

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  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867

**FINAL** Meeting Minutes  
December 21, 2018

**Committee members present:** Chair Victoria Parmele, Northwood; Vice Chair Martin Laferte, Farmington; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; Marcia Gasses, Dover; Fred Kaen, Lee

**Staff members present:** Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Colin Lentz, senior transportation planner

**Committee members absent:** Peter Nelson, Newmarket

## 1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:08 a.m.

## 2. Action Items

### a. Approval of the Minutes of November 29, 2018

V. Parmele asked for a motion to accept the minutes of the Nov. 29, 2018, Executive Committee meeting. Tom Crosby **MOVED** to accept the minutes. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of Draft November Financials

Jennifer Czysz reviewed the draft November financials. She said that the organization is waiting to hear about the receipt of funding for Strafford EDD, which is expected for Jan. 1, 2019.

J. Czysz reviewed the aging summary and noted SRPC was able to make progress on reimbursement from the EDA. J. Czysz said that the previous pending amount will be removed from the aging summary next month. She also said the organization is ahead of schedule in billing for the UPWP contract. And she said that SRPC received funding for two supplemental transportation grants, through the Community Technical Assistance Program (CTAP) and the Federal Highways Administration (FHWA), which are just beginning. She said the two contracts include funding for Commute SMART NH activities and a pilot project for a level of analysis for bicycle stress. J. Czysz said several new water resource/environmental projects are beginning in 2019 as well.

V. Parmele asked about the line of credit. J. Czysz responded that it has not been used.

D. Hamann **MOVED** to accept the draft November financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

**c. Concurrence with December Monthly Minors**

C. Lentz reviewed the monthly minors. The scope of the NH 108/US 4 intersection project is changing, he said, because signalization to ensure control of traffic at peak times is being considered. In response to a committee member's question, C. Lentz said he would follow up about pedestrian structures, such as sidewalks, and increased foot traffic from River Woods to downtown Durham.

F. Kaen said that pedestrian access would be beneficial since Riverwoods is close to town and recreational opportunities. A discussion concerning this project and pedestrian access followed his remarks.

C. Lentz addressed Amtrak station improvements, which are a Congestion Mitigation and Air Quality Program project originally funded by the FHWA. The Federal Transit Administration (FTA) will now provide support to ensure the project is completed in less time, he said.

C. Lentz then reviewed the last two projects. There was an increase in 2018–2020 funding to match the FTA's apportioned funds plus carryover for the Non-urbanized Area (Rural) formula program – FTA Section 5311 Program, he said. In addition, the NH202A project in Rochester added preliminary engineering funds in 2019. Additional funds are needed for coordination with utility company, and construction funds are also shifting, Colin said.

T. Crosby **MOVED** to concur with the December monthly minors. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

**d. Recommend full Commission approval of the Draft Mid-Year Budget**

J. Czysz said SRPC had received the New Hampshire Children's Health Foundation grant it applied for in September, and the funding will be split between fiscal years 2019 and 2020. She also said tax maps contracts with Newmarket, Strafford, and Somersworth will soon be in place.

J. Czysz updated committee members on staff hour logistics. V. Parmele asked about the employee handbook and whether the full Commission needs to approve it. J. Czysz said the E.C. is responsible for approving the employee handbook.

J. Czysz reviewed the mid-year budget adjustment and explained significant changes in health and dental insurance, office software, and router expense. She noted that the addition of a new router will enable the entire staff to access their computers from outside the office over a virtual private network (VPN).

She also said SRPC received confirmation that it had been awarded a local sourcewater grant. The majority of the project will be completed in FY 2020.

D. Hamann **MOVED** to recommend the draft mid-year budget to the full Commission. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

#### e. Approval of Employee Handbook

J. Czysz reviewed the additional edits to the employee handbook. Changes included an update to the list of current staff positions, the addition of commissioners to the anti-harassment policy, and the addition of telecommuting as an option under the inclement weather policy among other modifications. A discussion concerning weather and operations followed.

V. Parmele asked about an editorial change to the at-will employment section of the handbook. The only changes made were based on grammar.

J. Czysz said that one of the most significant changes concerned the definition of family, which applies to the policies on sick leave and bereavement leave. The previous version of the handbook had several different definitions of family. A discussion of the definition of family followed.

D. Hamann **MOVED** to approve the employee handbook. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

J. Czysz said that the handbook will be finalized for the Chair to sign at the next meeting.

### 3. Discussion

#### a. Strategic Planning

J. Czysz said that the online survey, the first step in the strategic planning process, was now closed and that 10 commissioners and 26 stakeholders had responded. She said that program content coordinator Nancy O'Connor is now summarizing the results of the staff, commissioner, and stakeholder surveys to help create an existing conditions assessment, which will be used in the strengths, weaknesses, opportunities, threats (SWOT) analysis.

J. Czysz said that she and N. O'Connor are working to secure a space and facilitator for the strategic planning retreat, which is set for Feb. 8. The snow date is Feb. 21. J. Czysz said she will need the E.C. members' help to plan the agenda for the retreat. F. Kaen suggested limiting the retreat to four hours.

J. Czysz agreed it is important to break up the retreat with engaging activities and breaks. The idea is to have teams of four or five address two or three major objectives and then have each group make a brief presentation to all the participants in the retreat. V. Parmele said this is a unique opportunity for the organization. F. Kaen asked for clarification on the objective of the process. J. Czysz responded that the objective is to look 3 – 5 years out and ask whether we have the tools to get to where we want to go, whether there are new areas we want to explore and, if there are, to create a plan to do so. She said the Commissioners and staff members will be the key participants in the retreat.

J. Czysz said the stakeholder survey revealed SRPC's most valuable services to be master and hazard mitigation planning.

J. Czysz said that a subcommittee to plan the retreat needs to be formed and will be discussed at the E.C. meeting in January.

**4. Updates**

**a. Awards, Contracts, and General Business Update**

J. Czysz reviewed the organization's upcoming contracts including work with Durham and another coastal resilience in the classroom project. She also reminded members about the CTAP funding and the multimodal bicycle analysis level of stress pilot project.

She explained the organization's information technology plan is currently on hold while data analyst Rachel Dewey works on the traffic demand model.

J. Czysz said that she and financial consultant Kathy Foster have been developing a system to better track how and where dues are spent. She commented on the indirect rate and explained what types of work are coded to indirect time.

**b. Municipal Visits**

J. Czysz said that her last municipal visit was with Farmington and that she has more meeting scheduled in 2019

**5. Other Business**

There was no other business.

**6. Adjourn**

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

The meeting adjourned at 9 a.m.

Minutes Respectfully Submitted by,  
Shayna Sylvia  
Communications and Outreach Planner

Minutes approved on 11/8/19  
By: Victoria Parmele  
Victoria Parmele, Chair - SRPC Executive  
Committee