

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

Strafford Regional Planning Commission
Executive Committee Meeting
Conference Room 1A, 150 Wakefield Street
Rochester, NH 03867

FINAL Meeting Minutes
April 20, 2018

Members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury (via phone); Sandy Keans, Rochester; Judy Nelson, Rollinsford; Peter Nelson, Newmarket; and Tony McManus, Dover

Members absent: There were no absent members.

Staff present: Kathy Foster, financial consultant, Shayna Sylvia, communications and outreach specialist; Colin Lentz, regional transportation planner; Jennifer Czyns, executive director candidate

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:05 a.m. Introductions were made around the room. Tom Crosby introduced himself via phone as he called in to the meeting. T. Crosby was not able to attend the in person as he was in South Carolina at the time of the meeting.

a. Appointment of alternates, if necessary

There were no necessary appointments.

2. Executive Director Hiring Process

Chair V. Parmele introduced Jennifer Czyns, the finalist candidate for the SRPC executive director position. Judy Nelson shared that the Transition Search Committee (TSC) received 10 applications, interviewed three applicants and brought J. Czyns forward as a finalist. J. Nelson stated that the TSC was pleased to present J. Czyns to the E.C. J. Czyns reviewed her professional background and relevant education and training. She will be leaving her position as assistant director at Nashua Regional Planning Commission. Jen has 15 years of planning experience in the State of New Hampshire in addition to planning experience outside of the state.

S. Keans asked J. Czyns where she was from and she responded New Hampshire. S. Keans added that she was impressed with J. Czyns's background. Tony McManus complimented Nashua Regional Planning

Commission (NRPC) and their work. V. Parmele explained that J. Czysz was the lead for the state-wide Granite State Future Project.

3. Nonpublic

a. Personnel, RSA 91-A; 3 II

T. McManus **MOVED** to enter into non-public per RSA 91-A; 3 II (b). Peter Nelson **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

The non-public session began at 8:12 a.m.

At 8:20 a.m. J. Nelson **MOVED** to leave the non-public session. The minutes were not sealed. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

4. Action Items

a. Approval of Executive Director Candidate

J. Nelson nominated J. Czysz as executive director, effective May 29, 2018. T. McManus **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

J. Nelson congratulated J. Czysz.

b. Authorization of Certificate of Vote

V. Parmele explained that they next few agenda items were related to implementing the Succession Plan, which lists Kyle Pimental as acting executive director following Cynthia's last day on April 25, 2018.

J. Nelson **MOVED** to authorize Kyle Pimental the ability to sign & execute any contracts for SRPC. T. Crosby **SECONDED** the motion. The motion was later amended.

A discussion ensued about language for the Certificate of Vote document. J. Nelson **AMENDED** the motion **MOVING** that the Strafford Regional Planning Commission Executive Committee, at a meeting held April 20, 2018, authorize the executive director or acting executive director, to sign & execute any contracts for SRPC as of April 25, 2018. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

c. Authorization of new bank signatories

Kathy Foster explained that she wanted authorization to add Kyle Pimental as a signatory for the organization through Federal Savings Bank, effective immediately. J. Czysz asked if there was a threshold for check signatures. K. Foster explained that there was not currently, and that all checks must be signed by two signatories. A discussion ensued about how this could be helpful in the future.

T. McManus **MOVED** to authorize Kyle Pimental to be added as a signatory for Federal Savings Bank. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

d. Authorization to apply for a new credit card at Federal Savings Bank

K. Foster explained that at Federal Savings Bank a card can be taken out in an organization's name instead of a person's. A discussion ensued concerning the ability to get two credit cards, one with the Executive Director's name, and one with the organization's name only. P. Nelson asked if the organization has any other electronic payment option outside of the credit card. K. Foster responded that the organization does not.

J. Nelson **MOVED** to authorize K. Foster to apply for a new credit card through Federal Savings Bank with Strafford Regional Planning Commission as the card holder (if possible), to take effect immediately. V. Parmele **SECONDED** the motion. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

e. Approval of March 16, 2018 Executive Committee Minutes

S. Keans **MOVED** to approve the March 16, 2018 Executive Committee Minutes. P. Nelson **SECONDED**, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

f. Approval of Nonpublic Minutes of March 16, 2018

V. Parmele **MOVED** to approve the Nonpublic minutes of the March 16, 2018 Executive Committee meeting. P. Nelson **SECONDED**, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

g. Acceptance of Draft March Financials

K. Foster asked E.C. members if they had any questions.

T. McManus asked about dues payments. K. Foster described the structure of the dues payment system.

P. Nelson stated that the *Profit vs. Loss, Budget vs. Actual report* could be better explained. K. Foster added that a notes column could be useful. This area would explain why the budget is over or under and why. P. Nelson opined that this would be helpful for the Executive Committee. K. Foster explained that there have been ongoing discussions about the budget and how the readjust it over the course of the year.

J. Czysz explained that NRPC provides their E.C. members with a financial dashboard at the beginning of each month's packet. A discussion ensued concerning budget adjustments and how the budget is presented to E.C. members.

J. Nelson **MOVED** to accept the Draft March Financials. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

h. Concurrence with April Monthly Minors

C. Lentz explained one the minors regarding shifting of funds for the Alliance for Community Transportation (ACT), which is a program under COAST. This is related to difficulty in finding match funding. V. Parmele asked about COAST's bus drive shortage. COAST is working to alleviate this and has received more applicants.

C. Lentz shared that the Dover-Rochester-Somersworth Complete Streets Route 108 project is still in the consultant negotiations phase. The right of way funding has therefore been pushed back by one fiscal year.

C. Lentz reviewed child projects for larger statewide projects like culverts railroad crossings, and guardrails. He added that Rachel Dewey is still working on the database that allows easy access to child projects and for the RPCs to access for information from NHDOT.

Colin explained that the Statewide Transportation Innovation Council (STIC) will be supporting a signal phasing and timing project in Dover on Silver Street. He explained that this technology allows for communications between buses and traffic signals that would allow a light to remain yellow if a bus was approaching an intersection, to help the bus improve its on time performance. A discussion ensued concerning this type of technology. The group opined that they would like to see a presentation in the future on how this technology works.

J. Nelson **MOVED** to concur with the April Monthly Minors. T. McManus **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

5. Discussion

S. Sylvia explained that the Succession Plan stated that the Executive Director Subcommittee (EDS) must sign off on a list of duties for the acting executive director. S. Sylvia added that a list has been compiled for the E.C. to review.

V. Parmele asked about the process for notifying commissioners and partners that K. Pimental will be the acting executive director after April 25. SRPC will send an email to these individuals. A discussion ensued concerning whether the E.C. needed to vote on the list of duties for the acting Executive Director.

K. Foster asked about proceeding with the notice for the data collection intern. The E.C. advised SRPC to proceed with that process. J. Nelson asked about the status of the budget. K. Foster responded that she needs to review it. The budget will be approved at the annual meeting at the end of June. A discussion ensued concerning the budget approval timeline. J. Nelson asked about payout for the current Executive Director. This was discussed.

T. McManus **MOVED** to approve the acting director authorities given to K. Pimental as acting executive direction. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

6. Other Business

J. Nelson reviewed the next steps. J. Czysz will start on May 29.

7. Adjourn

J. Nelson **MOVED** to adjourn the meeting. T. McManus **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of T. McManus, J. Nelson, S. Keans, P. Nelson, V. Parmele, and T. Crosby in the affirmative.

The meeting adjourned at 9:08 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 5/18/18

By: Victoria M. Parmele
Victoria Parmele, Chair – SRPC Executive Committee

