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

**FINAL** Meeting Minutes  
January 18, 2019

**Committee members present:** Chair Victoria Parmele, Northwood; Madbury; Donald Hamann, Rochester; Marcia Gasses, Dover; Fred Kaen, Lee; Peter Nelson, Newmarket

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

**Committee members absent:** Secretary/Treasurer Tom Crosby,

**1. Welcome/Introductions**

Peter Nelson began the meeting since Chair Victoria Parmele was not present. The meeting began at 8:10 a.m.

**2. Action Items**

**a. Approval of the Minutes of December 21, 2018**

P. Nelson asked for a motion to accept the minutes of the Dec. 21, 2018, Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. Fred Kaen **SECONDED** the motion, of which all were **IN FAVOR**.

**b. Acceptance of Draft December Financials**

Jennifer Czysz reviewed the draft December financials. She compared SRPC's current financial position to the prior year's.

Marcia Gasses asked if SRPC will be affected by the government shutdown. J. Czysz said the EDA contract is the only funding source affected, and we were originally expecting to receive funding in January. She said the repayment SRPC was awaiting from the EDA for its previous grant has been paid and removed from the aging summary.

J. Czysz said the current fiscal year budget will be short until SRPC receives its Fiscal Year 2019 EDA grant. P. Nelson asked if SRPC could use its line of credit if needed. J. Czysz said it could be used if absolutely necessary, adding that there are enough projects and contracts for staff members to bill their time to in the meantime.

J. Czysz updated E.C. members on the status of the UPWP contract. She said we had budgeted to spend more during the UPWP contract's first half than in the second. To supplement the second half of the UPWP contract we have contracts through the Local Technical Assistance Program (LTAP) and the NH Office of Strategic Initiatives (OSI) for work related to CommuteSMART New Hampshire (CSNH), and a Federal Highways Administration (FHWA) contract to complete a bicycle level-of-stress analysis.

J. Czysz reported that SRPC received the NH Children's Health Foundation for which we had applied. There is \$15,000 of this contract budgeted for FY 2019, with the rest allocated for FY 2020.

J. Czysz reviewed the last of the financial statements and noted SRPC's end-of-month financial status, gave a year-to -date update for the fiscal year, and reviewed the aging summary in depth.

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

J. Czysz suggested covering agenda item 2d while waiting for Colin Lentz to join the meeting and review the Monthly Minors.

**d. Approval of the 2019 update to the Emergency Succession Plan**

J. Czysz said that the Emergency Succession Plan was originally adopted in 2017, before the previous executive director retired. She reviewed changes to the 2019 version of the document and explained that all references to an E.C. subcommittee, which no longer exists, were replaced with references to the executive committee as a whole.

P. Nelson noted there was some confusion over who had authority to sign checks if the succession plan is implemented. J. Czysz explained how the check-signing process is setup and how it is covered in the succession plan.

M. Gasses **MOVED** to approve the 2019 Emergency Succession Plan. D. Hamann **SECONDED** the motion.

V. Parmele asked whether the E.C. subcommittee was an option for the future. J. Czysz said it could be used if needed. J. Czysz explained her preference for using subcommittees for specific issues that need to be tackled. She offered the example of M. Gasses and V. Parmele joining her after the E.C. meeting for a phone call with a potential facilitator for SPRC's strategic planning retreat.

All were **IN FAVOR**. The motion **CARRIED**.

**c. Concurrence with January Monthly Minors**

C. Lentz reviewed the monthly minors. He also reviewed funding changes for the Durham US4/NH108 project, which includes signalization westbound of Route 4. He said that funding was increased for right of way and construction in 2020.

C. Lentz explained the other minor amendment, which is an increase in funding in 2019 for preliminary engineering and construction for the PAVE-T2 RESURF statewide program. There were no child projects in our region. He said that some of the money does go to districts 3 and 6, which are responsible for communities in the Strafford region.

M. Gasses shared an anecdote from Barrington about an NHDOT paving project and subsequent upgrades that were required.

P. Nelson asked if subsequent upgrades to projects are included in the initial project contract. The answer to this question was not known.

D. Hamann gave an update on the Strafford Square project and said the City of Rochester is planning to begin the project in spring 2019.

C. Lentz gave an update on the Amtrak station updates.

C. Lentz said that data analyst Rachel Dewey had developed a new database for tracking Transportation Improvement Program (TIP) projects. He said he had used it to enter new projects for the draft TIP update. The new database this should be fully functional by the time the new TIP is adopted. A discussion about minors processed during the draft TIP and in which TIP they are recorded followed.

V. Parmele **MOVED** to concur with the January monthly minors. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

#### **e. Approval of annual update to Health and Wellness Plan**

J. Czysz said the Health and Wellness Plan is like the Emergency Succession Plan in that it needs to be updated each calendar year. She said that communications and outreach planner Shayna Sylvia and program content coordinator Nancy O'Connor are the wellness coordinators for the office and are responsible for assisting with the plan update and with coordinating different activities that promote health and wellness. She gave as an example the plank challenge completed by the staff.

Jen reviewed the edits to the Health and Wellness Plan, including an update to the violence-free workplace section taken from the employee handbook and minor language changes to the field work section of the document. J. Czysz said a separate field work safety policy will be implemented before the spring 2019 field work season. She noted that we have hired police details, as necessary, field work projects. P. Nelson asked about using the sheriff's office rather than the police department and whether there are cost differences. A discussion followed.

V. Parmele **MOVED** to approve the Health and Wellness Plan. M. Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

### **3. Discussion**

#### **a. Appointment of NHARPC representative(s)**

J. Czysz said SRPC can have two representatives and additional alternates on the NH Association of Regional Planning Commissions (NHARPC). She gave as an example of work done during NHARPC meetings a discussion at the last meeting about State Rep. David Danielson's bill relative to the number of regional planning commissions. NHARPC members suggested changing the boundaries to follow Executive Council districts as originally proposed wouldn't work for planning purposes particularly when considering major roadways and watershed districts. It was decided at that meeting that the NHARPC would ask Rep. Danielson to withdraw the bill because there needs to be more conversation about this topic.

A discussion followed about who would represent SRPC on the NHARPC and what additional topics are covered at each meeting.

J. Czysz said that NHARPC began a partnership in 2017 with the NH Municipal Association's Town and City magazine to write an article every month. SRPC has contributed to several of these articles. J. Czysz said that Kyle Pimental, principal regional planner, will be co-writing an article about how parts of New Hampshire are growing younger, using Dover as an example.

V. Parmele noted that NHARPC hired a lobbyist in the past, but is now more focused on education and less on lobbying.

M. Gasses and D. Hamann agreed to be members, with V. Parmele as an alternate.

P. Nelson **MOVED** to nominate the slate of M. Gasses as member, D. Hamann as member, and V. Parmele as alternate. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

#### **b. Strategic Planning**

J. Czysz said that N. O'Connor had sent out invitations to the strategic planning retreat and is awaiting RSVPs. She added that a call is scheduled for today, Jan. 18, to discuss facilitation for the retreat with SRPC's chosen facilitator and to review the retreat agenda.

UNH seniors will assist with note-taking during the retreat, which will take place on Friday, Feb. 8.

V. Parmele asked whether the facilitator, Maria, is from UNH. J. Czysz said Maria works for the Carsey Institute, but her facilitation services are a separate contract service.

P. Nelson said he would not be able to attend the retreat, but he would try and provide comments to be considered in the process.

J. Czysz asked E.C. members for feedback on the agenda and process for the day. She asked if the group wanted to revisit the organizational mission. It was decided that the group could look at the values statement and the mission.

V. Parmele asked about the difference between the mission and the planning areas. She said commissioners and staff should look at our services and whether they align with community needs.

J. Czysz responded with an example that could come out of the strategic planning retreat. She said that, if retreat attendees brought up that SRPC might want to explore a new planning area like energy planning, they might also need to look at the bigger picture about staffers who can work in that area and, ultimately, employee retention. J. Czysz added that the staff and commissioners will have two different viewpoints that could be helpful for the big and small pictures.

A discussion followed concerning how the retreat will run and how pre-retreat materials will be distributed.

#### 4. Updates

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

J. Czysz gave a brief update on the information technology (IT) plan and said that R. Dewey will be working on this document in the coming weeks.

J. Czysz discussed dues expended to date and how she and financial consultant Kathy Foster are working on a better way to track this amount. She updated members on indirect billing, which saw an increase due to holiday and vacation time.

#### 5. Other Business

There was no other business.

#### 6. Adjournment

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

The meeting adjourned at 9:03 a.m.

Minutes Respectfully Submitted by  
Shayna Sylvia  
Communications and Outreach Planner

Minutes approved on

2/15/19

By:

Victoria M. Parmele  
Victoria Parmele, Chair - SRPC Executive  
Committee

