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SOMERSWORTH
STRAFFORD
WAKEFIELD

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

FINAL Meeting Minutes
November 29, 2018

Committee members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; Marcia Gasses, Dover; Peter Nelson, Newmarket; Fred Kaen, Lee

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

Committee members absent: Vice Chair Martin Laferte, Farmington

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:05 a.m.

2. Action Items

a. Approval of the Minutes of October 19, 2018

V. Parmele asked for a motion to accept the minutes of the Oct. 19, 2018, Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. Marcia Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft October Financials

Jennifer Czysz reviewed the draft October financials. She explained the difference in bank balances between this month and last month. She discussed the status on EDA funding payment from Strafford EDD's last grant cycle and gave an update on funding for the EDD's next cycle, for which the organization is still awaiting. A discussion ensued concerning this process.

J. Czysz reviewed the profit and loss statement. She said field work was wrapped up at the beginning of November and data collection intern Monique Duchesne's position had ended. J. Czysz also said that EDA had notified Strafford EDD about its funding, which will begin in January and run until Dec. 31, 2019. This has affected the SRPC budget because the EDA funds were budgeted for all of Fiscal Year 2019, but will be awarded only in the second half.

M. Gasses offered an altered payment schedule for work with Barrington, if needed. P. Nelson asked about funding for Strafford EDD. A discussion ensued concerning Strafford EDD, its processes, and the schedule for pending funding.

J. Czynsz reviewed the month end and current year end statuses, and she said the organization is in good shape with regard to the indirect rate.

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

V. Parmele introduced agenda item 3a.

3. Discussion

a. Strategic Planning

J. Czynsz said that all staff members participated in an internal survey and the results were discussed at the staff meeting. She offered to share the responses with the Executive Committee. There have been eight responses to the commissioners' survey. J. Czynsz said the survey deadline had passed, but individuals can still complete the survey. She encouraged Executive Committee members to fill out the survey if they haven't yet.

J. Czynsz said that 17 individuals have filled out the stakeholder survey. She noted that Nancy O'Connor will be sending a Doodle poll for potential retreat days. A discussion ensued concerning a best day to hold the retreat.

V. Parmele introduced agenda item 2c.

2. Action Items

c. Concurrence with November Monthly Minors

Colin Lentz reviewed the November Monthly Minors, which noted changes in two local projects. The Durham/UNH Local Technical Assistance Program (LTAP), which is administered by the Technology Transfer Center, has a proposed increase of \$255 in federal funding. The Durham Bridge Replacement for the Route 4/Bunker Creek Bridge changed due to an additional funding source for 2018 preliminary engineering.

C. Lentz also reviewed statewide projects including funding-type adjustments for the municipal-owned bridge rehabilitation & replacement projects (MOBRR), an increase in 2019–2020 preliminary engineering funds of the resurfacing tier 1 highways program (PAVE-T1-RESURF), fund-type changes for construction for the rehabilitation of tier 2 highways program (PAVE-T2-REHAB), and funding increases for the statewide rideshare database using Trapeze Ridepro software, which is administered by COAST and affects the SRPC and Rockingham Planning Commission regions.

P. Nelson asked about the increase in the PAVE-T2-REHAB project. C. Lentz explained that no new state money had been allocated; rather, toll credits would now be used on this project. S. Sylvia discussed the Trapeze Ridepro software and how Commute SMART Seacoast uses it.

C. Lentz said that information from NHDOT is always getting more detailed and he and data analyst Rachel Dewey will update their database as they receive more detailed information.

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

d. Nomination of Regional Impact Committee members

S. Sylvia presented the proposed slate of RIC members. A discussion ensued concerning which of the current alternates would move to the vacant member position. The proposed slate has three members—Wes Merritt, Fred Kaen, and Marcia Gasses—and three alternates—Steve Diamond, Victoria Parmele, and Donald Hamann. S. Sylvia said that Wayne Burton and Michael Bobinsky had also expressed interest, and Leslie Schwartz said she would be interested in the future.

M. Gasses **MOVED** to nominate the slate of Regional Impact Committee members as proposed. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. Employee Handbook

J. Czyns reviewed changes to the employee handbook, explaining that work on the handbook started with an edit for readability under the previous executive director, Cynthia Copeland. J. Czyns said that changes would be made in rounds, according to level of priority and with consideration of staff input and strategic planning outcomes.

She noted that the first round of edits included the addition of the category of part-time employee and information about pro-rating benefits. M. Gasses asked about health insurance weekly hour requirements. This was discussed.

J. Czyns said that the handbook now allows flexing of work hours within a two-week period and, under extreme circumstances, outside a two-week period.

Other changes included provisions for non-FMLA family medical leave. As SRPC has fewer than 50 employees, the organization is not subject to FMLA. This addition will create a similar benefit for employees. In addition, a process was added for making complaints of harassment. Executive Committee members discussed Commissioners following SRPC's harassment policies, which was a comment from the staff meeting.

J. Czyns said the latest round of changes also addresses the telecommuting policy. She noted that a router has been ordered so the organization can set up a virtual private network, which will enable all staff members to telecommute at the same time. J. Czyns also said an appeals process was added that allows staffers to challenge disciplinary actions in front of the Executive Committee.

b. Working Budget

J. Czynsz said the budget is being prepped for a mid-year adjustment. Significant changes that have affected the budget include cost savings with a cheaper contract for SRPC's new copier, the purchase of a new router, the late start of the EDA grant, and potential funding through the New Hampshire Children's Health Foundation (formerly the HNH Foundation) and the Local Sourcewater Protection Grant.

J. Czynsz said Farmington may want to contract with SRPC for a staff member to act as the town's land use clerk until a permanent clerk is hired.

J. Czynsz discussed staff business.

J. Czynsz said she will bring the amended budget back to the Executive Committee at its Dec. 21 meeting. The amended budget will be presented to the full Commission as well for adoption.

4. Updates

a. Awards, Contracts, and General Business Update

J. Czynsz said Madbury's and Northwood's Hazard Mitigation program grants are now in place.

b. Municipal Visits

J. Czynsz said she has visited two more towns since the last Executive Committee meeting, and another round of meetings will be scheduled beginning in January.

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 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on 12/21/18
By: Victoria Parmele
Victoria Parmele, Chair - SRPC Executive
Committee