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

**FINAL** Meeting Minutes  
June 15, 2018

**Members present:** Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Sandy Keans, Rochester; Peter Nelson, Newmarket;

**Guests:** Martin Laferte, Farmington

**Members absent:** Tony McManus, Dover

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

## 1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:14 a.m. Introductions were made around the room.

## 2. Non-Public

### a. RSA 91-A

A Non-Public session was not needed.

## 3. Action Items

### a. Approval of the Minutes of May 18, 2018

V. Parmele asked for comments or corrections on the minutes of May 18, 2018. There were none. Tom Crosby **MOVED** to approve the Minutes of May 18, 2018. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of Draft May Financials

Jen Czysz explained there were no notes with this month's draft financials, but shared that the notes would be similar to those from the April financials. J. Czysz reviewed the financials. She noted that the organization has a credit that can be used for a future

UNH training, and reviewed payment and billing timelines with partner organizations, including lessons learned from billing processes. J. Czynsz added that she would be working on the new indirect cost rate in the coming weeks, and noted how this has been affecting net income. A discussion ensued concerning the calculation of the indirect cost rate. P. Nelson asked whether this is calculated every year; it is normally calculated every two years. V. Parmele asked J. Czynsz about her budget strategy. J. Czynsz responded with her plans to narrow in on the indirect rate and to seek additional grant funding to support the organization's work. She opined that a mid-year adjustment of the budget would be beneficial to the organization.

T. Crosby **MOVED** to approve the Draft May Financials. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

S. Sylvia left the room to invite Colin Lentz, regional transportation planner to review the Draft June Monthly Minors. V. Parmele introduced agenda item 2d.

**d. Recommendation of Fiscal Year 2019 Executive Committee Officers Members, and Alternates to the full Commission**

V. Parmele reviewed the proposed slate of officers for FY 2019. Shayna Sylvia explained that the Executive Committee was voting on the slate again, as another individual expressed interest in being on the Executive Committee. There are currently two open alternate positions with all member positions filled. Tom Crosby **MOVED** to recommend the proposed slate of officers for FY 2019 to the full Commission. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

V. Parmele introduced agenda item 2c.

**c. Concurrence with the Draft June Monthly Minors**

C. Lentz explained that the funding changes for the COAST 68069 project are still being finalized and will change slightly from what is currently recorded in the Draft June Monthly Minors report. This project is related to mitigation for the Newington-Dover project.

C. Lentz reviewed the Dover-Rochester 29440 project. The budget decreased significantly as plans for tolling infrastructure changed to all electronic tolling versus the previously proposed booth and median style setup. He explained the programmatic for child projects and shared that Strafford MPO staffers met with NHDOT to learn how to better track regional child projects. He noted that there were changes in preliminary engineering for the Highway Safety Improvement Program (HSIP). There were also changes for all phases in 2018 for the Reconstruction of Rail Road Crossings, Signals, and Related work (RRRCS). He explained that he met with Michael Dugas at NHDOT about at grade rail crossings in the Strafford region, and how they can be addressed. This will now be overseen by the improved NHDOT safety department. V. Parmele asked how this would be analyzed and planned for differently than in the past. C. Lentz responded that Dover proposed a roundabout on Chestnut Street near the tracks and is also interested in improving crossing guard timings.

The Safe Routes to School (SRTS) program also experienced shifting funds. P. Nelson asked if there is a way to track child project that are in the region. There will be a better method for this moving forward as NHDOT will be sharing its more detailed pivot tables. There is a SRTS project in Farmington. J. Czysz explained that when NHDOT switched over their database the RPCs lost the ability to track regional child project, but that this has now been rectified. C. Lentz reviewed a shift in funding from 2018 to 2019 for the Road and Weather Information Systems 25198 project.

Sandy Keans **MOVED** to concur with the June Monthly Minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

**e. Draft FY 2019 SRPC Budget for Recommendation to the full Commission**

J. Czysz reviewed the Draft FY 2019 SRPC Budget, including the revenues and expenses. She explained that the organization is currently applying or has applied for several grants, and that those are represented by placeholders within the budget. J. Czysz reviewed these projects and what SRPC's role would be on each. These range from short term contracts to a five-year contract. P. Nelson shared some insight from Newmarket regarding interest in identifying priority projects that would help the town implement its completed master plan. A discussion ensued concerning possibilities for implementation of one of the grants the organization applied for. P. Nelson suggested some potential projects in Newmarket.

J. Czysz explained that prior Executive Director Cynthia Copeland set up the two year UPWP to have a larger budget in year two. This will be paired with carryover from year one, which is beneficial for the FY 2019 proposed budget.

P. Nelson asked about a line item on the budget under expenses titled 'Maps, Databases for Transportation Model'. J. Czysz explained this item was probably encompassed in another line item. V. Parmele commented on the decrease in traffic count expenses. J. Czysz explained that there is less budgeted when compared with last year because most of the traffic count equipment was replaced in the last year or two. V. Parmele asked if there was any item removed from the budget that would make it more difficult for the organization to continue its work, this is not the case.

J. Czysz added that Rachel Dewey, data analyst has drafted a list of software and IT needs with different priority levels. P. Nelson shared that he could offer input on this list. P. Nelson opined that an IT Plan might be helpful, and that he could assist with this process. A discussion ensued concerning IT applications, and hardware and software needs.

T. Crosby **MOVED** to recommend the Draft FY 2019 SRPC Budget to the full commission. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

**5. Updates**

J. Czysz reviewed items 5a and 5b.

**a. Contract Updates – J. Czysz**

J. Czysz explained that many contracts are closing as the fiscal year ends. There are some that may carryover, like the EPA Brownfields grant. SRPC is applying for an extension.

**b. NHARPC Commissioner Convening**

J. Czysz shared that the NHARPC Commission will take place on June 28, after the SRPC Annual Meeting. She invited members of the Executive Committee to attend. J. Czysz reminded E.C. members to register for the SRPC Annual Luncheon if they have not yet registered.

**4. Discussion**

J. Czysz reviewed item 4a.

**a. Financial processes**

**i. Signors**

J. Czysz reviewed the current process with two signors. She explained the process at Nashua Regional Planning Commission where the assistant executive director would sign checks. For now, the organization will continue to require two signors.

**6. Other Business**

There was no other business.

**7. Adjourn**

S. Sylvia recognized S. Keans as it was her last meeting on the Executive Committee. T. Crosby **MOVED** to adjourn the meeting. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by,  
Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on 7/20/18  
By: Victoria M. Parmele  
Victoria Parmele, Chair – SRPC Executive  
Committee