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ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

FINAL Meeting Minutes
October 19, 2018

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

Staff members present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Rachel Dewey, data analyst

Members absent: Fred Kaen, Lee

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:03 a.m.

Introductions were given around the room.

2. Action Items

a. Approval of the Minutes of September 21, 2018

V. Parmele asked for a motion to accept the minutes of the Sept. 21, 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 September Financials

Jennifer Czysz reviewed the draft September financials. She shared the bank balances with committee members and added that the organization has made progress with recovering funds owed from a previous contract, which can be reopened for the pending payment. Committee members then discussed strategies to recoup the owed funds. J. Czysz said that the organization is still awaiting contract funds from this source for the current fiscal year, in addition to the funds owed for Fiscal Year 2018.

J. Czysz compared the profit and loss for FY 2019 with that of FY 2018. She said that significant changes are due to the pending funds the organization is trying to recoup, and the closeout of the SHRP 2 contract in FY 2018. J. Czysz noted that the NHDOT billing for September was high due to the end of field work season. Payments from NHDOT are timely.

b. Strategic Planning

J. Czysz said she has drafted a survey that addresses SRPC's strengths, weaknesses, and opportunities for the purpose of beginning strategic planning. The survey will be slightly tailored for different parties (i.e., the staff, Commissioners, and partners/stakeholder)s. J.Czysz said she would like to begin sending out the survey next week.

J. Czysz asked the committee about a strategic planning retreat. She asked if the committee would want the event offsite and if a facilitator would be helpful. M. Gasses said that having a facilitator is beneficial because it puts people on a level playing field.

The group discussed who should be involved. It was suggested that E.C. members, Commissioners, and staff should be involved. M. Gasses asked if members of the TAC Committee should be involved. J. Czysz added that this could be a separate engagement piece. M. Gasses said the TAC is important because they bring back the value of SRPC to the communities. P. Nelson recommended including in this process goals and objectives that the organization can use to measure its progress toward reaching its goals. He said this is vital to the strategic planning process. J. Czysz responded that this is why she values using a survey to start the strategic planning process. She added that the survey will help the organization assess where it is so we can then figure out where we want to be and set goals for that.

V. Parmele asked what planning issues the organization would want to engage in that isn't currently. P. Nelson added that it would help to look at current services and it would be helpful for Commissioners to have a list of goals and objectives as well. He noted it would be useful for Commissioners to be provided with suggestions for connecting the RPC and their towns with what is going on regionally. This could be in the form of goals for Commissioners and areas to focus on. V. Parmele asked if there could be a resource addressing what Commissioners should get out of being on the Commission J. Czysz said that a staff member had suggested adding a question to the survey addressing why Commissioners have agreed to volunteer and what their areas of interest are.

P. Nelson added that SRPC has an important role in simplifying important information (like the outcome of the VFW settlement) and what it means for the towns. He gave as an example asking communities where they would want electric vehicle charging stations, which could also be used for an energy plan.

V. Parmele added that she wanted to know what she should be bringing back to her community in more specific terms. J. Czysz reiterated that discussions like these are beneficial to the upcoming strategic planning process. She added that the retreat would focus on goals and objectives for the organization and for Commissioners. This list could be refined at follow-up meetings. J. Czysz explained that E.C. members would have a crucial role in the strategic planning process, working on issues such as looking at non-profit status and other areas that will come out of the retreat and survey.

P. Nelson asked about sharing information online to keep the process moving. This would not be viable due to restrictions laid out in RSA 91-a. J. Czysz said she will attend a 91-a training at the NHMA conference. M.Gasses said that E.C. members can converse one on one with J.Czysz; it just can't be a group conversation. Comments to Jen can then be shared with the group prior to an upcoming meeting.

J. Czysz explained that the retreat event will most likely be held in January.

An application to train members of the Rollinsford Planning Board is pending. A grant application was filed with HNH to inventory and map recreation land in the region. It also includes working on a pilot project with Somersworth.

J. Czysz said SRPC did not receive funding for the watershed plan for Sunrise Lake in Middleton. This was a 604-B NHDES funding opportunity. SRPC was second on the list and only one project was funded. SRPC was encouraged to apply again. The Middleton project may be available for the statewide revolving loan funds, but the town would have to apply.

J. Czysz said that SRPC submitted a proposal for a drinking water protection grant, which would enable the organization to work with Rockingham Planning Commission on the development of a decision-making guide to drinking water protection and to implement some source water protection demonstration projects in the region. This would allow SRPC and RPC to carry out recommendations from the Seacoast Commission for Drinking Water.

J. Czysz added that the IT plan is ongoing. She said the organization got a new printer, which will save money. K. Foster and J. Czysz are editing the employee handbook. A draft will be given to the E.C. next month.

5. Other Business

There was no other business.

6. Adjourn

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

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on 11/29/18
By: Victoria Parmele
Victoria Parmele, Chair - SRPC Executive
Committee