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WAKEFIELD

Joint Strafford MPO Policy Committee/ Commission Meeting Agenda

Strafford Regional Planning Commission

Zoom

June 19, 2020

Minutes

SRPC Members Present: Mark Richardson (Somersworth), Bill Fisher (Farmington), Chair Victoria Parmele (Northwood), Joe Boudreau (Rochester), Mike Bobinsky (Somersworth), Don Hamann (Rochester), Dave Landry (Dover), Steve Diamond (Barrington), Vice Chair Peter Nelson (Newmarket), Barbara Holstein (Rochester), Leslie Schwartz (Durham), Evan McDougall (Wakefield)

Additional Strafford MPO Members Present: Beverly Cray (UNH/Wildcat), Tim White (NHDES), Rad Nichols (COAST)

SRPC Staff Present: Shayna Sylvia, Jen Czysz, Colin Lentz, Alaina Rogers, Jackson Rand, Nancy O'Connor

1. Introductions

Chair Victoria Parmele welcomed everyone to the meeting at 9:06 a.m.

Those in attendance at the start of the meeting included Mark Richardson (Somersworth), Bill Fisher (Farmington), Chair Victoria Parmele (Northwood), Joe Boudreau (Rochester), Mike Bobinsky (Somersworth), Don Hammann (Rochester), Dave Landry (Dover), Steve Diamond (Barrington), Vice Chair Peter Nelson (Newmarket), Barbara Holstein (Rochester), Leslie Schwartz (Durham), Beverly Cray (UNH/Wildcat), Tim White (NHDES), Rad Nichols (COAST), Shayna Sylvia (SRPC), Jen Czysz (SRPC), Colin Lentz (SRPC) Alaina Rogers (SRPC), Jackson Rand (SRPC), Nancy O'Connor (SRPC).

Each attendee introduced themselves and stated that they were the only person in the room where they were, respectively.

Evan McDougall (Wakefield) joined the meeting around 9:45 a.m. He was also the only one in the room from where he was joining from.

V. Parmele shared that due to the COVID-19 Coronavirus crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-10, the Commission and the Policy Committee is authorized to meet electronically.

There was no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order: each member in attendance (via Zoom) confirmed their participation and name, and that they were the only one in the room (if connecting with video), or on the phone (if connecting with audio).

2. Convene SRPC Commission Meeting

2.1. Minutes from February 27, 2020 Commission Meeting

Michael Bobinsky **MOVED** to approve the minutes of February 27, 2019. Peter Nelson **SECONDED** the motion, of which all were **IN FAVOR**. The motion occurred via roll call vote of Mark Richardson (Somersworth), Bill Fisher (Farmington), Chair Victoria Parmele (Northwood), Joe Boudreau (Rochester), Mike Bobinsky (Somersworth), Don Hammann (Rochester), Dave Landry (Dover), Steve Diamond (Barrington), Vice Chair Peter Nelson (Newmarket), Barbara Holstein (Rochester), and Leslie Schwartz (Durham).

Peter Nelson commented on the meeting that was covered in the approved minutes, asking if it was recorded. This is referring to the February 2020 Commission meeting. Shayna Sylvia responded that it was recorded and that she could upload the meeting online and share the link.

Jen Czysz acknowledged that after the February meeting Commissioners had wanted to continue the conversation about recycling but that this was halted by circumstances with COVID-19. She explained that SRPC's new data collection and analysis assistant Alaina Rogers will be working on contacting interested Commissioners to continue this conversation over the summer.

P. Nelson suggested that SRPC play a role in surveying member communities about their recycling processes and budget. He added that SRPC look into using NH The Beautiful as a funding source to support this. Mark Richardson shared that each community in NH is asked to report weights and materials that they are recycling to NHDES yearly. He added that this used to include information about budgeting,

however this item may not be tracked anymore. He opined that using this information to track changes in recycling over time could be beneficial.

M. Bobinsky commented on the NHPA Spring Conference Recycling session. S. Sylvia shared that for those not able to tune-in, the presentation will be posted on the NH section of the NNECPA website in the next week or two. J. Czysz will share that link once it is posted. She added that principal planner Kyle Pimental organized and moderated this session.

2.2. Adoption of Executive Committee Recommended FY 2021 Budget

J. Czysz reviewed the draft FY 2021 Budget. She shared that there are many similarities with the FY 2020 budget. She reviewed that significant increases could be seen in the personnel line item which cover promotions and new hires, and with health insurance. SRPC is now offering two person and family coverage.

She added that SRPC has been very successful recently with grants. There are pending grants which are not accounted for on the budget. These would be added during mid-year budget adjustments.

Other changes from the FY 2020 budget include zeroing out the MapGeo line item. SRPC has switched to strictly using ArcGIS Online.

J. Czysz reviewed the status on continuing programs like the EPA Brownfield Grant, and SRPC's hazard mitigation planning program.

Joe Boudreau asked about the percentage of the budget made up by personnel and that it may be incorrect. J. Czysz will double check this.

J. Czysz reviewed dues paying communities, and dues that SRPC pays for staff memberships for professional development.

V. Parmele asked about EDA CARES funding. This would be an additional line of revenue that is not on the current draft budget. This funding would support current employees, and hiring an additional employee dedicated to resiliency planning with direct technical assistance to municipalities in the aftermath of COVID-19.

J. Czysz gave an update on current work in response to COVID-19, which is supported by SRPC's EDD funding. She explained that a group of stakeholders, self-titled the Seacoast Economy group, have been holding weekly phone calls. There is involvement from municipal economic development staff, chambers, Mark Laliberte from BEA, and SBA staff.

S. Diamond commented on emergency preparedness related to public health, especially with the current pandemic. Others are concerned about this as well. J. Boudreau opined that this issue should be looked at regionally, and that SRPC could facilitate the conversation.

It was decided that a subcommittee including Leslie Schwartz, Steve Diamond, Victoria Parmele, and Joe Boudreau would look into this, in addition to planning a workshop for the September Commission meeting.

D. Hamman **MOVED** to adopt the Executive Committee Recommended FY2021 Budget. Leslie Schwartz **SECONDED** the motion, of which all were **IN FAVOR**. The motion occurred via roll call vote of Mark Richardson (Somersworth), Bill Fisher (Farmington), Chair Victoria Parmele (Northwood), Joe Boudreau (Rochester), Mike Bobinsky (Somersworth), Don Hamann (Rochester), Dave Landry (Dover), Steve Diamond (Barrington), Vice Chair Peter Nelson (Newmarket), Barbara Holstein (Rochester), Leslie Schwartz (Durham), and Evan McDougall (Wakefield).

2.3. FY 2021 Officers and Executive Committee Member Election

The proposed slate of officers and E.C. members was shared. It was discussed that members could also be added at this meeting.

David Landry asked J. Czysz to explain the difference between regular and alternate members on the E.C. She responded that alternates are welcome and encouraged to attend all meetings and that should somebody be absent, an alternate could be seated as a voting member.

J. Czysz added that having alternates also creates a reserve for new E.C. members, should a current member want to step down.

A discussion ensued. D. Landry shared his experience with joining the E.C.

Bill Fisher shared that he would like to serve as an alternate on the Executive Committee.

M. Bobinsky **MOVED** to approve the FY 2021 slate of Officers and Executive Committee Members with the addition of Bill Fisher as an alternate. Don Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion occurred via roll call vote of Mark Richardson (Somersworth), Bill Fisher (Farmington), Chair Victoria Parmele (Northwood), Joe Boudreau (Rochester), Mike Bobinsky (Somersworth), Don Hamann (Rochester), Dave Landry (Dover), Steve Diamond (Barrington), Vice Chair

Peter Nelson (Newmarket), Barbara Holstein (Rochester), Leslie Schwartz (Durham), and Evan McDougall (Wakefield).

2.4. Adjourn SRPC Commission Meeting

Don Hamann MOVED to adjourn the SRPC Commission Meeting. Leslie **SECONDED** the motion, of which all were **IN FAVOR**. The motion occurred via roll call vote of Mark Richardson (Somersworth), Bill Fisher (Farmington), Chair Victoria Parmele (Northwood), Joe Boudreau (Rochester), Mike Bobinsky (Somersworth), Don Hamann (Rochester), Dave Landry (Dover), Steve Diamond (Barrington), Vice Chair Peter Nelson (Newmarket), Barbara Holstein (Rochester), Leslie Schwartz (Durham), and Evan McDougall (Wakefield).

NOTE: This was a joint meeting of the SRPC commissioners and the Strafford MPO Policy Committee. The first part of the meeting agenda was reserved for annual business that needed to be conducted by the Commissioners; then the Strafford MPO Policy Committee was convened to conduct monthly MPO business.

3. Convene SMPO Policy Committee

Minutes for this meeting were recorded separately and will be available on the SRPC website