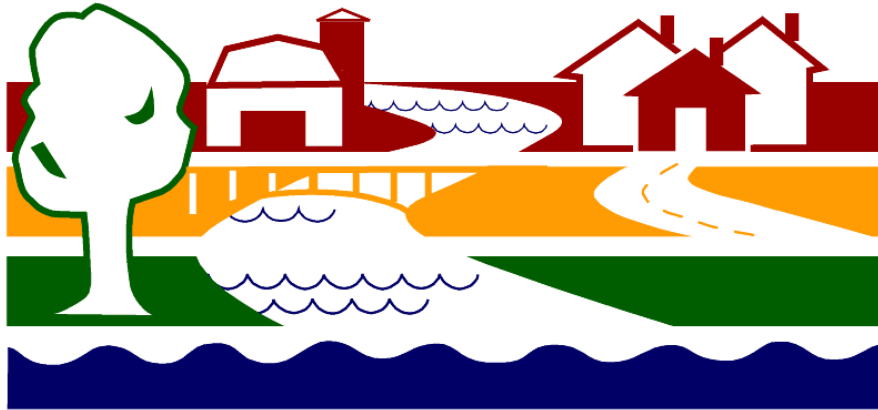


STRAFFORD REGIONAL PLANNING COMMISSION

Commissioners Handbook

S t r a f f o r d



REGIONAL PLANNING
C O M M I S S I O N

150 Wakefield Street, Suite 12
Rochester, NH 03867

Telephone (603) – 994-3500
Fax (603) – 994-3504
Email: srpc@strafford.org

www.strafford.org

September 2010

TABLE OF CONTENTS

MISSION STATEMENT 2

ANNUAL MUNICIPAL PLANNING AWARD 3

COMMISSIONER’S ROLE 5

COMMISSION HISTORY 6

SRPC BYLAWS. 10

METROPOLITAN PLANNING ORGANIZATION. 14

REGIONAL MASTER PLAN. 16

COMMUNITY REPRESENTATION. 19

EXECUTIVE COMMITTEE. 20

STAFF. 21

SRPC FY 2011 DUES 22

SRPC FY 2010 PROJECT HIGHLIGHTS. 23

SRPC FY 2011 BUDGET. 31

SRPC FY 2011 WORK PLAN 34

SRPC COMMUNICATIONS 37

DIRECTIONS TO SRPC. 39

ACRONYMS. 40

Mission Statement



Lamprey River in Durham – Photo by M. Barton

Strafford Regional Planning Commission's (SRPC) mission is to assure that the region is responsive to the needs of its residents through cooperation with federal and state agencies and its member communities, through the implementation of SRPC's policies and plans, and through 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.

SRPC has been active in regional planning for forty years as one of the nine regional planning commissions established by the New Hampshire legislature. SRPC is composed of eighteen communities including all thirteen communities in Strafford County, three communities in Rockingham County, and two communities in Carroll County.

Operating as a political subdivision of the State of New Hampshire, SRPC serves in an advisory role 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 professional planning staff assists in land use, transportation, conservation and natural resource planning, economic development, GIS, support services and project management.

2010 Excellence Award



SRPC Executive Director, Cynthia Copeland, presenting Excellence Award to COAST Chairman of the Board, Jon Frederick, and staff at the Annual Meeting - Photo by K. Pimental

The 2010 Excellence Award recipient is COAST – the Cooperative Alliance for Seacoast Transportation. Our public transit provider has served the seacoast region of New Hampshire and Berwick, Maine since 1981. Originally founded as a private non-profit, COAST later became an independent public body. In 29 years COAST buses have carried over 10 million passengers and traveled over 6.5 million miles. Between 1999 and 2009 ridership grew 105.8%.

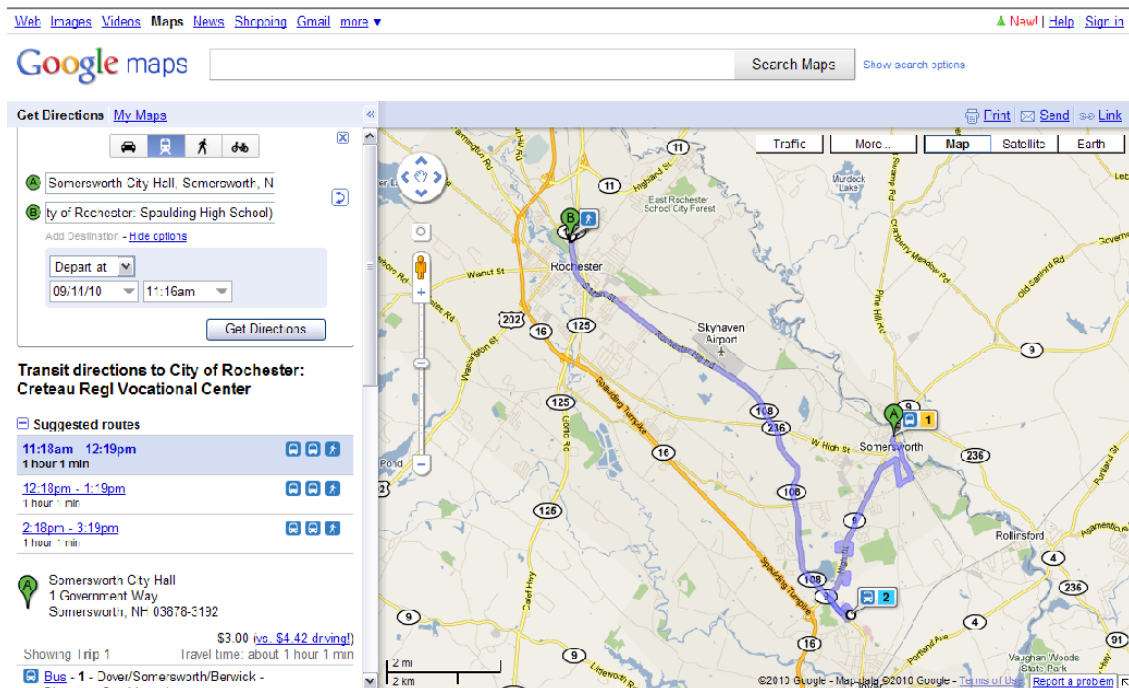
COAST's current success could be defined by the Chinese proverb hanging in the office of Executive Director Rad Nichols, "be not afraid of growing slowly; be afraid of standing still." COAST has not been afraid to try new service concepts along with thoughtful expansions to existing services. In 2008 they provided a Beach Bus from Exeter to Hampton and began the successful Fast Trans intercity service in Dover. COAST has been upgrading and adding bus shelters and vehicles, and improving their preventative maintenance and energy efficiency measures for their buildings.

Both on the regional and statewide level COAST staff have taken a leadership role in visioning, planning and implementing coordinated transportation services for human service agencies and ADA riders. Now, COAST is the employer for the Alliance for Community Transportation's first steps into service implementation. Additionally, COAST is active in statewide transit issues and working with UNH Wildcat Transit and NHDOT and the RPCs.

COAST has created a synergistic and highly productive administrative team, including Jeremy LaRose, Jenn Knox and Dianne Smith. From our SRPC perspective, they are great people who just happen to be fun to work with on projects.

STRAFFORD REGIONAL PLANNING COMMISSION

COAST uses technology to assist operations, staff and customers to achieve a more user-friendly and safe service. These include: a major website upgrade, Twitter feed, digital radio system with GPS, on-board video surveillance equipment, and an on-board announcement system for passengers. Additionally COAST staff worked with UNH Transportation and RPCs to implement Google transit feed and on-line trip planner. All of these actions take the fear out of riding the bus for many riders.



Example of Google transit feed and on-line trip planner developed by staff of COAST, Wildcat Transit, Rockingham and Strafford MPO – screenshot taken from Google Maps

COAST's commitment to ongoing staff training is critical to their success. COAST is 100% committed to providing the highest level of bus operator training possible. All administrative and senior staff attended the Local Government Center management, system safety, vehicle maintenance and training-the trainer.

COAST has thoughtfully worked with local communities to increase their participation on the Board of Directors and funding for local match to federal funds. COAST was the first in our FTA region to submit a successful ARRA grant for new buses, customer service improvements and energy efficiency initiatives. Finally COAST has been proactive in creating new revenue streams, such as bus shelter and bus advertising and community bus routes.

Congratulations to the Board and Staff of COAST for a job well done. We look forward to many more years of collaboration.

STRAFFORD REGIONAL PLANNING COMMISSION

Your Role As A Commissioner

As a Commissioner of the Strafford Regional Planning Commission, you have several important roles and responsibilities, including:

INFORMATION FLOW

Set aside time to keep up with email, reports and other documents. Know what is going on in the region and the state. Read SRPC's mailings, visit the website, and discuss issues with staff.

UNDERSTANDING

Use our resource library located in our office and on our website. Staff will assist you in locating information.

PARTICIPATION

Participate in the activities of SRPC. Represent your community at Commission and MPO Policy meetings. Serve on the Regional Impact Committee to provide timely input on proposed developments that are likely to have impacts beyond the boundaries of a single municipality. Serve on special committees and attend planning seminars and workshops. Seek election to the SRPC Executive Committee. Serve as a SRPC representative to the New Hampshire Association of Regional Planning Commissions.

SUPPORT & RELATIONSHIPS

Brief your municipality's boards and officials on issues facing the region. Build a working relationship with state and local officials who represent or work within the region. Provide feedback to your fellow SRPC Commissioners and staff about problems and issues that need to be addressed in your community.

COMMUNITY CONTACT

You are a contact point for both SRPC staff and for your community. Staff will draw on your knowledge, seek direction regarding appropriate contact persons, and enhance their understanding of local issues and politics. Encourage your community officials to make use of you as their contact with the Commission.

POLICY

Collectively the Commissioners establish the Commission's policies for the region. Discuss your local perspective and concerns regarding regional issues with your fellow Commissioners. Together we can create a better quality of life for this beautiful, thriving region of New Hampshire.

STRAFFORD REGIONAL PLANNING COMMISSION

Commission History

Concerned with long range planning initiatives, Royal Egerly, 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 Egerly stated:

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 seventeen (17) planning regions within New Hampshire. As a result of a study prepared by a Governor-appointed New Hampshire Committee on Regional Planning, all municipalities in Strafford County, and the Towns of Nottingham and Newmarket in Rockingham County were incorporated into the original planning commission. The new region was designated #17.

The Early Commission

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 adopted, 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 Chairman.

Silas Weeks appointed Interim Director in August upon the death of Charles Noyes.

STRAFFORD REGIONAL PLANNING COMMISSION

Governor Peterson, through Executive Order Number 15, combined the seventeen (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. This officially began 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 Chairwoman.

1975 George Olson appointed as Executive Director.

Middleton joined SRPC.

1976 Aaron Chadbourn of Lee elected Chairman.

Jack Mettee appointed as Executive Director.

1977 Governor Thomson, through Executive Order 77-3 transferred Northwood from Region 5 to Region 6.

CHANGES IN OPERATION

The 1980s ushered in a number of changes for the Strafford Regional Planning Commission. For several years Commission activities had been largely supported by federal funds from HUD. However, by the early 1980s, most of the original sources of federal funding programs supporting the Commission's projects had been eliminated. New sources of funding and fiscal management had to be established for SRPC to continue to operate and provide services.

1980 Edmund Jansen, Jr. of Rollinsford elected Chairman.

Thomas Cooney was appointed Executive Director.

Commission offices relocated to Strafford County Justice and Administration Building.

1981 Milton joined the Commission.

STRAFFORD REGIONAL PLANNING 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.
- 1982** Glenn Stewart of Milton elected Chairman.
- 1983** Jimmy Hicks appointed Executive Director.
- 1984** Dover rejoined the Commission.
Rochester and Farmington became Commission members.
Edward McNitt of Durham elected as Chairman.
- 1985** James Yurick of Somersworth elected Chairman.
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 as Chairman.
- 1990** William Baber of Dover elected as Chairman.
- 1991** Edward McNitt of Durham elected as Chairman.
- 1993** Jack Creamer of Strafford elected as Chairman.
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 as Chairman.
- 1999** Samuel Reid of Somersworth elected as Chairman.
Cynthia Copeland, AICP, appointed Executive Director.
- 2000** George Rief of Durham elected as Chairman.
- 2001** SRPC relocated to 2 Ridge Street in Dover.

STRAFFORD REGIONAL PLANNING COMMISSION

- 2002** Governor Shaheen, through Executive Order 2002-6 transferred Brookfield from Region 2 to Region 7.
- 2003** Thomas Fargo of Dover elected as Chairman.
- 2006** Alphonse Dixon of Newmarket appointed Interim Chairman.
- 2007** Edmund Jansen, Jr. of Rollinsford elected Chairman.
- 2008** Larry Brown of Milton elected Chairman.
- 2009** Edmund Jansen, Jr. of Rollinsford elected Chairman.
- 2010** SRPC relocated to 150 Wakefield Street in Rochester.



Our best wishes to Transportation Planner Myranda McGowan and her son Owen in Maine. Myranda is now working for our colleagues at Southern Maine Regional Planning Commission.



*A warm welcome to our new staff:
Marc Ambrosi, Regional Transportation Planner and Michelle Auen, Regional Planner*

STRAFFORD REGIONAL PLANNING COMMISSION

BYLAWS

Adopted: September 22, 1994

Amendments Adopted: January 28, 2010

ARTICLE I: NAME AND AUTHORITY

Section 1: The name of this planning agency shall be the Strafford Regional Planning Commission.

Section 2: This Strafford Regional Planning Commission, hereinafter known as the Commission, is established in accordance with Chapter 36, New Hampshire Revised Statutes Annotated, as amended.

ARTICLE II: MISSION STATEMENT

In order to assure a region responsive to the needs of its inhabitants, the Commission, in cooperation with federal and state agencies and its communities, shall pursue a two part mission of regional planning and local planning assistance, and shall actively pursue implementation of the Commission's plans and policies.

ARTICLE III: MEMBERSHIP

Section 1: MEMBER MUNICIPALITIES - Municipalities of the Strafford Planning Region having adopted planning boards may, by ordinance of resolution adopted by the respective legislative bodies of said municipalities, until such action is rescinded, become members of the Commission, and they may include municipalities located in an adjacent state. The Commission, by resolution, may determine the terms and conditions of accepting additional members with regard to timing of initial membership and responsibility for program areas already undertaken within the Commission's area of jurisdiction.

Section 2: REPRESENTATION - 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 as set forth in this section 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.

Section 3: For regular business, voting is limited to representatives of dues paying members, including alternates when replacing appointed representatives. For MPO business only, all MPO representatives as specified in the MPO Bylaws may vote. A county may, by resolution of its commissioners, become a member of this Commission and shall be entitled to appoint two representatives from the residents of the county to

STRAFFORD REGIONAL PLANNING COMMISSION

serve on this Commission. Such representatives do not necessarily have to be county commissioners. An alternate from each member town shall 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. 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). Staff shall have no voting powers in Commission affairs.

Section 4: TERMS OF REPRESENTATIVES - The terms of office of representatives and alternates on this Commission shall be for four years (see RSA 36:46). When a municipality joins or rejoins the Commission, initial appointments shall be for two and four years. In 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.

ARTICLE IV: OFFICERS

Section 1: ELECTION AND FILLING OF VACANCIES - The Commission shall annually elect a Chairman, Vice-Chairman, Secretary-Treasurer, and four additional Executive Committee members, and elect or appoint such other officers as are deemed necessary. Any vacancies in offices of the Commission shall be filled by appointment made by the elected officers of the Commission. Such appointments shall expire at the end of the fiscal year.

Section 2: DUTIES OF CHAIRMAN - The Chairman shall call and preside at meetings of the Commission and Executive Committee, shall create and discharge standing committees and special committees and serve as a non-voting member ex officio of all committees, voting only in the case of a tie, when the Chairman shall vote; and shall also perform such other duties as are customary to the office.

Section 3: DUTIES OF VICE-CHAIRMAN - The Vice-Chairman shall act as Chairman in the absence or incapacity of the Chairman.

Section 4: DUTIES OF SECRETARY-TREASURER - The Secretary-Treasurer shall perform such duties as are customary to the office including countersigning checks as directed by the Commission, and checking the accounts periodically.

Section 5: EXECUTIVE COMMITTEE - There shall be an Executive Committee consisting of the Chairman, Vice-Chairman, 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 from office by a two-thirds vote at a Commission meeting.

STRAFFORD REGIONAL PLANNING COMMISSION

ARTICLE V: COMMISSION

Section 1: **RESPONSIBILITIES** -The primary responsibility of the Commission is to set planning policies for the region. This will occur through discussions at meetings, input to staff for reports, and adoption of reports and position statements. Additional responsibilities include adopting and amending the Bylaws and the Annual Budget.

Section 2: **MEETINGS** - There shall be at least four meetings each year held at such times and places as are agreeable to a majority of the representatives. Agendas for next meetings and minutes of the previous meeting will be provided to each representative and alternate on the Commission at least five days before each regularly scheduled meeting. The meeting in the fourth quarter shall be designated as the Annual Meeting, at which time officers for the ensuing fiscal year shall be elected and an annual budget adopted. The annual budget may be adopted at the prior meeting if the Commission so desires.

Section 3: **QUORUM** – 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. A lesser number may hold a meeting to review agenda items but no vote shall be taken until a quorum is present.

Section 4: **PROCEDURES** - Roberts Rules of Order shall govern.

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 an Annual Budget and any necessary amendments; monitoring fiscal matters, authorizing all capital expenditure in excess of executing contracts, and other duties as may be deemed appropriate by the Commission. In carrying out its responsibilities, the Executive Committee shall strive to ensure that the work produced by SRPC is in accordance with the policies of the Commission as stated in the Mission Statement and via other Commission actions.

Section 2: **MEETINGS** - There shall be at least four meetings each year held at such times and places as are agreeable to a majority of the Committee members. Agendas for next meetings and minutes of the previous meeting will be provided to each Committee member at least five days before each regularly scheduled meeting.

Section 3: **QUORUM** – A quorum of the Executive Committee shall be deemed as four members.

Section 4: **PROCEDURES** - Robert Rules of Order shall govern.

STRAFFORD REGIONAL PLANNING COMMISSION

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, which 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; prepare under the guidance of the Executive Committee, 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, obtaining the chairman's prior approval for policy-related issues; be authorized to enter the Commission into contracts consistent with the adopted Annual Budget; and undertake such other duties and responsibilities as may be 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.

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 VIII: 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.

STRAFFORD REGIONAL PLANNING COMMISSION

Metropolitan Planning Organization (MPO)



*University of New Hampshire/ Durham Roundabout
at Main Street and North Drive – photo by M. Ambrosi*

The Metropolitan Planning Organization (MPO) is a regional transportation planning program created in 1982 through federal legislation. This organization exists in order for the region to receive federal highway and transit funds. MPOs are required in all Census-designated “urbanized areas” with a total population of 50,000 or more.

The MPO is responsible for regional transportation planning for the region. The MPO is comprised of the Policy Committee, the Technical Advisory Committee (TAC) and the Executive Committee. (EC). Each of the eighteen communities is a member of the MPO through their association with Strafford Regional Planning Commission (SRPC).

The TAC is comprised of municipal representatives, transit providers, and state agencies. They provide local expertise to MPO staff and make recommendations to the MPO Policy Committee.

The Policy Committee is composed of all SRPC Commissioners, transportation and transit providers, and agencies in the state and region. The EC is comprised of the SRPC officers and four other Commissioners elected by the Commissioners at the Annual Meeting. The EC is responsible for facilitating the administration of the SMPO, ensuring that policy and planning recommendations are brought before the Policy Committee and that the decisions of the Policy Committee are implemented.

The MPO is staffed by transportation planners and GIS analysts and is funded by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the NHDOT, and local matching revenues from member communities.

The MPO develops five key products: a Metropolitan (Long Range) Transportation Plan (the document that identifies transportation policies for the region), a Transportation Improvement Program (the list of projects to be implemented), Air Conformity Analysis and Determination document, Public Participation Plan, and a Unified Planning Work Program (the two year work plan and budget of the organization).

Regional Master Plan

New Hampshire law states:

“It shall be the duty of a regional planning commission to prepare a comprehensive master plan for the development of the region within its jurisdiction, including the commission’s recommendations, among other things, for the:

- 1. Use of land within the region;*
- 2. General location, extent, type of use, and character of highways, major streets, intersections, parking lots, railroads, aircraft landing areas, waterways and bridges, and other means of transportation, communication, and other purposes;*
- 3. Development, extent, and general location of parks, playgrounds, shore front developments, parkways, and other public reservations and recreation areas;*
- 4. Location, type, and character of public buildings, schools, community centers, and other public property;*
- 5. Improvement, redevelopment, rehabilitation, or conservation of residential, business, industrial and other areas; including the development of programs for the modernization and coordination of buildings, housing, zoning and subdivision regulations of municipalities and their enforcement on a coordinated and unified basis.”*

New Hampshire law also states:

“In preparing a comprehensive plan for the development of the region within its jurisdiction, each regional planning commission may use the framework for the state’s comprehensive development plan in RSA 9-A: 1.”

This framework applied to a region includes:

- I. “A Comprehensive Development Plan that establishes (regional) policy on development related to issues and proposes new or expanded programs to implement such policies. Such plan shall provide a basis for identifying critical issues facing the (region), determining (regional) priorities, allocating limited regional resources, and taking into account the plans of various state, regional, and local governmental units.”*
- II. “The Comprehensive Development Plan shall establish policies in areas related to the orderly physical, social and economic growth and development of the (region).”*
- III. “The comprehensive plan shall include:*

STRAFFORD REGIONAL PLANNING COMMISSION

- (a) *(Regional) policies to provide for the orderly growth and development of the region and to maximize smart growth.*
- (b) *Goals and policies which are relevant to the topical areas included in the plan, including but not limited to:*
 - (1) *An overall vision section that serves as the direction for the other sections of the plan. This section shall contain a set of statements, which articulates the desires of the public relative to the future. It shall contain a set of guiding principles and priorities to implement that vision, with special emphasis on maximizing the smart growth principles in RSA 9-B.*
 - (2) *A land use section.*
 - (3) *A transportation section...*
 - (4) *A public facilities section...*
 - (5) *A housing section...*
 - (6) *An economic development section...*
 - (7) *A natural resources section...*
 - (8) *A natural hazards section...*
 - (9) *A recreation section...*
 - (10) *A utility and public service section...*
 - (11) *A local concerns section...*
 - (12) *A cultural and historic resources section...*
 - (13) *An implementation section...*

In addition, New Hampshire law states:

“For the purpose of assisting municipalities in complying with RSA 674:2,III (m), each regional planning commission shall compile a regional housing needs assessment, which shall include an assessment of the regional need for housing for persons and families of all levels of income. The regional housing needs assessment shall be updated every 5 years and made available to all municipalities in the planning region.”

New Hampshire law (RSA 674:2) describes the purpose and structure of a local Master Plan as follows:

The purpose of the Master Plan is to:

- *Set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the Planning Board, to*
- *Aid the Board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of New Hampshire, and to*
- *Guide the Board in the performance of its other duties in a manner that achieves the principles of smart growth, sound planning and wise resource protection.*

The Master Plan shall be a set of statements and land use and development principles for the municipality with such accompanying maps, diagrams, charts and descriptions as to give legal standing to the implementation ordinances and other measures of the planning board.

STRAFFORD REGIONAL PLANNING COMMISSION

Each section of the Master Plan shall be consistent with the others in its implementation of the vision section.

The Master Plan shall be a public record subject to the provisions of RSA 91-A (i.e. pertaining to access to public records and meetings).

The Master Plan shall include, at a minimum, the following sections:

- *A vision section that serves to direct the other sections of the plan. This section shall contain a set of statements, which articulate the desires of the citizens affected by the Master Plan, not only for their locality but also for the region and the whole state. It shall contain a set of guiding principles and priorities to implement that vision.*
- *A land use section upon which all the following sections shall be based. This section shall translate the vision statements into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it shall show existing conditions and the proposed location, extent, and intensity of future land use.*
- *The Master Plan may also include the following sections: transportation, community facilities, economic development, natural resources, natural hazards, recreation, utility and public services, cultural and historic resources, regional concerns, neighborhood plans, community design, housing and implementation. (See RSA 674:2III.)*

Thus, a Master Plan is:

- A long range, comprehensive description of what a municipality wants to be and how it will achieve it.
- A commitment to take action.
- Adopted, and thus public policy.
- A decision-making tool for community development and preservation issues. The issues may range from water resource protection and residential development to transportation improvements and community facilities and services.

The Master Plan forms the basis for land use and development ordinances (e.g. zoning ordinance, street and highways ordinance, growth management ordinance), regulations (e.g. subdivision regulations, site plan review regulations), capital improvement programming, downtown center development and beautification, open space or land conservation, and other programs and projects to improve the quality of life in the region.

STRAFFORD REGIONAL PLANNING COMMISSION

Community Representation

As prescribed by RSA 36:46-III: Each municipality which shall become a member of a regional planning commission shall be entitled to 2 representatives on said commission. A municipality with a population over 10,000 but less than 25,000 shall be entitled to have 3 representatives on said commission and a municipality with a population over 25,000 shall be entitled to have 4 representatives on said commission. Population as set forth in this section shall be deemed to be determined by the last federal census.

SRPC Commissioners And/Or MPO Policy Committee Members

First Name	Last Name	Municipality	Appointment Expires	Work Phone	Email Address
Stephen	Jeffery	Barrington	07/09/2014		sjeffery@metrocast.net
Steven	Conklin	Barrington	07/09/2014		sbconklin@aol.com
James	Murfey	Brookfield	10/10/2010	603-941-0656	jim@murfey.net
Vacant		Brookfield	10/10/2010		
Tom	Clark	Dover	6/27/2011	603-516-6038	t.clark@ci.dover.nh.us
Vacant		Dover			
Vacant		Dover			
Vacant		Dover			
Wayne	Burton	Durham	4/30/2012	603-868-5037	wburton@NORTHSHORE.EDU
John	Parry	Durham	4/30/2011	603-868-3352	jeparry3@comcast.net
Vacant		Durham			
Paul	Parker	Farmington	3/12/2012	603-755-4568	mapapa@metrocast.net
Vacant		Farmington			
Scott	Kemp	Lee	3/1/2013	603-659-3988	kenproconst@yahoo.com
Caren	Rossi	Lee	3/1/2011	603-659-6783	crossi@leenh.org
Janet	Wall	Madbury	3/1/2013	603-271-3184	janet.wall@leg.state.nh.us
Tom	Crosby	Madbury	9/1/2014	603-742-7411	tom1021corp@comcast.net
Lou	Vita	Middleton	6/13/2011	603-755-9955	lcvita2@earthlink.net
Carol	Vita	Middleton	6/13/2011	603-755-9955	lcvita2@earthlink.net
Bruce	Woodruff	Milton	3/13/2012	603-516-6009	B.Woodruff@ci.dover.nh.us
Vacant		Milton	12/9/2012		
Dot	Veisel	New Durham	06/28/2014		dlmartin@worldpath.net
Vacant		New Durham			
Rick	McMenimen	Newmarket	9/1/2012	603-659-8501	fmcmeni@comcast.net
Rose Ann	Kwaks	Newmarket	9/1/2012	603-659-8501	
Scott	Martin	Northwood	11/1/2010	603-942-8014	oliver1250@hotmail.com
Vacant		Northwood			
Vacant		Nottingham			
Vacant		Nottingham			
Sandra	Keans	Rochester	6/30/2014	603-271-3184	sandra.keans@rochesternh.net
Kenn	Ortmann	Rochester	6/30/2013	603-335-7518	kenn.ortmann@rochesternh.net
Elaine	Lauterborn	Rochester	6/30/2011	603-332-9444	elaine.lauterborn@rochesternh.net
Robert	Jaffin	Rochester	6/30/2012	603-335-5093	hazmatgo@metrocast.net
Edmund	Jansen	Rollinsford	3/31/2013	603-742-1027	efji@comcast.net

STRAFFORD REGIONAL PLANNING COMMISSION

First Name	Last Name	Municipality	Appointment Expires	Work Phone	Email Address
Patrick	Carroll	Rollinsford	3/31/2013	603-781-1571	Patrickencarroll@gmail.com
Dale	Sprague	Somersworth	2/1/2013		dsprague@somersworth.com
Roger	Berube	Somersworth	3/1/2012	603-692-5653	
Vacant		Somersworth			
Charles	Moreno	Strafford	8/1/2012	603-335-1961	cmforestry@metrocast.net
Paul	Eaton	Strafford	8/1/2012	603-664-5735	eaton@metrocast.net
George	Maglaras	Strafford County		603-742-9089	
John	Ciardi	Wakefield	7/6/2011	603-522-6205	
Vacant		Wakefield			

Executive Committee

NAME/ REPRESENTING	ADDRESS	CITY/ TOWN	STATE	ZIP	EMAIL
Chairman Edmund Jansen, Jr. Rollinsford	914 Portland Avenue	Rollinsford	NH	03869	efjj@comcast.net
Vice-Chairman Lou Vita Middleton	35 Woodland Road	Middleton	NH	03887	lcvita2@earthlink.com
Secretary/Treasurer Thomas Crosby Madbury	PO Box 1879	Dover	NH	03820	tom1021corp@comcast.net
Sandra Keans Rochester	1 Sweetbriar Lane	Rochester	NH	03867	sandra.keans@rochesternh.net
Rick McMenimen Newmarket	619 Bennett Way	Newmarket	NH	03857	fmcmeni@comcast.net
Kenn Ortmann Rochester	31 Wakefield Street	Rochester	NH	03867	kenn.ortmann@rochesternh.net

STRAFFORD REGIONAL PLANNING COMMISSION

Staff

Cynthia Copeland

AICP, Executive Director. July 1999

e-mail: cjc@strafford.org

Community development, land use, transportation, economic development, natural resources and conservation planning; organizational development, financial management, fiscal strategies, facilitation and negotiation.

Marc Ambrosi

Regional Transportation Planner. May 2010

e-mail: mambrosi@strafford.org

Transportation planning including: MPO processes and plans, access management with focus on development of land use and transportation policies, multi-modal transit planning, policy development, preliminary project development, and facilitation.

Michelle Auen

Regional Planner. June 2010

e-mail: mauen@strafford.org

Economic development, energy and broadband planning, hazard mitigation, water and natural resources. Research, preparation of reports, facilitation of committees, technical assistance, coordination of community activities.

Marilyn Barton

Administrative Assistant. November 2007

e-mail: srpc@strafford.org

Reception duties, mailings, online newspaper research, scanning, copying, files incoming and outgoing correspondence and other publications/documents, delivers general mail; management and updating of databases and library; transportation, Commissioner/MPO, TAC Committee meetings and minutes, Safe Routes To School Program and other miscellaneous projects.

Daniel Camara

GIS/Transportation Analyst. November 2006

e-mail: dcamara@strafford.org

GIS data layer updates and mapping, GPS data collection, Travel Demand Model updates and Air Quality Conformity model runs, traffic counts, broadband mapping, natural resources and conservation planning, and other miscellaneous projects.

Linda Osburn

Bookkeeper. May 2000

e-mail: lso@strafford.org

Payroll and benefits administration; contracts billing and administration; financial statements monthly to Executive Committee and quarterly to Commissioners; budgets,

STRAFFORD REGIONAL PLANNING COMMISSION

audits, and financial administration, Executive Committee meetings and minutes.

Kyle Pimental

Regional Planner. June 2008

e-mail: kpimental@strafford.org

GPS data collection, traffic counts, website management, email newsletter/marketing. Hazard mitigation, water resources, energy planning. Research, preparation of reports, ordinances, regulations, facilitation of committees, technical assistance, coordination of community activities, contract management of locally/federally funded projects.

Scott Turgeon

Data Collection Intern. June – August 2010

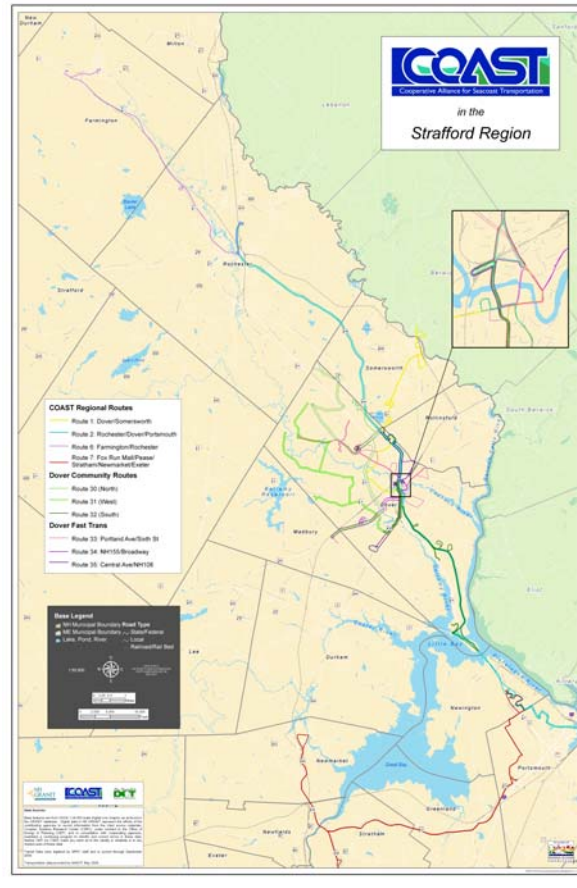
e-mail: sturgeon@strafford.org

Fieldwork, setting up traffic counts, culvert evaluation and collection of other field data and other miscellaneous projects.

SRPC DUES FY 2011

Community	Estimated 2008 Population Source: OEP	Per Capita Rate for up to 5,000 Population	Per Capita Rate above 5,000 Population	FY 2011 Total Dues	FY 2010 Total Dues	Dues Increase from FY 2010 to FY 2011
Rochester	30,796	\$1.1355	\$0.5356	\$ 19,493.84	\$ 19,434.20	\$ 59.64
Dover	28,706	\$1.1355	\$0.5356	\$ 18,374.43	\$ 18,386.54	\$ (12.11)
Durham	14,138	\$1.1355	\$0.5356	\$ 10,571.81	\$ 10,199.73	\$ 372.08
Somersworth	11,989	\$1.1355	\$0.5356	\$ 9,420.81	\$ 9,362.58	\$ 58.23
Newmarket	9,243	\$1.1355	\$0.5356	\$ 7,950.05	\$ 7,983.91	\$ (33.86)
Barrington	8,393	\$1.1355	\$0.5356	\$ 7,494.79	\$ 7,378.14	\$ 116.65
Farmington	6,954	\$1.1355	\$0.5356	\$ 6,724.06	\$ 6,593.47	\$ 130.59
Wakefield	4,836	\$1.1355		\$ 5,491.28	\$ 5,432.30	\$ 58.98
Milton	4,610	\$1.1355		\$ 5,234.66	\$ 4,964.47	\$ 270.18
Nottingham	4,498	\$1.1355		\$ 5,107.48	\$ 4,963.34	\$ 144.14
Lee	4,406	\$1.1355		\$ 5,003.01	\$ 5,037.14	\$ (34.13)
Northwood	4,110	\$1.1355		\$ 4,666.91	\$ 4,487.56	\$ 179.34
Strafford	3,991	\$1.1355		\$ 4,531.78	\$ 4,525.03	\$ 6.75
Rollinsford	2,630	\$1.1355		\$ 2,986.37	\$ 3,022.74	\$ (36.38)
New Durham	2,571	\$1.1355		\$ 2,919.37	\$ 2,825.16	\$ 94.21
Middleton	1,865	\$1.1355		\$ 2,117.71	\$ 1,941.73	\$ 175.98
Madbury	1,779	\$1.1355		\$ 2,020.05	\$ 1,984.88	\$ 35.17
Brookfield	682	\$1.1355		\$ 774.41	\$ 761.93	\$ 12.48
TOTALS	144,105			\$ 120,882.82	\$119,284.85	\$ 1,597.97

STRAFFORD REGIONAL PLANNING COMMISSION



SRPC FY 2010 Project Highlights

GIS PROGRAM HIGHLIGHTS

Data Collection Efforts:

Traffic Count Data Collection

The Strafford Regional Planning Commission completes traffic counts annually for NHDOT at set locations throughout the region. Nine counts were completed in the 2009 traffic count season and over hundred will be completed for 2010.

New Buildings/Growth

The Strafford Regional Planning Commission collected new building permit data for 2009 from each member community. This data includes newly constructed residential, commercial, and institutional building types but not replacement structures. Staff geocoded the data and will incorporate this information into the region's Travel Demand Model as well as other planning efforts.

STRAFFORD REGIONAL PLANNING COMMISSION

Oyster River Watershed Culvert Inventory

In an effort to reduce the damaging effects of flooding in the region, SRPC coordinated with the Town of Durham, NHDOT, NH Fish & Game, Piscataqua Region Estuaries Partnership (PREP), and the NH Coastal Program to complete an analysis of the current status of culverts within the Oyster River watershed. All coordinating agencies were asked to collect standardized information at culvert locations so that a consultant could analyze the data using hydrologic modeling. This was completed and the Piscataqua Region Estuaries Partnership (PREP) has a summary sheet on their website at www.prep.unh.edu.



2005 and 2006 Land Use Data Layers

GIS staff has completed a 2005 Land Use data layer based on standards developed by Complex Systems Research Center (CSRC) at UNH for the Community Technical Assistance Program (CTAP) funded by NHDOT. The dataset was based on high-resolution imagery flown in 2005 that was funded by the USGS and NHDOT. This dataset covers the communities of Barrington, Dover, Durham, Lee, Madbury, Newmarket, Northwood, Nottingham, Rochester, Rollinsford, Somersworth, and Strafford.

GIS staff has additionally completed a 2006 Land Use data layer using the same mapping standards from CSRC and was submitted to NHGRANIT. This dataset covers Brookfield, Farmington, Middleton, Milton, New Durham, and Wakefield and is based on imagery flown in 2006. The 2006 land use dataset is to be reviewed by GRANIT staff in the fall of 2009 and finalized by December of 2009.

GIS Projects:

- Assisted Strafford in developing an Agricultural Soils Protection Overlay District
- Provided large format printing assistance for Madbury's Tax Maps
- Provided large format printing assistance for Rollinsford's Tax Maps
- Provided assistance to Rollinsford on creating a "Future Land Use" map
- Assisted Somersworth in migrating their tax maps from a CAD format to GIS-based
- Completed a Shoreline Compliance pilot study along a portion of the Oyster River for Durham
- Created Overlay District maps for Newmarket.
- Created Overlay District maps for Madbury
- Assisted Lee staff by creating maps for Wetland Reserve Program
- Created a Water Resources map for Milton
- Created a Transportation map for Northwood
- Updated the regions standard map set for each community including zoning, transportation, water resources and conservation lands maps
- Created a 2005/2006 Land Use data layer for the Strafford Region which will be available soon on NHGRANIT
- Began collecting internet information from Community Anchor

STRAFFORD REGIONAL PLANNING COMMISSION

Institutions for the NH Broadband Mapping Program

- Assisted COAST by providing updated route maps for their annual brochures and creating the spatial data necessary for a Google Transit feed



*SRPC GIS/Transportation Analyst, Dan Camara,
hard at work performing a culvert inventory in Barrington – photo by M. Auen*

TRANSPORTATION PLANNING HIGHLIGHTS FY 2010

Metropolitan Plan

In 2010 the Strafford Metropolitan Planning Organization (SMPO) will be soliciting new transportation projects to populate the Strafford Region's Long Range Plan (LRP). Over the past few years the NH Department Of Transportation (NHDOT) has worked hard to achieve financial constraint in their plans, which has limited our projects from moving forward. This will be the first time since 2007 that new projects will be added to our LRP. The LRP is an essential document for our communities because it is the first step in moving projects forward towards construction. Along with adding new projects to the plan, we have developed a new project selection process that looks to create consistency and clarity for the communities in our region and to provide more meaningful project information for the NH DOT.

Safe Routes to School Grant Program

During the fourth round of funding, the Woodman Park Elementary School in Dover, the Somersworth School district and Oyster River Middle School applied for funding. The Woodman Park Elementary School was awarded \$248,419.00 for infrastructure improvements and education, incentive and encouragement. Currently staff is assisting William Allen School (a Round Three recipient) with applying for Round 5 funds for infrastructure improvements and working with the Towns of Newmarket and Durham as well. For additional information, contact: John Corrigan, NH Safe Routes to School Coordinator:

Telephone: (603) 271-1980

E-Mail: jcorrigan@dot.state.nh.us

Website: <http://www.nh.gov/dot/org/projectdevelopment/planning/srts/index.htm>

Alliance for Community Transportation (ACT)

Given ACT's interest in and history of working to better coordinate community transportation services in southeastern New Hampshire, ACT was seen as the logical group to be designated as the Regional Coordinating Council (RCC) for Region 10. During 2009 ACT developed a formal structure, per the state requirements to become an RCC, by creating Bylaws and establishing Memorandum of Understanding with its members that identify the purpose of the group and the commitment of the member organizations. In January 2010, ACT elected its first officers and subsequently was designated as the RCC for southeast New Hampshire. ACT members meet on the first Wednesday of each month, typically in Dover.

Bike/Walk to Work Day 2010

This year's event was held on Friday, May 16, 2010 at the following regional locations, with assistance from Rockingham Planning Commission and Seacoast Bicycle Routes (SABR):

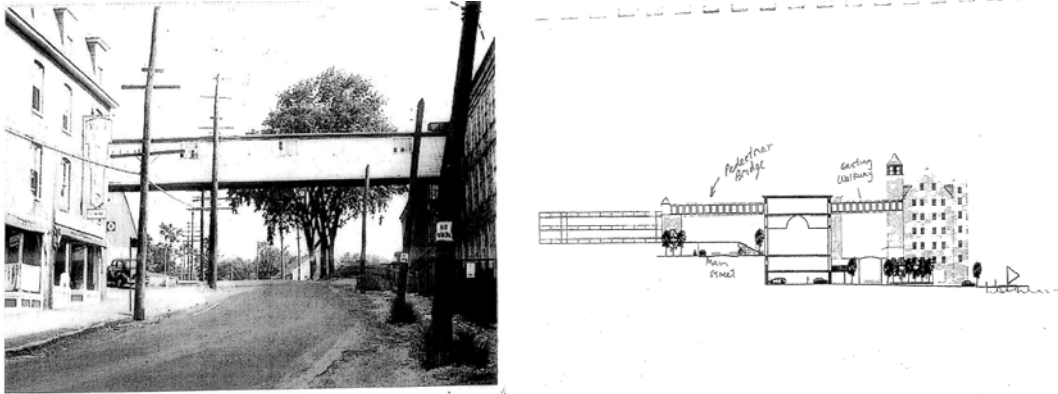
- Henry Law Park in Dover
- Steven's Field in Lee
- Pease Tradeport in Portsmouth
- University of New Hampshire Campus in Durham

STRAFFORD REGIONAL PLANNING COMMISSION

Transportation Enhancements (TE) Grants: Round 9

Various municipalities in the region completed grant applications during Round 9, which included: Lee, Newmarket, Somersworth, Durham and Milton. The Town of Newmarket and the City of Somersworth were awarded funding. Congratulations to both of those communities! All the communities did a great job with their applications and presentations.

The Town of Newmarket submitted plans for a pedestrian skybridge over Route 108. Below is an historic photo of the original bridge and a design of the proposed one:



The bridge from the past to the future in Newmarket - historic photo and plan - courtesy of the Town of Newmarket

The City of Somersworth will use their award to include sidewalk reconstruction, improve pedestrian flow, traffic calming, lighting and streetscape improvements.

For more information on TE Round 9 visit:

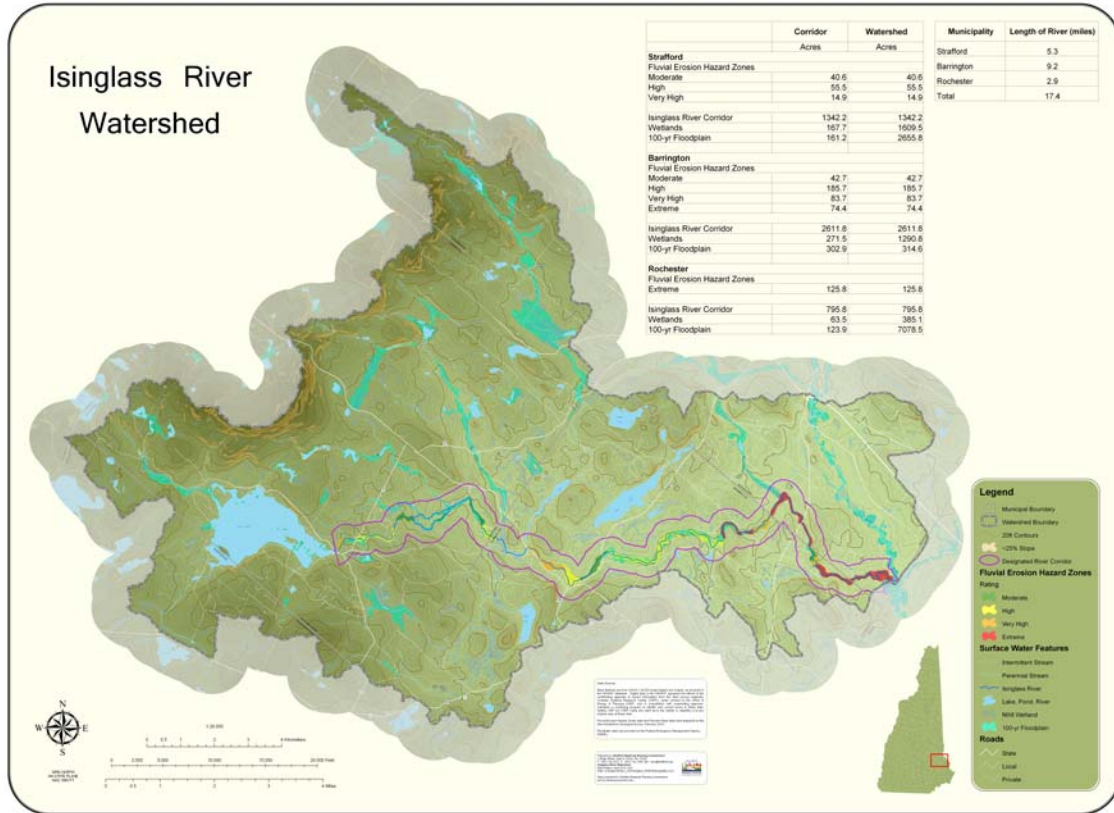
<http://www.trafford.org/transportation/cmaq.php>

<http://www.nh.gov/dot/org/projectdevelopment/planning/tecmag/index.htm>

THE NH BBROADBAND MAPPING PROGRAM

The NH Broadband Mapping Program (NHBMP) is a joint project of the Regional Planning Commissions, GRANIT (NH's statewide GIS hosted at the University of New Hampshire and a variety of other agencies, including the Department of Resources and Economic Development (DRED), The Office of Energy and Planning (OEP) and the Public Utilities Commission (PUC). The NHBMP is funded through the stimulus funds (i.e. ARRA) provided to the Department of Commerce's National Telecommunications and Information Administration (NTIA) to develop a national map on the availability of broadband. Each state, the five territories and the District of Columbia are responsible for identifying the availability of broadband in an effort to map the areas that are not served, as well as underserved. In addition to surveying the community anchor institutions, the coverage area of each of the sixty plus Internet service providers is also being mapped. Staff has been busy during the past year calling the various anchor institutions in the region, such as schools, medical facilities and municipal offices.

STRAFFORD REGIONAL PLANNING COMMISSION




LAND USE PLANNING HIGHLIGHTS FY 2010

Strafford Regional Planning Commission provided technical and advisory services for the following:

- **Updated Water Resource Chapter** for the Newmarket Master Plan. Revisions included all of the town's water resources: surface waters, wetlands, water quality and habitat protection, floodplains and floodplain management, groundwater resources, municipal drinking water supply, potential threats to water resources, areas of ecological significance, regional and watershed planning, recommendations for land use planning, education, stewardship and an implementation plan.
- **Letters of Support** prepared for local businesses and nonprofits for support grant funding requests. The letters supported energy and land conservation and coordinated transportation and water resource planning.
- **Reviewed state statutes and local ordinances** and prepared ordinance and regulation language for consideration by Planning Boards. Topics included conservation focus area, stormwater, source protection, buffers and workforce housing.

REGIONAL PLANNING PROJECT HIGHLIGHTS FY 2010

Strafford Regional Planning Commission was the lead participant in the following areas:

- Completed updates to the Somersworth Hazard Mitigation Plan and was approved by the Federal Emergency Management Agency.
- Completed updates to the Wakefield Hazard Mitigation Plan and is awaiting approval from the Federal Emergency Management Agency.
- Participant in Workforce Housing Coalition of the Greater Seacoast and Board member. 
- Partner with Piscataqua Region Estuaries Partnership and member of Management Committee.
- Member of Advisory Committee for Southeast Watershed Alliance.
- Provided training for SRPC Commissioners at our office focusing on Metropolitan Planning Organization functions and Commission functions. This training is available upon request.

Oyster River Nomination

A nomination was organized by the Oyster River Watershed Association (ORWA) in coordination with the Strafford Regional Planning Commission (SRPC) to include the Oyster River in the New Hampshire Rivers Management and Protection Program (RMPP). The RMPP is a program within the New Hampshire Department of Environmental Services (DES) that is designed to protect rivers that possess outstanding natural and cultural resources. In June 2010 SRPC submitted the nomination, which included a complete inventory of the river's significant resources, to DES. In August 2010 a riverwalk was scheduled and a public hearing was held in front of the NH Rivers Management and Advisory Committee. The nomination awaits approval from the DES Commissioner and will be forwarded to the legislature for review and approval.

Stream Crossing & Culvert Assessment for the Isinglass River Tributaries

As New Hampshire Geologic Survey (NHGS) completed a geomorphic assessment on the Isinglass River corridor, Strafford Regional Planning Commission (SRPC) conducted a supplementary data collection process on all remaining tributaries within the Isinglass corridor. SRPC staff went out into the field and gathered data on the physical processes of the rivers (flow and sediment transport), how the crossings were affecting these areas, and how culverts were impacting aquatic organism passage. After filling out each field assessment form all the data was compiled into a database and sent to NHGS.

Comprehensive Economic Development Strategy for Strafford County

Strafford Regional Planning Commission (SRPC) has started convening business leaders and community stakeholders to develop the Strafford Comprehensive Economic Development Strategy (CEDS). It includes all thirteen communities in Strafford County, and Wakefield and Brookfield in Carroll County. This document incorporates a planning process designed to guide economic growth in the region and prioritize implementation projects.

The Strafford Strategy Committee is the leadership entity responsible for developing the document submitted to the Economic Development Administration (EDA) for approval. This committee represents the main economic interests of the region and by regulation must include a majority from the private sector with the remainder representing government and nonprofits.

The Strafford CEDS will portray the economic strengths and potential of Strafford County through:

- analysis of economic and community development problems and opportunities
- background and history of the economic development of the region including: geography, population, labor force, resources, and the environment.
- description of public and community involvement in the planning process
- goals and objectives that established to solve economic problems of the region,
- action plan, including projects to implement objectives and goals, performance measures.

A CEDS process is required for every region to qualify for EDA financial and resource assistance.

STRAFFORD REGIONAL PLANNING COMMISSION



*Commissioners at the 2010 Annual Meeting/Dinner
at The Oaks in Somersworth*

FY 2011 Summary Revenues and Expenses

	Revenue	Expenses
Dues & Interest	85,073	
Contracts		
Metropolitan Planning Organization	439,117	
State Contracts	63,004	
Municipal Contracts	1	
Other Contracts	81,102	
Personnel		478,185
Equipment		51,555
Communications		24,750
Fixed Expenses		49,650
Miscellaneous Expenses		26,500
Contracted Work		37,200
Total	668,297	667,840
Net Deficit/Surplus	457	

STRAFFORD REGIONAL PLANNING COMMISSION

FY 2011 Budget					
Revenues	Funding Source	Internal Match using Dues	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding
Total	638,297	12,468	4,201	30,000	668,297
Dues & Interest	85,073	0	0	0	85,073
Municipal Dues (minus Dover, Wakefield, Farmington, Milton)	85,058	0	0	0	85,058
Interest	15	0	0	0	15
Municipal Contracts	1	0	0	0	1
Unknown Planning Services	1	0	0	0	1
Other Contracts	53,102	0	0	28,000	81,102
GIS projects	100	0	0	0	100
Nonprofit agencies: GIS mapping	1	0	0	0	1
Piscataqua Region Estuaries Partnership					
Community Technical Assistance Program: unknown	1	0	0	0	1
PREP CTAP Program unknown	1	0	0	0	1
Economic Development Administration					
Comprehensive Economic Development Strategy	28,000	0	0	28,000	56,000
State and Other Contracts	61,004	12,468	4,201	2,000	63,004
Office of Energy and Planning					
Targeted Block Grant: thru 6/30/10 was \$25,104	1	0	0	0	1
Dept of Environmental Services					
Regional Environmental Planning Program; thru 6/30/11; was \$25,444	1	0	0	0	1
604(b)ARRA funds for Isinglass River, Innov Land Use, Innov Perm	10,000	0	0	0	10,000
604(b) Oyster River Nomination Grant: starting 1/09 thru 12/30/10	1,000	0	0	0	1,000
Coastal Grant: thru 12/31/10	10,000	5,000	3,000	0	12,000
Coastal Grant: thru 6/30/11	2	1	1	0	2
University of New Hampshire – ARRA funds					
Broadband Mapping and Planning	20,000	2,000	0	0	20,000
Department of Safety – FEMA funds					
Updates to Local Hazard Mitigation Plans	20,000	5,467	1200	0	20,000
Metropolitan Planning Organization Contracts	439,117	0	0	0	439,117
Dept of Transportation					
UPWP 10-11 Federal Highways: thru 6/30/11	326,958	0	0	0	362,958
UPWP 10-11 Federal Transit: thru 6/30/10	65,584	0	0	0	65,584
UPWP 8-9 Federal Highways: thru 6/30/11	37,350	0	0	0	37,350
UPWP 8-9 Federal Transit: thru 6/30/11	9,225	0	0	0	9,225

STRAFFORD REGIONAL PLANNING COMMISSION

EXPENSES	FY 2010 Budget Expenses	FY 2011 Budget Expenses
TOTAL EXPENSES	581,312	667,840
PERSONNEL	436,232 75%	667,840 72%
Salaries and Hourly Wages 7 FTE with benefits; 2 Interns	328,492	348,436
Payroll Taxes	25,130	26,655
Health Insurance	55,569	70,050
Dental Insurance	2,980	5,400
Life Insurance	193	227
Short-term Disability	2,172	2,172
Long-term Disability	691	691
Health Incentives	0	0
SIMPLE IRA Pension	7,706	8,954
Worker's Compensation	1,500	1,500
Unemployment Insurance	4,800	7,100
Staff Training & Workshops	5,000	5,000
Professional Dues	2,000	2,000
EQUIPMENT	24,965 4%	51,555 8%
ARC Info/View Software Annual Maintenance	7,300	7,300
Plotter Capital Reserve/Depreciation	3,000	3,000
Computer Hardware and software: Server, workstation	2,000	5,000
Software Maintenance: Transcad, Petra, JTraxpro	1,000	1,000
Transportation Software update	-	2,000
Office 2007, Quickbooks, Acrobat Update	-	10,000
Maps, Databases for Transportation Model	147	147
Traffic Count: Equipment and Repairs	1,800	6,000
Equipment: Rentals and Repairs	1,000	1,000
Copier: Purchase, Maintenance	2,110	10,000
Postage Meter Lease, Maintenance	1,608	1,608
Office Furniture – Bookcases, Miscellaneous	5,000	4,500
COMMUNICATIONS	20,750 4%	24,750 4%
Postage	6,500	6,500
Travel	10,000	10,000
Office Phone System	2,250	4,250
Internet	2,000	4,000
FIXED EXPENSES	40,705 7%	49,650 7%
Insurance/Professional Liability	3,205	3,700
Accounting	6,500	7,500
Utilities	5,500	450
Rent (adjusted on 8/6/08)	25,000	38,000
MISC. EXPENSES	23,250 4%	26,500 4%
Printing	5,250	6,000
Legal	1,500	2,000
Office Supplies (including map supplies)	7,500	8,000
Office Expense	1,000	1,500
Meeting Expenses, Outreach Media	5,500	6,000
Library & Subscriptions (Planning Books)	2,500	3,000
CONTRACTED WORK	35,910 6%	37,200 6%
Consultant work for Housing, Specialized Planning, Web Design	19,000	19,000
UPWP Traffic Model Assistance	3,200	9,000
Media Outreach Activities	0	2,500
Office Cleaners	4,900	2,210
Seacoast Computer	3,200	3,200
UPWP Consultant Work	0	0

STRAFFORD REGIONAL PLANNING COMMISSION

SRPC FY 2011WORK PLAN

Funding Source	Amount	Contract	Tasks
Dept of Environmental Services *This program was not funded by the State Legislature for FY2011	\$1*	Regional Environmental Planning Program	1. Innovative Land Use Controls: Implement Land Use Ordinances and Regulations 2. Sprawl Indicators 3. Support of local efforts in conservation planning, Water and natural resources planning 4. Source Water Protection training
Dept of Environmental Services	\$10,000	604 (b) Clean Water Act	1. Fluvial Erosion hazard ordinance and adoption 2. Implementation of the Isinglass River Management Plan 3. Innovative Land Use Techniques 4. Innovative Permitting and Technical Assistance
Dept of Environmental Services	\$1,000	604 (b) Clean Water Act with Oyster River Designation	1. Preparation of nomination papers for the Oyster River as a state designated river
Dept of Environmental Services, and Local Municipalities, and Municipal Dues	\$10,000 \$ 2,000 \$12,000	Coastal Program 10: Technical Assistance for Regional Planning Commission	1. GIS Data Layers: Digital tax parcels 2. GIS Data Layers: GRANIT conservation lands 3. Newmarket Culvert Evaluation 4. Newmarket Community Vulnerability Assessment 5. Isinglass River Management Plan 6. Trail Guide and Access map for Barrington 7. Needs Assessment of Water Related Organizations 8. Local land use boards: Implementation of Innovative Land Use Controls 9. Local land use boards: Implementation of The Conservation Plan for the NH Coastal Watersheds 10. Education and Outreach for Resource Management 11. Media/Press Release 12. Progress Reports and Final Report

STRAFFORD REGIONAL PLANNING COMMISSION

Funding Source	Amount	Contract	Tasks
Dept of Environmental Services and Local Municipalities and Municipal Dues for Match * This grant has not been submitted as of 9/15/2010	\$ 2* \$ 2*	Coastal program 11: Technical Assistance from Regional Planning Commissions	1. Tasks to be determined.
University of New Hampshire (ARRA funds) Municipal Dues for match	\$20,000 \$2,000	Broadband Mapping and Planning	1. Mapping of existing broadband access points 2. Create stakeholder groups and develop a regional broadband planning document
Department of Safety, Bureau of Emergency Management, and Local Municipalities, and Municipal Dues	\$20,000 \$1,200 \$5,467	Update Multi-Hazard Mitigation Plans	1. Update local FEMA approved multi-hazard Mitigation plan in four communities
Office of Energy & Planning * This grant was funded by the State Legislature for FY2011 for \$21,003	\$1*	Targeted Block Grant	1. Education and Outreach 2. GIS Hardware and Software acquisition and maintenance 3. Sustainable Communities Initiative 4. Developments of Regional Impact 5. Technical Assistance.
Conservation Law Foundation	\$25,000	Energy Block Grant ARRA funds	1. Conduct marketing and outreach 2. Conduct enrollment and program orientation 3. Conduct technical assistance to communities
Economic Development Administration Matching Funding Sources	\$28,000 \$28,000	Comprehensive Economic Development Strategy (CEDS) document	1. Establish a CEDS Strategy Committee 2. Collect and analyze data 3. Develop regional economic vision statement, goals and measurable five-year objectives. 4. Develop plan of action and priority lists. 5. Public Planning Process to facilitate public input. 6. Develop process for maintaining CEDS. 7. Develop evaluation process. 8. Public Review process with comment period. 9. Submit CEDS for review and approval.

STRAFFORD REGIONAL PLANNING COMMISSION

Funding Source	Amount	Contract	Tasks
Piscataqua Region Estuaries Program	\$1	Community Technical Assistance	1. Conduct community technical assistance as requested.
Department of Transportation-Federal Highways * carryover from FY2008-2009 contract	\$326,958 \$37,350*	Metropolitan Planning Organization	1. Upgrade regional traffic model. 2. Update Metropolitan Plan for compliance with new federal legislation 3. Prepare 2009-2012 TIP and Long Range Projects 4. Undertake Project Solicitation for Ten Year Plan 5. Prepare Air Quality Analysis document 6. Prepare Annual Listing of Obligated Projects 7. Prepare project database 8. Work on corridor management with communities 9. Work on access management with communities 10. Prepare air quality conformity runs 11. Prepare amendments to TIP 12. Prepare graphics for TIP and Plan documents for public outreach 13. Access Management Memorandum of Understanding between DOT and communities
Department of Transportation-Federal Transit * carryover from FY2008-2009 contract	\$65,584 \$9,225*	Metropolitan Planning Organization	1. Support Regional Transit Providers with planning assistance 2. Transit Users Survey 3. Partner with Seacoast Commuter Options 4. Park n Ride Regional Study

Funding Source	Amount	Contract	Tasks
Municipal Dues	\$85,058	Local Technical Assistance	1. Mapping for municipal and nonprofit projects 2. Education outreach and training materials 3. Municipal committees and boards
Municipal Contracts	\$1	Planning Boards	1. Planning services for updates of Master Plans, zoning, regulations, capital improvement plans, specific plans and implementation activities 2. Technical review services for subdivisions and site plans, paid by applicant 3. Planning staff for municipality (office hours on site)
GIS Projects	\$150	Local Assistance	1. Mapping projects 2. GIS data collection projects
Mapping for non-profit organizations	\$1	Mapping	1. Produce maps

SRPC Communications

Web Site Design

The Strafford Regional Planning Commission web site continues to receive significant advances in the past year. In 2009 the entire navigation system was carefully designed to generate a user-friendly interface. The web site includes information about our staff, agendas and minutes from meetings, Executive Committee, Commissioners and links to all our communities. Our homepage is updated daily with SRPC notices, news from our planning region and upcoming events including listings of meetings, workshops and public hearings.

We have created a number of new sections such as the Oyster River Nomination, Congestion Mitigation and Air Quality Program (CMAQ-TE), and Ten Year Plan pages. Currently, work has been done to update the Transportation Improvement Program/State Transportation Improvement Plan (TIP/STIP) page. We are developing two document storage areas on the web site that will allow for downloads to be posted in sequence. We plan to develop a similar method of organization for other pages, making it easier to locate and upload information.

As Strafford Regional Planning Commission is a 2010 Census Partner, we added a new Census 2010 section to our website that offered the reader the ability to go to a link and track and compare their 2010 Census mail back participation rates with other communities as well as suggestions on how to use friendly competition with other communities to inspire participation in the census such as in the way Dover, Durham and Newmarket did recently. The winner was the Town of Newmarket!



Newmarket Town Administrator, Ed Wojnowski (left) hands over supplies to Durham Town Administrator, Todd Selig (center), and Dover City Manager, J. Michael Joyal (right) that will be needed, to get ready to wash the Newmarket fire trucks as part of an agreement the communities made during a friendly competition for the 2010 census- photo by K. Pimental

STRAFFORD REGIONAL PLANNING COMMISSION

Newsletter

Over the past year, the Strafford Regional Planning Commission has built up an agency newsletter. This newsletter is a cost effective, easy way to create an open communication channel for a wide variety of people. Our newsletter informs readers about the latest happenings, news, events and achievements, and a whole lot of information that may not be readily available. It encourages readers to attend public meetings, become more aware of new policies and regulations and take part in municipal matters. In the past year, we have expanded the distribution list and added more contacts and created new templates to send out information

SRPC utilizes the Internet as a great resource and useful tool. The newsletter often has hyperlinks at the end of each article, which directs readers to other websites with additional information. Readers have the opportunity to browse these directories-all available online. As SRPC moves forward, we would like to develop a more creative, interactive media where users can share opinions and have their voices heard.



Special Thanks to Mr. Edmund Jansen, Jr. for serving as Chairman of the Commission for the past two years. Whatever would we do without our original Commissioner from the Town of Rollinsford - who can always be relied on to have an appropriate, and fiscally conservative opinion, and a reasoned and pragmatic small town perspective to share with the cities. He is a treasure to all of us in this region.

Chairman Jansen hard at work at the Commissioners' annual meeting on May 27, 2010 - photo by D. Camara

STRAFFORD REGIONAL PLANNING COMMISSION

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.



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.

STRAFFORD REGIONAL PLANNING COMMISSION

Acronyms

AICP	American Institute of Certified Planners
ARRA	American Recovery and Reinvestment Act of 2009
APA	American Planning Association
BEM	Bureau of Emergency Management
BLS	United States Bureau of Labor and Statistics
BOS	Board of Selectmen
CACP	Clean Air-Cool Planet
CC	Conservation Commission
CDBG	Community Development Block Grant
CDFA	Community Development Finance Authority
CEDS	Comprehensive Economic Development Strategy
CIP	Capital Improvement Program/Plan
CLF	Conservation Law Foundation
CMAQ	Congestion Mitigation and Air Quality Program
COAST	Cooperative Alliance for Seacoast Transportation
CSRC	Complex Systems Research Center
CTAP	Community Technical Assistance Program
CY	Calendar Year
DES	Department of Environmental Services
DOT	Department of Transportation
DRED	Department of Resources & Economic Development
EDA	Economic Development Administration
EPA	U.S. Environmental Protection Agency
ETAP	Energy Technical Assistance & Planning
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
LTA	Local Technical Assistance
MP	Master Plan
MPO	Metropolitan Planning Organization
NFIP	National Flood Insurance Program
NHBMP	NH Broadband Mapping 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
NHOEP	NH Office of Energy and Planning
NHSCI	New Hampshire Sustainable Communities Initiative
NROC	Natural Resources Outreach Coalition
NTIA	National Telecommunications and Information Administration
OEP	Office of Energy Planning
ORWA	Oyster River Watershed Association
PAS	Planning Advisory Service
PB	Planning Board

STRAFFORD REGIONAL PLANNING COMMISSION

Acronyms

PREP	Piscataqua Region Estuaries Partnership
PUC	Public Utilities Commission
REPP	Regional Environmental Planning Program
RMP	Regional Master Plan
RMPP	Rivers Management Protection Program
RSA	Revised Statutes Annotated
SABR	Seacoast Area Bicycle Routes
SPR	Special Planning and Research studies
STIP	State Transportation Improvement Plan
TAC	Technical Advisory Committee
TDM	Travel Demand Management/Modeling
TE	Transportation Enhancement Grant Program
TIF	Tax Increment Financing
TIP	Transportation Improvement Program
TWG	Technical Working Group
UPWP	Unified Planning Work Program
USGS	United States Geological Survey
WHC	Workforce Housing Coalition
ZBA	Zoning Board of Adjustment