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

**FINAL** Meeting Minutes  
April 19, 2019

**Committee members present:** Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; David Landry, Dover; Marcia Gasses, Dover;

**Staff members present:** Jen Czys, executive director; Shayna Sylvia, communications and outreach planner

**Guests present:** Joe Boudreau

**Committee members absent:** Michael Bobinsky, Somersworth

## 1. Welcome/Introductions

The meeting began at 8:05 a.m.

## 2. Action Items

### a. Approval of the Minutes of March 15, 2019

P. Nelson asked for a motion to accept the minutes of the Mar. 15, 2019, Executive Committee meeting. Marcia Gasses **MOVED** to accept the minutes. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of Draft March Financials

Jennifer Czys reviewed the draft March financials. She explained that almost all indirect expenditures have been incurred, as the end of the fiscal year is approaching. She reviewed SRPC's current financial standing, noting the effects of March being a three-payroll month, and the lack of EDA funding, which was originally allocated for FY 2019. An updated FY 2019 working budget was created where the EDA line item was zeroed out. J. Czys shared other notes regarding billable hour targets and commented on the profit and loss statement. Dave Landry asked about the additional payroll in March; it eventually balances out. J. Czys reviewed targets for SRPC's indirect rate, sharing the goal is to minimize overhead costs and maximize contract revenue.

A discussion ensued concerning the end of year financial position. P. Nelson asked how this affects the budget for the remaining time in FY 2019. J. Czynsz responded that the plan is for staff to complete as many billable hours as possible.

T. Crosby asked about NHDOT billing; it has been very timely.

J. Czynsz explained that when SRPC did not receive EDA funds, a good amount of time was then billed to indirect (overhead) for proposal writing. P. Nelson asked if we can receive funds outside of contract or projects; gifts can be accepted per the statutes.

Victoria Parmele revisited the idea of SRPC becoming a non-profit. J. Czynsz replied that there has been not recent work done on this process. She shared that an alternative is to work and partner with local non-profits.

A discussion ensued concerning ideas for fundraising. P. Nelson suggested diversifying how we operate.

J. Czynsz mentioned an example of strategically finding a new funding source for SRPC's Housing Needs Assessment. She shared that Upper Valley Lake Sunapee RPC (UVLSRPC) was able to leverage funds from a local hospital who needed more staff, and in turn more housing. J. Czynsz added that NHDOT has allowed SRPC to use a portion of UPWP funding for the housing needs assessment considering its nexus with transportation in the region. Targeted Block Grant funding can also be used to complete the housing needs assessment. P. Nelson suggested using Upper Valley's funding model.

P. Nelson opined that commissioners could have a role in helping secure funds for different projects, but would need bullets and speaking points.

J. Czynsz noted that UVLSRPC does a great job of leveraging unconventional funding sources.

A discussion ensued concerning creative funding strategies.

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

### **c. Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic**

J. Czynsz explained that this document was drafted to codify best management practices related to data collection and safety. She gave a brief background on the document's creation, what is covered in the protocol, and added that this document should be approved before field staff begin data collection this season.

A discussion ensued about police detailing and types of counters used.

M. Gasses **MOVED** to accept the Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

### **3. Discussion**

#### **a. Fiscal Year 2020 Budget**

J. Czynsz gave an update on the status of the FY2020 budget. She explained that all definite contracts for 2020 have been included, in addition to pending items. She explained staffing changes may occur dependent on contract awards. She added that expense items have been trimmed.

J. Czynsz updated members on upgrades to SRPC's internet speeds, and explained that a new phone system is a low priority.

J. Czynsz reviewed some of SRPC's pending contracts including the Durham Tax Map, Rochester's Downtown Master Plan, and another EPA Brownfields grant. She explained that our new UPWP included an extra \$25,000 for FTA transit planning award. This will allow SRPC to partner with Rockingham Planning Commission, COAST, and Wildcat.

D. Landry asked if we can apply for Community Development Block Grants (CDBG). J. Czynsz shared this is a new potential revenue stream, however, we wouldn't be the grant recipient. The Community Development Finance Authority has expressed interest in partnering with regional planning commissions to administer grants for our municipalities. We would be able to recoup an administrative fee to do so.

A discussion ensued concerning CDBG funding. SRPC staffer James Burdin will be going to a CDBG training at the end of April.

#### **b. Executive Director Review**

IT was decided that a non-public session would be added to the May agenda and the Executive Director review would occur during this time. J. Czynsz will prepare a self-assessment report based upon progress toward meeting this year's goals.

#### **c. Current Legislation of Interest**

V. Parmele shared that she went to the state budget hearing.

J. Czynsz stated that relevant bills were referenced in her memo that she sent to members prior to the meeting. M. Gasses asked about what it meant if a bill is retained. It means it's being held in committee for further work and will return in the next legislative session. She added that all current proposed bills that included funding have been retained; it is possible that those moving forward will be incorporated directly into the budget or budget trailer bills.

#### **d. Status of Officers and Executive Committee Members for Fiscal Year 2020**

All present members agreed to stay on the Executive Committee in FY 2020. V. Parmele shared that if someone is interested in the Chair position, then she could step down.

**e. Strategic Planning Preliminary Draft**

J. Czysz said that May meeting agenda can focus on updated to the strategic planning process. She added that an outline has been created and that things are moving forward.

**4. Updates**

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

This was already covered or is included in the memo. J. Czysz shared that she would be getting alternative quotes on health insurance due to an increase in plan amount.

**5. Other Business**

Shayna Sylvia asked members for venue suggestions for the annual meeting.

**6. Adjournment**

D. Hamman **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:06 a.m.

Minutes Respectfully Submitted by  
Shayna Sylvia  
Communications and Outreach Planner

Nov 5, 2019  
Minutes approved on \_\_\_\_\_  
*Victoria Parmele*  
By: \_\_\_\_\_  
Victoria Parmele, Chair – SRPC Executive  
Committee