of four to complete a matching card exercise that instructed them to match photos depicting climate change to a narrative describing the topic.



Amanda Stone (UNHCE) during the Climate in the Classroom culminating presentation
Source: SRPC

Subsequent lessons facilitated by Oyster River faculty allowed students to work with their teachers on answering eight questions about climate change. The final result being eight informational posters that when assembled together spell out "Climate!". In April 2019 students presented their posters and the information they had learned at Climate in the Classroom culminating presentation, held at the library at Oyster River Middle School.

Water

Watershed Assistance (Permeable Reactive Barrier)

Stafford Regional Planning Commission (SRPC) has been working with the Town of Durham on a project to implement and monitor new nitrogen reducing technologies to address nonpoint source pollution from aging residential septic systems and to gain a better understanding of cost-effective ways for homeowners to improve water quality problems in the Great Bay Estuary.

Principal regional planner Kyle Pimental, in collaboration with staff from the Stafford County Conservation District and consulting firm Haley & Aldrich, has been working with the Durham Public Works Department and residents to identify suitable locations to install and monitor a permeable reactive barrier (PRB) installation within the Oyster River Watershed.

PRBs are a relatively new technology that have been shown to be environmentally and economically effective with broad-scale water quality improvement implications resulting from significant nitrogen load reductions.

To date, the project team has identified several potential locations for an installation. Next steps will be to visit each location and conduct groundwater sampling to determine the most suitable sites for implementation. Once the site(s) have been chosen, the project team will install several pre-monitoring water quality wells to obtain baseline nitrate level data; design the PRB system; work with the Town to install the PRB; and then complete several rounds of post-monitoring. A final report and outreach campaign will follow.

Using Science, Building Social Capital, and Unpacking Tax Incentives for a Resilient Coastal NH

Strafford Regional Planning Commission, in collaboration with other member coastal zone municipalities, agencies, and partners, has been tasked to serve on the Science and Technical Advisory Panel (STAP) to advise the update of the New Hampshire Coastal Risk and Hazards Commission 2014 Science and Technical Advisory Panel (STAP) report, entitled "Sea-Level Rise, Storm Surges, and Extreme Precipitation in Coastal New Hampshire: Analysis of Past and Projected Trends,"¹² and develop companion implementation guidance.

Principal regional planner Kyle Pimental has participated in all STAP meetings to date and has provided comments and feedback in regard to the best-available publications relevant to high tide flooding, sea-level rise, groundwater rise, storm surge, and extreme precipitation in NH for both the science report and companion guidance document.

Kyle has also worked with the NH Municipal Association, local assessors, and planning staff in the coastal zone on conducting a preliminary community needs assessment to identify gaps in technical information, potential opportunities and challenges, and important considerations for future implementation of RSA 79-E:4-a. SRPC, in partnership with the NH Coastal Program and Rockingham Planning Commission, will be developing high level recommendations for improvement. A final version of this white paper will be included at the close of this project.

Municipal Separate Storm Sewer System (MS4) Permit

Strafford Regional Planning Commission (SRPC) assisted several regional municipalities last year as they prepared 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 Jul. 1, 2018.

During FY 2019 principal planner Kyle Pimental continued to help municipalities to complete their Notice of Intent (NOI) which was the first step in the permitting process. These were due by Oct. 1, 2018. The notice outlines the activities planned by the municipality to comply with the permit.

Since October, Kyle, Marcia Moreno-Báez, GIS planner, and Nancy O'Connor, program content coordinator continued to attend Seacoast Stormwater Coalition meetings and other training sessions, including municipal salt applicator programs and illicit discharge and stormwater management program webinars to learn how best to continue assisting our communities. SRPC also keeps in close contact with other regional planning commissions to understand and coordinate technical assistance to MS4 communities. This work included the creation of a base map set which showed the impaired water bodies in each of our seven MS4 communities.

In FY 2020 staffers are ready to assist the communities of Dover, Durham, Milton, Newmarket, Rochester, Rollinsford, and Somersworth, as they continue their actions to comply with the permit. This includes helping with Stormwater Management Plans (SWMPs), preparing annual reports, mapping assistance, outreach activities, and whatever further technical assistance communities need to reach compliance.

The outreach audiences include homeowners, businesses, industrial facilities, and construction companies. SRPC is an active participant in the region's stormwater management activities and will continue to be engaged and helpful as the permit requirements unfold.

¹² <https://www.nhcrhc.org/stap-report/>

Hazard Mitigation

Hazard Mitigation Plans

Since November 2014 all municipalities in the Strafford region have had Federal Emergency Management Administration (FEMA) approved hazard mitigation plans. Strafford Regional Planning Commission (SRPC) assists 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, senior regional planner, updated or finalized the update of the Rochester, Northwood, Madbury, and Lee plans in FY 2019.

The Federal Emergency Management Agency (FEMA) approved Rochester's plan in Nov. 2018, and Lee's in January 2019. Updates to the plan for Madbury were conditionally approved by NH Homeland Security and Emergency Management (HSEM) in August 2019 of FY 2020, and it is awaiting final FEMA approval. Northwood's Plan has been submitted for conditional approval by the NH HSEM.

Municipal Planning Services

Barrington Natural Resources Assessment and Regional Co-Occurrence Mapping

In 2018 the Barrington Conservation Commission approached Strafford Regional Planning Commission (SRPC) with a request to update the Town's 2009 Natural Resources Inventory (NRI), as many of the maps and datasets used had become outdated. To meet the goals of the community, while recognizing limited capacity and fiscal constraints, SRPC suggested a modified approach to a traditional NRI. This approach would rely on a detailed spatial analysis using Geographic Information System (GIS) that would identify key geographic areas where multiple natural resource features and priority conservation areas are co-located.

A vital component of this process was a map-based GIS inventory of the town's existing natural resources and conservation priorities' initiatives. Eight primary natural resource-based criteria maps were developed to display the spatial distribution of soils, water resource conservation focus areas, wetlands, wildlife, landscape connectivity, conservation focus areas, other surface and groundwater resources, and climate change resilient and connected. The main goal was to create a weighted co-occurrence map that helps identifying the presence of multiple key natural resources-based criteria important for conservation. The data was also analyzed and reported for each SRPC community, allowing staffers to create a regional co-occurrence map.



Natural Resources Assessment
and Co-Occurrence Mapping

Town of Barrington, New Hampshire

*Barrington Natural Resources Assessment logo
Source: SRPC/Liz Durfee and Shayna Sylvia*



*Marcia Moreno Báez leads the Barrington
Conservation Commission in a review of maps
for the Natural Resource Assessment
Source: SRPC*

In November 2018 SRPC facilitated the kick-off meeting for the Barrington Natural Resources Assessment (NRA) project with the Barrington Conservation Commission (BCC). This effort was funded by the BCC Conservation Fund, and a grant through the Lamprey River Advisory Committee (LAC). Support from University of New Hampshire Cooperative Extension (UNHCE) and NH Sea Grant was also vital, as they provided outreach on new GIS data tools the BCC.

Between November 2018 and June 2019 SRPC staffers met regularly with the BCC to review project timelines, maps, draft content and weight ranking criteria for the new maps. Both Kyle Pimental, principal region planner, and Marcia Moreno-Báez, GIS planner, were involved in the mapping components and drafting language for the assessment.

Nearing the end of FY 2019, Shayna Sylvia, communications and outreach planner assisted on the project by providing design and layout services. In FY 2020, SRPC will be providing the BCC with a final draft of the NRA for consideration of approval.

Barrington Master Plan

Kyle Pimental, principal regional planner assisted the Town of Barrington in FY 2019 as he drafted the community facilities and utilities chapter of the Barrington Master Plan.

In October 2018 the Town publicized that it was looking for volunteers to join a steering committee being created to guide the creation of the chapter. In December 2018, the committee held its first meeting to discuss the scope of work, meeting structure, and timeline.

Between February and June 2019, Kyle met with emergency response personnel from the police and fire departments, and staffers from the town's highway department. The meetings allowed Kyle to gather input from each department relative to the development of chapter, including input on current and future needs for staffing, equipment, and space.

Kyle facilitated the second meeting of the steering committee in June 2019, allowing members to review the latest draft including sections on fire, emergency services, cemeteries, police, and community services. During the meeting Kyle gathered feedback that will help him to refine and shape the chapter.

In FY 2020 Kyle will conduct focus interviews with representatives from the school department, recreation departments and with town hall and library staff members. He will continue to develop the chapter including the library and school sections. The chapter will then go before the Planning Board for adoption.

Regional Impact Committee – Hard Rock Development

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.”

Stafford Regional Planning Commission was notified in October 2018 that the Barrington planning board had declared the Hard Rock Development, proposed commercial excavation to be a project of regional impact. In response, James Burdin, senior regional planner, completed the developments of regional impact checklist¹³ and answered the required questions about the project based on information provided by the Town and the applicant, Jones & Beach Engineers, Inc.

To review the project, SRPC convened its regional impact committee (RIC) in January 2019. 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 report¹⁴ to the town.

Northwood Town Planning Services

James Burdin, senior regional planner, continued to serve as the Town of Northwood’s contract planner in FY 2019. In this role, James reviews site plan and subdivision applications and makes recommendations to the planning board. James worked on 28 cases before the planning board in FY 2019. He also assists with other activities, including updating the Northwood development ordinance, and providing assistance to other boards, such as the Zoning Board of Adjustment (ZBA).

Farmington Town Planning Services

Kyle Pimental, principal regional planner and James Burdin, senior regional planner, began providing contract planning services to the Town of Farmington in April 2019. In this capacity James and Kyle provide customer service at weekly office hours, review planning board applications for consistency with town policies, and prepare staff memos for the planning board. Kyle and James have assisted with 4 planning board cases in FY 2019 and have provided additional assistance to the ZBA as needed. SRPC staffers have also supported Farmington’s master plan consultant, Arnett Development Group, by providing maps and outreach materials and have provided guidance to the Town on a variety of topics including excavation permits, economic development, and conservation easements.

Nottingham Town Planning Services

Discussions began in FY 2019 for SRPC to provide contract planning services to the Town of Nottingham.

In FY 2020 a contract will be signed and Stefanie Casella, data collection and analysis assistant will begin serving as the town planner.

¹³ <http://strafford.org/cmsAdmin/uploads/dri-checklist.pdf>

¹⁴ http://strafford.org/cmsAdmin/uploads/ric_transmittalpacket_hardrock_compressed.pdf

Commission Meetings



*September Commission Meeting at the Rochester Performance and Arts Center
Source: SRPC*

September 2018- Housing Affordability

The Commission held its September 2018 meeting at the Rochester Performance and Arts Center in downtown Rochester. A panel of experts including Christopher Parker, Dover assistant city manager, George Reagan, housing awareness program administrator at NH Housing, and Sarah Wrightsman, Seacoast Workforce Housing Coalition (WHC) executive director, were invited to discuss housing affordability.

Sarah introduced the WHC and its advocacy surrounding affordable and workforce housing. Chris spoke about what the City of Dover is doing to implement workforce housing including zoning ordinance updates. And George presented current research coming out of the New Hampshire Housing and Finance Authority related to affordability and housing's economic impact.

Following the presentation, Commissioners approved the minutes from the prior Commission meeting, the SRPC FY 2019 dues rates, and accepted the FY 2018 Annual Report.



*Presenters at the December Commission meeting.
Source: SRPC*

December 2018 - Inclusive Community Design and Accessibility

Inclusive community design and accessibility was the theme of the December 2018 Commission meeting held in Strafford Regional Planning Commission's (SRPC) conference room in Rochester.

The quarter two Commission meeting included presentations by two entities, Southern New Hampshire Planning Commission (SNHPC) and Access Navigators. Sylvia von Aulock, executive director for SNHPC, introduced SNHPC's Becoming Age-Friendly program and its innovative work. She discusses what an age-friendly business is, how SNHPC has engaged the business community in age-friendly awareness, and steps New Hampshire can take to become age-friendly. Sylvia also reviewed the types of stakeholders that have been interested in age-friendly conversations and described some of the unique partnerships coming out of the age-friendly movement.

Access Navigators team members Todd Hanson and Anne Weidman presented on inclusive community design and accessibility. Todd and Anne introduced Access Navigators whose focus is on helping people with disabilities know what to expect when navigating historic New England. Their presentation included a brief history of Access Navigators and information on why inclusive communities are important. Todd and Anne discussed accessibility factors considered when completing their accessibility guides, how and where they collect their data, and how the outcomes benefit individuals, families, communities, and businesses.

Business items included the approval of the minutes from the previous Commission meeting.

February 2019 – Behind the Scenes at SRPC

Stafford Regional Planning Commission's (SRPC) third quarter meeting, in February 2019, was held in Stafford Regional Planning Commission's conference room in Rochester. The presentation was titled "Behind the Scenes at SRPC" and allowed staffers the opportunity to share project updates with Commissioners. The meeting started with each staffer introducing themselves and their respective areas of work. A presentation followed, highlighting the work of four staffers, Kyle Pimental, principal regional planner; Marcia Moreno-Báez, GIS planner; Shayna Sylvia, communications and outreach planner, and James Burdin, senior regional planner.

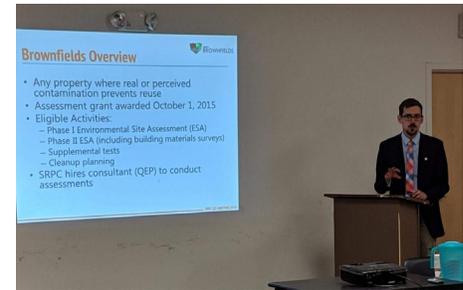
Marcia presented on "Understanding Our Region Through Geospatial Information and Technology." While her presentation covered a variety of SRPC mapping services, she focused on the regional natural resource co-occurrence mapping effort. She explained that the update to the regional map was an outcome of work with the Town of Barrington to update part of its Natural Resources Inventory. Co-occurrence maps identify key geographic areas where multiple natural resource features are co-located or in near proximity.

James shared project outcomes of Stafford Economic Development District's (EDD) EPA Brownfields Program, which is closing out in September 2019. He shared that eight Phase I assessments and five phase II assessments were conducted throughout the three-year grant cycle. Stafford EDD has applied for future funding to continue the program.

Kyle presented on three projects, all related to SRPC's coastal communities. He updated Commissioners on the Dover Rising Waters initiative, in addition to the Durham Climate Remembrance project, and the Lee Floodplain update. He ended his presentation sharing upcoming projects for 2019, such as updating the Science and Technical Advisory Panel (STAP) report, and working with the town of Madbury to integrate data from C-RiSe vulnerability assessment in its newest hazard mitigation plan.

Shayna closed out the presentation portion of the meeting by sharing information on the recent receipt of funding from the Community Technical Assistance Program and the Office of Strategic Initiatives. She explained the process through which the funding was secured and how it's being used statewide to support CommuteSmart NH (CSNH). The presentation included an overview of CSNH, information on the link to CommuteSMART Seacoast, and an important timeline of events to be completed within the funding cycle.

At the meeting, Commissioners approved the draft minutes of the previous commission meeting and the recommend slate of commissioner to fill executive committee vacancies.



James Burdin presents on the SRPC Brownfields program at the February Commission meeting
Source: SRPC



Shayna Sylvia at the February Commission meeting
Source: SRPC

2019 Annual Luncheon - Integrated Planning Approaches for the Future



Panelists at the SRPC Annual Luncheon
Source: SRPC

Stafford Regional Planning Commission (SRPC) held its annual meeting on Jun. 27, 2019. Held at the Community Education and Conference Center at Frisbie Memorial Hospital, the meeting topic highlighted the importance of taking an integrated approach to planning through the lenses of conservation, transportation, and housing. Panelists discussed these topics following a welcome from Chairperson Victoria Parmele, and a reading of letters written by special invitees Senator Maggie Hassan, Senator Jeanne Shaheen, and Congressman Chris Pappas, who were not able to attend in person.



Guests at the SRPC Annual Luncheon
Source: SRPC

Senior Transportation Planner Colin Lentz facilitated a discussion with panelists George Reagan (NH Housing), Michael Williams (COAST Bus), and Steve Bird (Dover City Planning Department) addressing regional perspectives, current trends, integrated approaches for community planning, and integrated/comprehensive policy in action.

George Reagan spoke about variety in housing choices and how different people and age groups have varying needs. He offered examples of housing developments and projects built near services and explained how this effects desirability, as well as addressed affordable housing, including accessory dwelling units, in the region and state.

Steve Bird shared that Dover is one of the few places in New Hampshire where the population is actually growing younger and explained some of the planning initiatives the City is doing to maintain that. He discussed Dover's priority on offering diverse housing options and using developed land more effectively, offering multiple transit options, building natural resources like its community trail, all while ensuring land is conserved. He elaborated on Dover's transfer of development rights program which funds conservation land easements and purchases.

Panelist Michael Williams talked about COAST's new project to redesign current routes and described barriers to more frequent and responsive service (to summarize - transit service is most effective when diverse riders and destinations can be served along a straight line). He also discussed the challenges of adopting new technologies like electric buses. Current electric buses and equipment are expensive and complicated to adapt to a large area like the Stafford region. Michael noted that it's just as environmentally friendly at this point to encourage more ridership on existing diesel buses.

Following the panel, Jen Czysz, SRPC executive director, presented the annual excellence award. This year's recipient, the Tri-City Mayors' Task Force on Homelessness, was awarded for regional collaboration. Deputy Rochester City Mayor Ray Varney, Dover City Mayor Karen Weston, Somersworth representatives Michael Bobinsky (Director of Public Works) and Shanna Saunders (City Planning), vice-chairperson of the Committee Marcia Gasses, and committee alternate and Dover resident Lindsey Williams came forward to accept the award.

Karen Weston thanked SRPC for the award, noting the immense effort and collaboration that went into the adopted homelessness plan for the tri-cities. She also thanked SRPC for its early involvement in the process. Ray Varney followed noting the importance of the plan and the enthusiasm for its implementation.

The meeting concluded with Commission business, including the adoption of the FY 2020 budget and election of SRPC officers.

GIS Mapping

Northeast Arc Users (NEARC) Conference

Marcia Moreno-Báez, GIS planner, attended the Northeast Arc Users (NEARC) conference in May. The annual conference included opportunities for technical training from ESRI, the publisher of ArcGIS; user-to-user sessions; and community building activities.

As one of the presenters, Marcia gave a presentation on the Barrington Co-Occurrence mapping for the Natural Resource Assessment (NRA). The main goal of this project was to identify and prioritize key areas for conservation and protection, which is key to providing habitat for wildlife, preserving rare or sensitive species and ecosystems, and ensuring the sustainability of the ecological services that support a high quality of life in Barrington, NH.

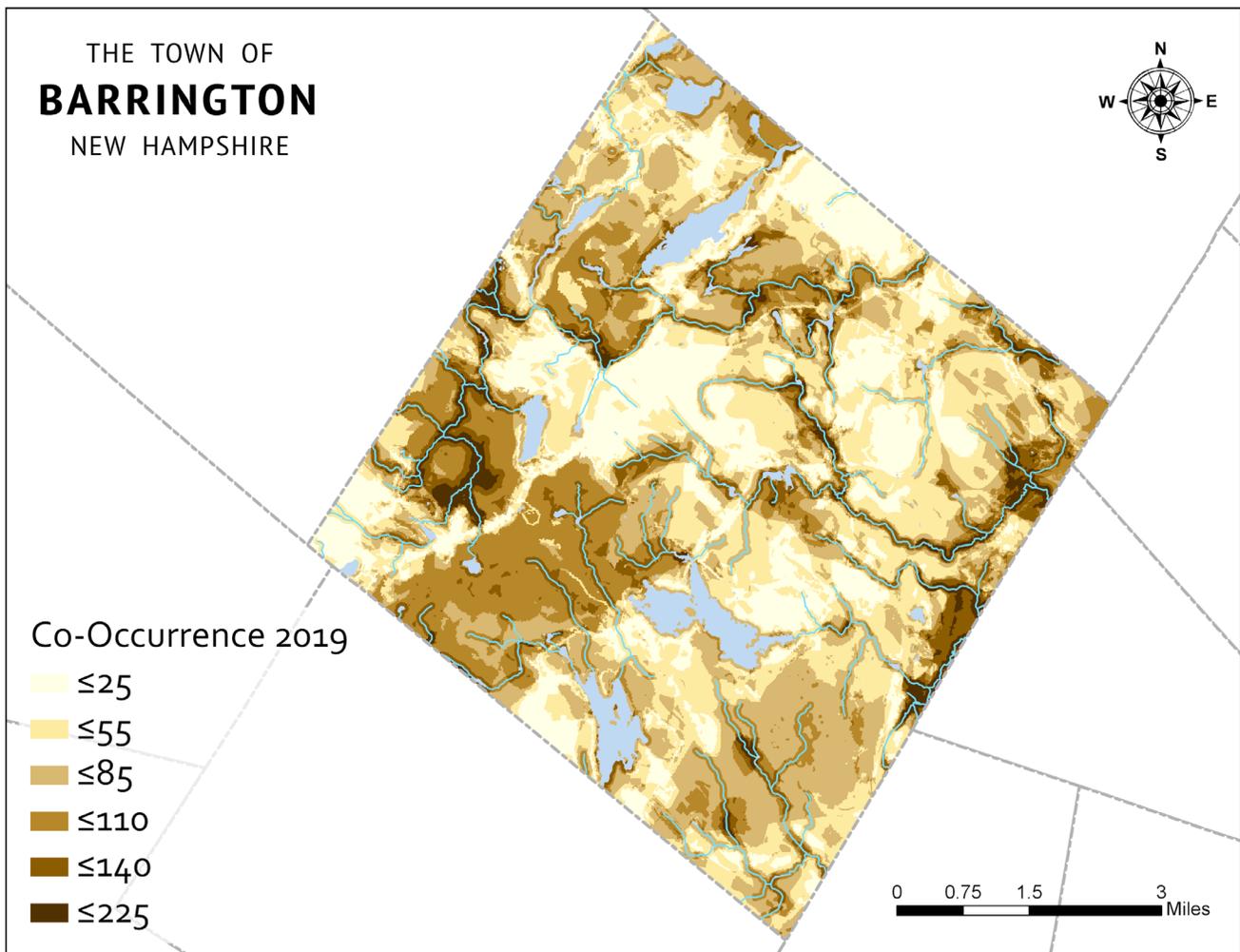
Marcia talked about the process of developing a methodology for spatial analysis, and how this was used to create the database and subsequent maps. She explained how separate maps were created for soils, wetlands, wildlife, conservation areas and other themes, and how each was weighted separately to be included in a final co-occurrence maps which factored in each individual dataset into one final co-occurrence map.

Completed Mapping Projects

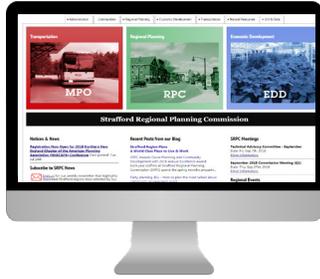
GIS planner Marcia Moreno-Báez, with the assistance of other Strafford Regional Planning Commission (SRPC) staff members, completed the following GIS tasks in FY 2019:

- Updated a transportation map for Rollinsford
- Completed a parking Map for Durham
- Created a map showing tax maps and roads Newmarket
- Maintained the MapGeo database including specific data updates for Rollinsford and Durham
- Prepared base maps, develop a methodology for spatial analysis, and finalized maps and the report for the Barrington Natural Resources Assessment (NRA)
- Drafted regional recreation maps for the Pathways to Play project including database design, creation of maps and tables for all communities, and updates to the maps once outreach occurred with communities
- Updated the Wild and Scenic Lamprey River map for the Lamprey River Advisory Committee (LRAC)

- Developed a map for Branch Hill Farm
- Mapped proposed zoning changes in the Town of Lee
- Completed analyses and develop maps for the Lee, Northwood, Madbury, and Rochester hazard mitigation plans
- Prepared trail maps for Nottingham, Lee and Dover.
- Updated standardized GIS layers and maps such as critical infrastructure and transportation
- Integrated data inputs and run the Seacoast's transportation model
- Organized server data structure
- Assisted with census data in preparation for the 2020 Census
- Assisted with updates to the building permit database
- Created maps for the Hard Rock Development Regional Impact Committee (RIC) meeting
- Created maps for Farmington's Transportation Alternative Program (TAP) application
- Completed a build out analysis and related maps for the Town of New Durham



*Barrington NRA Co-Occurrence map
Source: SRPC*



Graphic with SRPC website screenshot
Source: SRPC

Communications

Website

Strafford Regional Planning Commission’s (SRPC) website is located at www.strafford.org. Communicating with the public is an essential part of SRPC’s planning processes, and it is important that we have a web presence 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.

E-communications

Strafford Regional Planning Commission (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:

40

Bits and Pieces¹⁵

The weekly update highlights projects SRPC staffers are working on in the areas of transportation, economic development, and regional planning.

11

Planning Board Updates¹⁶

Project updates were sent to the planning board for each of SRPC’s 18 municipalities.

12

Newsletters¹⁷

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.

40

Other

Other communications include event invitations, meeting notices, press releases, grant opportunities, and other regional communications.

¹⁵ <http://strafford.org/magazine/srpc-communication-updates/bits-and-pieces/>

¹⁶ <http://strafford.org/magazine/srpc-communication-updates/planning-board-updates/>

¹⁷ <http://strafford.org/magazine/srpc-communication-updates/newsletter/>

Blog

Stafford Regional Planning Commission (SRPC) launched “Stafford Region Plans” in May 2013. The blog¹⁸ 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 post blogs as a more informal way of connecting with stakeholders, partners, residents of the region, commissioners, and municipal staffs. In FY 2019, SRPC staffers posted 5 blog entries covering such topics as the awardee of SRPC’s annual excellence award, traffic counts, and began a blog series titled “Get to Know SRPC” featuring Stefanie Casella, Colin Lentz, and Shayna Sylvia.

Social Media

Stafford Regional Planning Commission’ (SRPC) 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 12 percent increase in our number of Twitter followers between July 2018 and June 2019 and a 16 percent increase in our number of Facebook followers.

Date	Twitter Followers	Tweets	Tweet Impressions	Facebook Followers	Facebook Posts	Facebook Engagement
July 2018	235	23	3,702	166	29	137
August 2018	237	8	2,021	169	22	99
Sept 2018	243	4	665	169	20	152
Oct 2018	246	9	1,975	173	22	82
Nov 2018	247	13	3,068	176	28	123
Dec 2018	249	18	3,367	176	33	168
Jan 2019	250	11	3,729	178	18	162
Feb 2019	251	14	3,423	178	26	252
March 2019	254	7	2,286	182	13	148
April 2019	256	10	3,213	185	16	194
May 2019	261	17	2,851	192	41	807
June 2019	263	6	2,850	192	14	80

Press Releases

In FY 2019, SRPC issued seven press releases. They included:

- [Strafford Regional Planning Commission Receives Second EPA Brownfields Assessment Grant \(June 10, 2019\)](#)¹⁹
- [SRPC Wins 2019 Drinking Water Sustainability Award \(May 24, 2019\)](#)²⁰
- [CommuteSmart NH to Hold Pilot Challenge in June \(May 14, 2019\)](#)²¹
- [SRPC Engages with Commissioners in Successful Planning Retreat \(February 14, 2019\)](#)²²
- [SRPC Receives NH Children’s Health Foundation Grant \(December 19, 2018\)](#)²³
- [Partnering for Performance NH Wins Award for Excellence \(October 4, 2018\)](#)²⁴
- [SRPC Celebrates with Partners at 2018 Annual Luncheon \(July 3, 2018\)](#)²⁵

Guest Publications

NH Municipal Association Town and City Articles

The NH Municipal Association (NHMA) has 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 2018 issue of Town and City featured an article on trail planning by former Strafford Regional Planning Commission’s (SRPC) Rachael Mack, former GIS planner, and North Country Council (NCC) planner Nick Altonaga. “Approaches to Planning Recreational Trail Networks” appears in the section “NHARPC Corner.”

Others SRPC staffers attributed to in FY 2019 include:

“How GIS is Transforming Data into Actionable Solutions” by Marcia Moreno-Báez, Rachel Dewey, Robert Pruyne, Sara Siskavich, and Zachary Swick.

“Growing Younger: What are Communities Doing to Reverse the Aging Population Trend?” by Kyle Pimental and Cameron Prolman.

Back issues of Town and City are available online²⁶.

19 <https://conta.cc/2l7eLyj>
20 <https://conta.cc/2Ex02L3>
21 <https://conta.cc/2HkI66Q>
22 <https://conta.cc/2DIONO3>
23 <https://conta.cc/2CoBEdF>
24 <https://conta.cc/2OAs8eu>
25 <https://conta.cc/2IM931P>
26 <https://www.nhmunicipal.org/town-city-magazine>

AWARDS & RECOGNITION

SRPC Excellence Award

Each year, SRPC staffers choose an entity, initiative, municipality, or person to honor at the annual meeting. For FY 2019 the award was presented to the Tri-City Mayors' Task Force on Homelessness for excellence in regional collaboration.

During winter 2017-2018 the City of Rochester opened an emergency cold weather shelter to respond to the increased demand for homeless services and support. In response the three mayors jointly formed the Tri-City Task Force on Homelessness. The goal of the task force was to collaboratively develop a regional plan to address and reduce homelessness.

Starting in April 2018 the task force met monthly over the course of a year to develop the final master plan. This occurred with representation from a wide array of stakeholders including people from the following sectors: social services, government, business, faith-based organizations, and the homeless community. The outcome, "The Tri-City Mayors' Joint Task Force on Homelessness Master Plan", took a multi-disciplinary approach to identifying strategies to address homelessness in the region; looking at potential solutions to:

- A seasonal cold weather shelter
- Affordable housing
- Homeless prevention and rapid rehousing
- Access to transportation
- Access to quality health care, mental health and education
- Decrease substance use disorder and increase prevention
- Engaging the community to end homeless

The plan recognizes there is not a single cause or solution to homelessness but that it is multilayered and multifaceted. Recommended actions for each of the seven strategies continue to take an integrated and regional approach proposing changes to local land use laws, zoning, and regulations; conducting regional planning; investing in infrastructure – whether it be direct investments in housing, transit or support services; working with regional partners; and many other potential actions.



*The Tri-City Task Force on Homelessness accepts SRPC's annual excellence award
Source: SRPC*

Past Award Winners



2018

Dover Planning and Community Development
Excellence and Innovation in City Planning



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

Jen Czysz, SRPC executive director, commended the Mayor, Cities and task force members for their collaborative approach to a regional issue. Deputy Rochester City Mayor Ray Varney, Dover City Mayor Karen Weston, Somersworth representatives Michael Bobinsky (Director of Public Works) and Shanna Saunders (City Planning), vice-chairperson of the Committee Marcia Gasses, and committee alternate and Dover resident Lindsey Williams came forward to accept the award.

Karen Weston thanked SRPC for the award, noting the immense effort and collaboration that went into the adopted homelessness plan for the tri-cities. She also thanked SRPC for its early involvement in the process. Rob Varney followed noting the importance of the plan and the enthusiasm for its implementation.

The meeting concluded with Commission business, including the adoption of the FY 2020 budget and election of SRPC officers.



Kyle Pimental accepts the 2019 Source Water Sustainability Award for SRPC's work completing several significant water conservation efforts with stakeholder groups
Source: SRPC

2019 New Hampshire Department of Environmental Services Source Water Sustainability Award

Stafford Regional Planning Commission (SRPC) was presented with the 2019 Source Water Sustainability Award at the New Hampshire Department of Environmental Services Drinking Water Conference on May 16.

The award was in recognition of SRPC's ongoing regional drinking water protection efforts, including all related projects and accomplishments SRPC staffers completed over the last several years. Projects for which SRPC was recognized included the organization of two regional drinking water workshops, creation of a corridor management plan for the Oyster River, update and adoption of new aquifer protection overlay districts in the Rochester and Farmington, development of water usage regulations in Rochester, and implementation of water efficient landscaping regulations in Dover.

SRPC is a strong advocate for the protection of drinking water and is widely recognized as an important regional resource in providing communities with technical assistance and guidance needed to accomplish their source water protection goals. SRPC has helped municipalities reduce local sources of pollution, completed septic system analyses, and promoted best management practices for winter salt application. SRPC provides related technical assistance to communities updating planning documents and processes, including: master plans, stormwater regulations, groundwater overlay zoning districts, water efficiency and landscaping regulations, protection for lower stream orders, low-impact development ordinances, and shoreline management practices. SRPC uses GIS to provide detailed maps and technical analysis to support local decision-making for drinking water protection.

In FY 2020 SRPC will be collaborating with Rockingham Planning Commission to develop technical resources for a long-term drinking water supply plan for southeastern New Hampshire. This is intended to be a two-phase planning process and will include the development of regional maps identifying important drinking water sources, review and update of the potential contamination and pollution sources, and development and implementation of up to two local drinking water protection projects.

SRPC recognizes its partners at the state and local levels for their ongoing support and dedication, and staffers are dedicated to continuing to protect the region's drinking water sources.

CommuteSMARTseacoast Awards

2018 Sustainability Champion

CommuteSMARTseacoast held its third sustainability event and award ceremony in November 2018. 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.



Shayna Sylvia accepts the 2018 sustainability champion award from CommuteSMART Seacoast
Source: SRPC

Association of Metropolitan Planning Organizations Excellence Award

The Strafford Metropolitan Planning Organization (MPO) received an award in Sept. 2018 for excellence in MPO coordination and partnership from the Association of Metropolitan Planning Organizations (AMPO). The award recognizes Strafford MPO's Partnering for Performance NH (PFPNH) initiative for its innovation, impact on profession, implementation, and coordination.

Colin Lentz, senior transportation planner, accepted the award on Wednesday, Sept. 26, at the 2018 annual AMPO conference in San Antonio, Texas. The AMPO conference is the largest yearly gathering of transportation planners and stakeholders in the country.



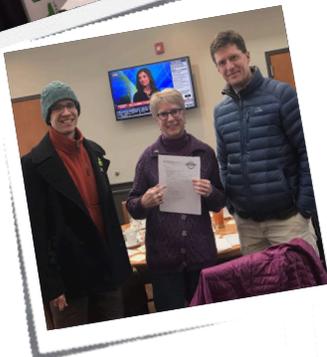
Colin Lentz accepts the excellence in MPO coordination award from the AMPO Board of Director's President Craig Lyon (left) and Vice President Ashby Johnson (right)
Source: AMPO

PFPNH is an ad hoc working group whose members come from the four New Hampshire MPOs, the New Hampshire Department of Transportation, and the NH Division of the Federal Highway Administration. The group was formed in 2016, several years after Strafford MPO began preparing for performance-based transportation planning mandated by the federal Moving Ahead for Progress in the 21st Century Act and the Fixing America's Surface Transportation Act.

In addition to this award, PFPNH has been recognized by several federal and state agencies for its success. The PFPNH working group continues to meet in order to streamline MPO processes and track transportation performance measures related to areas such as safety, transit, and emissions. Learn more on the PFPNH website²⁷.

27 <http://partneringforperformancenrh.org/>

PHOTO ALBUM



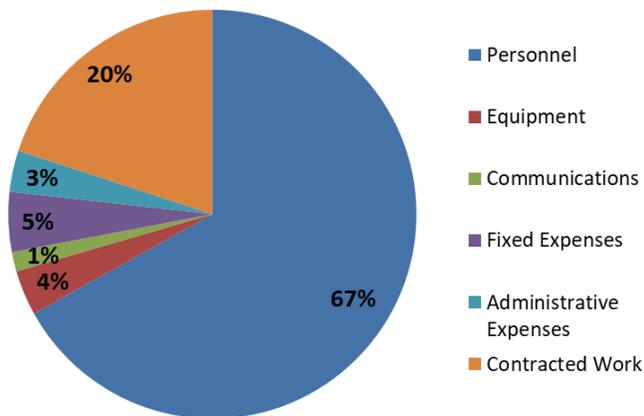
FY 2019 BUDGET

Strafford Regional Planning Commission ADOPTED FY2020 Budget Summary Table

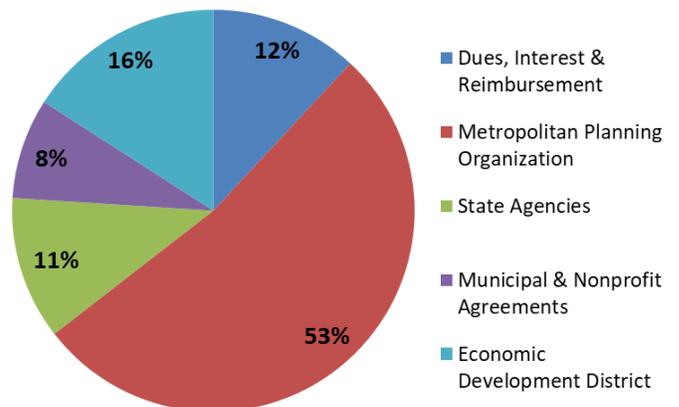
	Adopted FY2019*	Adopted FY2020	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	120,040.96	116,476.06	(3,564.90)
Metropolitan Planning Organization	541,242.24	513,736.95	(27,505.29)
State Agencies	144,226.00	112,555.33	(31,670.67)
Municipal & Nonprofit Agreements	79,737.36	79,003.00	(734.36)
Economic Development District	98,320.00	155,401.00	57,081.00
Total	983,567	977,172	(6,394)
	Expenses	Expenses	Net Change
Personnel	666,085	651,273	(14,813)
Equipment	25,309	34,485	9,176
Communications	22,188	14,990	(7,198)
Fixed Expenses	45,716	46,156	440
Administrative Expenses	10,195	31,765	21,570
Contracted Work	212,397	194,341	(18,056)
Total	981,891	973,010	(8,880)
Net Deficit/Surplus	1,676	4,162	2,486

*As amended December 2018

FY2020 Expenses



FY2020 Revenue



Strafford Regional Planning Commission

Adopted Budget Revenue

FY 2020 REVENUES

	Funding Source Revenue	Internal Match using Dues	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding	
Total	974,505	69,814	74,740	2,667	977,172	
Dues, Interest & Reimbursements	116,476	0	0	0	116,476	12%
Municipal Dues (minus BRK, NOT, MIL, LEE)	115,876	0	0	0	115,876	
Interest	100	0	0	0	100	
Health Trust reward/reimbursement	500	0	0	0	500	
Misc Revenue	0				0	
Municipal & Nonprofit Service Agreements	79,003	0	1,000	0	79,003	8%
Dover Arts and Recreation Master Plan Chapter (pending \$25,000)	1	0	0	0	1	
Durham Wagon Hill Living Shoreline Outreach	4,000	0	1,000	0	4,000	
Farmington Master Plan Support	1	0	0	0	1	
Farmington Town Planner Services	24,000	0	0	0	24,000	
MapGeo Subscriptions	4,000	0	0	0	4,000	
NH Children's Health Foundation (Pathways to Play)	15,000	0	0	0	15,000	
Northwood Technical Services: through 6/30/20	28,000	0	0	0	28,000	
Nottingham Town Planner Services	1	0	0	0	1	
Projected GIS projects (Tax Maps, MS4 Field Work)	4,000	0	0	0	4,000	
Economic Development District Agreements	155,401	15,000	55,000	0	155,401	16%
U.S. Dept of Economic Development Administration						
EDD Planning Grant, Dues & Inkind Match (7/1/19-6/30/20)	70,000	15,000	55,000	0	70,000	
U.S. Environmental Protection Administration						
Brownfields Community Assessment Grant: through 9/30/19	10,400	0	0	0	10,400	
Brownfields Community Assessment Grant: through 9/30/22	75,000	0	0	0	75,000	
Environmental Justice Small Grant (pending \$19,364)	1	0	0	0	1	
State Agreements	109,888	2,292	18,740	2,667	112,555	12%
Office of Energy and Planning						
Targeted Block Grant for EDD Planning match: through 6/30/120	11,111	0	0	0	11,111	
Dept of Environmental Services						
Coastal Grant 2020 through 6/30/20	12,500	0	12,500	0	12,500	
Coastal Resilience Grant - UNH Climate in the Classroom (11/19-6/30/20)	1,000	0	0	0	1,000	
Coastal Resilience Grant - Dover (1/1/2020 - TBD)	1	0	0	0	1	
Durham Groundwater Modeling	55,713	0	0	0	55,713	
Project of Special Merit FY18 (10/1/18-3/31/20)	1,500	0	0	0	1,500	
Source Water Protection	18,333	2,292		2,667	21,000	
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2020)	8,980	0	5,990	0	8,980	
Department of Safety Homeland Security						
HazMit Plans PDM17-MAD,NOR (7/1/18-12/31/19)	750	0	250	0	750	
Metropolitan Planning Organization Agreements	513,737	52,522	0	0	513,737	53%
Dept of Transportation						
UPWP FY20/21 Federal Highways & Transit: through 6/30/20	502,396	50,822	0	0	502,396	
Rochester Sidewalks SADES Inventory (match to UPWP)	5,000	0	0	0	5,000	
FHWA MultiModal Connectivity Pilot (Bicycle LTS)	6,341	1,700	0	0	6,341	
						100%

Strafford Regional Planning Commission

FY 2020 EXPENSES

	FY 2019		FY 2020	
	Adopted MID-YEAR Budget Expenses		Adopted Budget Expenses	
Total	935,528		973,010	
PERSONNEL	666,085	<i>69%</i>	651,273	<i>67%</i>
Salaries and Hourly Wages	530,121		516,333	
Payroll Taxes	40,554		39,499	
Health Insurance	50,046		51,128	
Dental Insurance	3,433		3,507	
Life Insurance	1,068		996	
Shortterm Disability	2,099		1,929	
Longterm Disability	743		572	
Health Incentives	5,040		5,097	
SIMPLE IRA Pension	15,604		15,490	
Worker's Compensation	1,744		1,388	
Payroll Processing - QuickBooks	2,250		2,600	
Unemployment Insurance	2,883		3,313	
Staff Training & Workshops	5,000		5,000	
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	5,500		4,421	
EQUIPMENT	26,184	<i>3%</i>	34,485	<i>4%</i>
ARCInfo/View Software: Maintenance	6,384		5,100	
Plotter: Monthly charge (see Depreciation)	0		0	
Server: Monthly charge (see Depreciation)	0		0	
Transpo Software Maintenance: Transcod, Nvivo	1,200		1,200	
Office Software: Maintenance, purchase	8,090		9,647	
Databases for Transportation Planning	0		8,200	
Traffic Count Expenses (Equipment, Repair, Supplies)	3,228		3,000	
Equipment Rental and Repair	294		500	
Copier Maintenance Contract	4,348		3,838	
Office Furniture, Computers	1,765		3,000	
COMMUNICATIONS	23,121	<i>2%</i>	14,990	<i>2%</i>
Postage and Delivery	780		400	
Travel (moved to Administrative Exp)	18,000			
Office Phone System (replacement of hardware)			11,260	
Internet and Phone Service (separate items in FY2019)	3,408		3,330	
Marketing and Media Outreach Activities	0		0	
FIXED EXPENSES	46,551	<i>5%</i>	46,156	<i>5%</i>
Property & Liability	5,051		5,056	
Audit and Accounting Services (moved to Administrative Exp)	10,665			
Depreciation	0		0	
Office Vehicle Lease and Maintenance			11,100	
Rent	30,000		30,000	

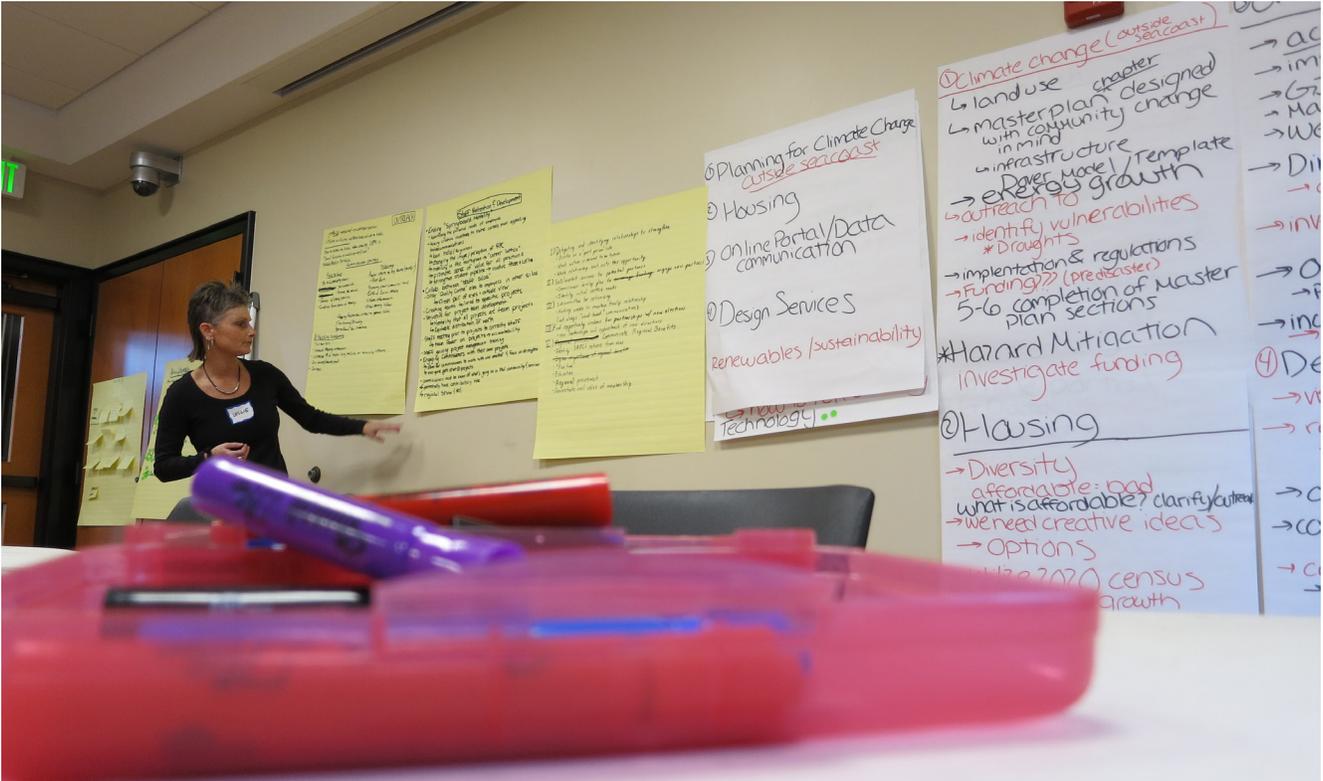
Strafford Regional Planning Commission

FY 2020 EXPENSES

	FY 2019		FY 2020	
	Adopted MID-YEAR Budget Expenses		Adopted Budget Expenses	
ADMINISTRATIVE EXPENSES	12,100	1%	31,765	3%
Printing	1,200		1,200	
Audit and Accounting Services (FY19 included under Fixed Expenses)			10,665	
Legal	1,000		1,000	
Office and Mapping Supplies	2,520		3,600	
Office Expense	1,300		1,300	
Meeting Expenses (Meetings and Meeting Adv)	2,175		2,000	
Travel (FY19 was included under Communications)			10,000	
Library & Subscriptions: NH Planning Books	2,000		2,000	
OUTSOURCED CONTRACTS	183,905	20%	194,341	20%
Web Design & Maintenance	47		0	
IT Services	3,390		4,240	
Financial Services	54,600		60,000	
EPA Brownfields - Credere (contract end 9/30/2019)	57,170		10,000	
EPA Brownfields - Consultant TBD (10/1/2019-9/30/2022)			67,000	
Durham SRF Groundwater Modeling Consultant	26,530		44,521	
Watershed Assistance (Permeable Reactive Barrier) Consultant	27,220		8,580	
Traffic Model Assistance	20,795		0	
Lee Floodplain - Geosyntec	21,490		0	
GIS Contract Support (FAR Tax Map Updates)	1,155		0	
		100%		100%

FY 2020 DUES

Community	2017 Population Estimates (source: NH OSI)	Per capita rate for up to 5,000 population using 2.9% CPI increase	Per capita rate above 5,000 population using 1.6% CPI increase	FY 2020 approved dues
Dover	30,817	\$1.2254	\$0.5780	\$21,049.13
Rochester	30,224	\$1.2254	\$0.5780	\$20,706.38
Durham	16,439	\$1.2254	\$0.5780	\$12,738.80
Somersworth	11,751	\$1.2254	\$0.5780	\$10,029.19
Newmarket	9,358	\$1.2254	\$0.5780	\$8,646.06
Barrington	8,922	\$1.2254	\$0.5780	\$8,394.05
Farmington	6,847	\$1.2254	\$0.5780	\$7,194.73
Wakefield	5,087	\$1.2254	\$0.5780	\$6,177.47
Nottingham	5,035	\$1.2254	\$0.5780	\$6,147.41
Milton	4,578	\$1.2254		\$5,610.05
Lee	4,369	\$1.2254		\$5,353.93
Northwood	4,240	\$1.2254		\$5,195.85
Strafford	4,085	\$1.2254		\$5,005.91
New Durham	2,613	\$1.2254		\$3,202.06
Rollinsford	2,547	\$1.2254		\$3,121.19
Middleton	1,796	\$1.2254		\$2,200.88
Madbury	1,807	\$1.2254		\$2,214.36
Brookfield	713	\$1.2254		\$873.74
TOTALS	151,228			\$133,861.18



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 or 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

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.



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.



Executive Committee(E.C.)

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



Key



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

General Rules

Commission/EDD

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

Policy

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

Executive Committee

Four members of the Executive Committee

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
	Vacant	3/2/2020	n/a
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	4/30/2022	drwes@comcast.net
Farmington	Randy Orvis	3/31/2021	randyo@gbhsurvey.com
	William Fisher	1/1/2023	billfisher@metrocast.net
Lee	Vacant	11/21/2012	n/a
	Vacant	3/1/2022	n/a
Madbury	Mark Avery	3/1/2021	mavery528@aol.com
	Thomas Crosby	9/1/2022	tom1021corp@comcast.net
Middleton	Jon Hotchkiss	5/28/2021	janandjonh@yahoo.com
	Janet Hotchkiss	5/28/2023	janandjonh@yahoo.com
Milton	Vacant	3/13/2020	n/a
	Vacant	12/9/2022	n/a
New Durham	Vacant	10/28/2021	n/a
	Vacant	6/28/2023	n/a
Newmarket	Peter Nelson	3/1/2021	pete_nelson@comcast.net
	Lisa Henderson	12/7/2020	lisafhenderson@gmail.com
Northwood	Victoria Parmele	4/30/2023	victoria.willow7@gmail.com
	Scott Martin	04/30/2021	oliver1250@hotmail.com
Nottingham	Dirk Grotenhuis	2/1/2020	dirkgrotenhuis@gmail.com
	Gary Anderson	5/13/2023	gary.anderson@myfairpoint.net
Rochester	Barbara Holstein	6/6/2023	rochesteryr@aol.com
	Donald Hamann	6/30/2021	djh@dchamann.org
	Rick Healey	6/6/2020	chelu@metrocast.net
	Joe Boudreau	6/30/2022	jaboudreau@gmail.com
Rollinsford	Michael Rollo	4/21/2021	michael.rollo@rollinsford.nh.us
	Vacant	4/21/2023	n/a

Community	Commissioners	Appointment Expiration	Email
Somersworth	Richard Michaud	5/2/2022	rmichaud@somersworth.com
	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	8/1/2023	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	victoria.willow7@gmail.com
Peter Nelson	Farmington	Vice Chairperson	pete_nelson@comcast.net
Tom Crosby	Madbury	Secretary/Treasurer	tom1021corp@comcast.net
Michael Bobinsky	Somersworth	Member	mbobinsky@somersworth.com
Dave Landry	Dover	Member	chancellorbrown@comcast.net
Donald Hamann	Rochester	Member	djh@dchamann.org
Vacant	n/a	Member	n/a
Vacant	n/a	Alternate	n/a
Vacant	n/a	Alternate	n/a

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 Region¹

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

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

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.
- 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

¹ 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.