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

FINAL Meeting Minutes
August 17, 2018

Members present: Chair Victoria Parmele, Northwood; Vice Chair Martin Laferte, Farmington; Secretary/Treasurer Tom Crosby, Madbury; Peter Nelson, Newmarket; Fred Kaen, Lee; Donald Hamann, Rochester

Staff present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach specialist; Colin Lentz, regional transportation planner

Members absent: Marcia Gasses, Dover

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:02 a.m. Introductions were given around the room.

2. Action Items

a. Approval of the Minutes of July 20, 2018

Victoria Parmele asked for comments or corrections on the minutes of July 20, 2018. There were none. Donald Hamann **MOVED** to approve the minutes of July 20, 2018. Peter Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft July Financials

Jen Czysz explained that the committee first received preliminary financials, which was later replaced with the final draft. She added that the included dashboard provides financial highlights. J. Czysz explained that progress is being made with a pending contract repayment request. She noted that Strafford EDD should be receiving its next EDA grant in the fall.

J. Czysz reviewed staff meetings and project highlights, included on the dashboard, that have occurred between the July and August E.C. meetings. She shared that Rachel Dewey, data analyst, attended a training to learn about why the transportation model is being implemented and how to use modeling for air quality conformity. R. Dewey is currently working to compile base data for this model. J. Czysz updated the committee on the EPA Brownfields contract, sharing that project

manager James Burdin held a meeting with a local community to discuss an additional project that may be eligible for assessment.

J. Czynsz gave other contract updates related to staff meetings and presentations, including the closeout of the art contest for the Dover Rising Waters project, a meeting with Rockingham Planning Commission to discuss the a potential grant request through the Trash Free Piscataqua program, a meeting with EPA Brownfield representative Amy Jean McGowan to review why SRPC didn't received additional funding, and a meeting Colin Lentz, transportation planner, held relative to the NHDOT Ten Year Plan. J. Czynsz shared that NHDOT is changing its process with quicker review by NHDOT engineers and how this will be helpful in the processes SRPC staffers are responsible for.

J. Czynsz reviewed the checking account balance as of July 31. She explained the different reports within the July financials and noted the status of municipal dues payments. J. Czynsz stated which projects were experiencing higher billing and why, adding that UPWP had a higher billing month due to increased field work hours.

P. Nelson opined that the new format for the financials is extremely useful.

V. Parmele asked a follow-up question about the transportation model and when it will be updated. J. Czynsz reviewed the timeline and details of the consultant SRPC will be working with.

T. Crosby **MOVED** to accept the Draft July Financials. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

S. Sylvia noted that the website statistics in the dashboard changed slightly from last month, but that they will be measured consistently moving forward.

J. Czynsz reviewed contract specifics related to SRPC payments versus UPWP payments for working on the model. This change needs to be approved by the Legislative Joint Fiscal Committee and then by Governor and Council. SRPC and RPC will be working with RSG. The results of running the model should be completed for November.

c. Concurrence with the Draft August Monthly Minors

C. Lentz reviewed the Draft August Monthly Minors, which included two statewide projects and one local project in Durham. He explained that the statewide projects didn't have any related child projects in the region. The Durham project reflects funding changes (shifting from one year to another), for an intersection that may need a traffic signal. A discussion ensued concerning the effect of the new Riverwoods development in Durham.

C. Lentz added that R. Dewey's database will allow Strafford MPO to provide more detail with projects in the minors moving forward. A completed and detailed database would ideally be in place for STIP approval around March/April.

P. Nelson opined that SRPC could increase its social media presence to provide updates on regional projects providing information like: here is what is going on, are you wondering what's happening with the bridge - here's how to find out. He also suggested providing snapshots of project updates on the SRPC website to show that planning does lead to implementation.

T. Crosby **MOVED** to concur with the August Monthly Minors. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

d. FY 2020 Dues Recommendation to the SRPC Commission

J. Czysz explained how the dues are calculated based on OSI population projections and the CPI rate.

P. Nelson asked when dues letter are sent out. S. Sylvia explained that the letters usually go out in November. P. Nelson opined that the organization should strive to have 100% membership. J. Czysz explained that one non-dues paying community contacted the organization yesterday concerning a potential contract position.

Martin Laferte asked about the communities not paying dues. A discussion ensued concerning working with non-dues paying communities and how to best contact these communities to advocate for our services. P. Nelson opined that one strategy could be to explain how a community can save money in the long run by paying dues. The committee talked over strategies for demonstrating how services are worth the dues. M. Laferte shared that Farmington is a good success story with its recently awarded DERA grant enabling the town to replace their old front-end loader. He opined that this anecdote could be shared.

P. Nelson suggested that SRPC's website should list contact information for regional planners as a way to show connections between the planning commission and its corresponding departments at each municipality.

D. Hamann **MOVED** to recommend the FY 2020 dues rate to the SRPC Commission. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. Draft FY2019 Executive Director Organizational Goals

There were no changes to the goals from the prior month. J. Czysz reminded the committee that approval of the goals will be on the agenda for September. In response to one of the executive director goals, M. Laferte asked how establishing a schedule for salaries would work. J. Czysz responded that other RPCs have done surveys and have experience with creating this type of system. She would contact them for advice. M. Laferte asked if E.C. could have further details about this type of system. J. Czysz responded that it would include job descriptions and salary ranges for each position.

b. Strategic Planning

J. Czysz shared her outline for beginning an organizational strategic planning process. She stated that surveys would be conducted anonymously for staff and other partners. Questions on the surveys would be reframed dependent on target audiences. Her schedule also included community meetings in the September to December timeframe. She added that stakeholder interviews could be a useful tool, as well as reviewing the SRPC regional plan to get a sense of what the organization has accomplished since the plan adoption in 2015.

J. Czysz explained that input from surveys and community meeting would be reviewed and analyzed at a kick-off event which could start with general conversation, and then transition into a SWOT

analysis process. This could take place at a scheduled joint E.C./Policy meeting or off-site. V. Parmele stated that a separate joint meeting would work better as the agenda for the normal E.C. meetings usually take up the full allotted time.

J. Czysz shared that her plan to meet with each municipality to discuss who SRPC is, what we do, and gather specific municipal projects communities may need assistance with, would also be helpful to this process.

She added that when a strategic plan was completed at Nashua Regional Planning Commission different staff worked on different parts of the plan relative to their areas of expertise. It was clarified that only staffers were working on writing the plan. T. Crosby opined that an off-site retreat would be beneficial. V. Parmele stated that the outline for the strategic plan looked good.

c. Draft FY2019 Working Budget

J. Czysz shared the updated working budget. She reviewed the changes, mostly related with carryover from FY 2018 to FY 2019. She explained that some items categorizations were changed. She noted SRPC's new Coastal Resilience grant-climate in the classroom project, and reviewed the new GIS planner's contract.

4. Updates

a. Awards, Contracts, and General Business Update

This was already covered. She added that the organization had submitted a grant application. She noted that the organization has received positive notification on two grants this week, the Durham groundwater project and the federal highways level of stress analysis project.

5. Other Business

There was no other business.

6. Adjourn

T. Crosby **MOVED** to adjourn the meeting. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:07 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on 9/21/18
By: Victoria Parmele
Victoria Parmele, Chair – SRPC Executive
Committee