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

Meeting Minutes  
February 15, 2019

**Committee members present:** Chair Victoria Parmele, Northwood; 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

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

**Guests:** David Landry, Dover

## 1. Welcome/Introductions

The meeting began at 8:06 a.m.

## 2. Action Items

### a. Approval of the Minutes of January 18, 2019

V. Parmele asked for a motion to accept the minutes of the Jan. 18, 2019, Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. Peter Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of Draft January Financials

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

J. Czysz explained that the organization's financial position has not changed significantly between December and January. She stated that most contracts are being paid in a timely

manner. J. Czysz said that FEMA funding for hazard mitigation plans came in during the week of Feb. 11.

J. Czysz updated Executive Committee members on the status of the Unified Planning Work Program (UPWP), explaining that staff hours are on track for the remainder of the year. She reviewed the status of other contracts including the Community Technical Assistance Program (CTAP) grant, the Environmental Development Agency (EDA) grant, and funding supporting the Bicycle Level of Stress project.

In response to delayed EDA funding appropriations, P. Nelson suggested bringing this to the attention of the press as a case study. This could address the effects of a government shutdown and how it affects organizations like SRPC.

A discussion ensued concerning the pending funds, how to address this as a line item in the SRPC budget, its effect on SRPC staffers, how the government shutdown was effecting this process, and the future of the particular funding program.

J. Czysz continued to review the budget, explaining that the organization's Targeted Block Grant (TBG) funding has been fully expended. J. Czysz explained that there was more billing to indirect time in January due to vacation and paternity leave, writing the EPA Brownfields grant application, and strategic planning retreat processes.

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

### **c. Concurrence with February Monthly Minors**

Rachel Dewey reviewed the monthly minors. There was one project in Somersworth for NH 9 (High Street), Blackwater Rd, and Indigo Hill for intersection safety improvements. The change reflected a decrease in preliminary engineering funding in fiscal year 2020.

V. Parmele asked if R. Dewey could explain the purpose of the monthly minors to guest David Landry. R. Dewey explained that the minors reflect revision to the Transportation Improvement Project. She added that supplementary to minors are amendments, which reflects a new project, or a more significant change.

M. Gasses said that in the current minors an inflation decrease was noted, which is contrary to normal minor changes. A discussion ensued concerning how this could have occurred. R. Dewey said that she would follow up with the New Hampshire Department of Transportation (NHDOT) for clarification.

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

Agenda Item 4b. was introduced.

#### 4. Discussion

##### b. IT Plan

R. Dewey explained that she has been working on an organizational IT plan. She shared that to date a Virtual Private Network (VPN) has been setup, which allows up to 15 users. This is more cost efficient than the previous telecommuting option used.

R. Dewey updated members on SRPC's phone system, and the process of upgrading. This is a priority. She explained other components of the IT plan, including reducing software licensing to minimize monthly costs, and contacting potential new broadband providers. She reviewed current capacity and future needs for broadband. A discussion ensued about broadband options and cable franchising.

R. Dewey explained that the IT plan is being completed in line with the fiscal year 2020 budget as there are many associated costs. She added that five of SRPC's current laptops will be upgraded to Windows 10. She reiterated the priority of upgrading the phones, and added that replacing one to two computers a year, and finding a better internet provider or service are also priorities.

Agenda item 2d. was introduced.

#### 2. Action Items

##### d. Recommend Appointment of Executive Committee Members and Vice Chair

J. Czysz shared that there are two vacant seats on the executive committee, and that the Vice Chair position was also open.

D. Landry asked whether it was allowable to have two E.C. members from one community. It was explained that the goal is to have diverse representation, but that two people from one community is allowable.

J. Czysz explained the E.C. has an important role in that they provide oversight of the Executive Director and the organization. D. Landry shared that he is interested in being on the Executive Committee.

D. Landry reviewed his experience and said that he would join the committee.

M. Gasses **NOMINATED** P. Nelson as Vice Chair. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

D. Hamann **MOVED** to nominate David Landry as an Executive Committee member. V. Parmele **SECONDED** the motion, of which all were in favor.

S. Sylvia added that Michael Bobsinky, Somersworth Commissioner, is also interested in participating on the Executive Committee.

### **3. Discussion**

#### **a. Strategic Planning Retreat Debrief**

J. Czysz shared accolades of the strategic planning retreat. She explained that SRPC has already received a preliminary draft from the facilitator, Maria Sillari, and that SRPC provided comments back.

V. Parmele asked if the Commission can be briefed on the outcome of the retreat at today's Policy Meeting. This can occur at the Policy during staff communications.

Commissioners commended the outreach and engagement strategies used during the retreat.

There may be an opportunity for smaller session to workshop some of those idea that came out of the retreat.

#### **b. Current Legislation of Interest**

J. Czysz explained that she noted current legislation of interest in her prepared memo. V. Parmele asked if this could be discussed at the Policy meeting. J. Czysz responded that transportation and general legislation of interest was shared with Policy Committee members and will be reviewed at the meeting.

M. Gasses shared that as an outcome of the last NH Association of Regional Planning Commissions (NHARPC) meeting she had agreed to assist J. Czysz and Southern NH Planning Commission (SNHPC) Executive Director, Sylvia Von Aulock, in the preparation of a letter related to wetland buffer legislation.

An update was given on other bills such as SB 202, related to stormwater. M. Gasses opined that SB 202 is important even if a municipality isn't an MS4 community

P. Nelson suggested that SRPC track the status of current legislation along with commission opinions. M. Gasses shared that each community will have different opinions of proposed legislation, depending on the municipality.

A discussion ensued about legislation related to wetland buffers.

**c. Recruitment of Commission and Executive Committee Members**

This was covered earlier in the meeting as part of the executive committee recommendations.

**4. Updates**

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

This was covered earlier in the meeting as part of the January financials discussion. J. Czysz referred committee members to the director's memo in their meeting packet for any further updates.

**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 3/15/19  
By: Peter Nelson  
Peter Nelson, Vice Chair – SRPC Executive  
Committee

