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

FINAL Meeting Minutes
May 17, 2019

Committee members present: Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; David Landry, Dover; Michael Bobinsky, Somersworth

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

Guests present: Richard Michaud, Somersworth

Committee members absent: Secretary/Treasurer Tom Crosby, Madbury; Marcia Gasses, Dover

1. Welcome/Introductions

Introductions were given around the room. The meeting began at 8:03 a.m.

2. Non-Public

- a. RSA 91-A, II (a) ""The dismissal, promotion, or compensation of any public employee or the disciplining of such employee..."

This section is being tabled until the next meeting.

3. Action Items

a. Approval of the Minutes of April 19, 2019

Victoria Parmele asked for a motion to accept the minutes of the April 19, 2019, Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. David Landry **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft April Financials

Jennifer Czysz reviewed the draft April financials. She explained that SRPC achieved its billable targets in April and was able to successfully reduce the indirect rate.

She elaborated on the aging summary sharing that one item, an overdue mapping service worth \$200 would most likely be written off. The increase in accounts receivable reflect incoming dues payments for Fiscal Year 2020.

J. Czynsz explained the pending increase in CTAP funding, noting that SRPC took a larger role on the statewide CommuteSmart NH challenge initiative.

J. Czynsz shared what SRPC's financial position will be on June 30, the end of the fiscal year. It is good considering the gap in the budget after not receiving EDA funding.

Peter Nelson asked for clarification on the financials regarding the organization's dues match for the UPWP contract. J. Czynsz explained that approximately half of the total dues received are used to match the UPWP contract.

M. Bobinsky asked about SRPC's financial position at the end of FY 2018. J. Czynsz responded that she did not know off the top of her head, as it was around when she had just started at SRPC, but that she would follow up. A discussion ensued about how a deficit in the budget was almost absolved during FY 2019. M. Bobinsky asked about the audit. J. Czynsz explained that audit processes and timeline.

D. Landry asked how SRPC made up so much of the gap left by the lack of EDA funding. J. Czynsz explained the increase in grant writing, which equated to the increase in SRPC's indirect rate. She added that SRPC focused on bringing in additional revenue, and then on trimming expenses.

D. Hamann commented on the internet upgrades.

D. Landry asked about the FY 2020 budget and the status of the EDA contract. It is still unknown when SRPC will receive the EDA funds.

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

J. Czynsz suggested that the committee address agenda item 4a. Fiscal Year 2020 Draft Budget.

4. Discussion

a. Fiscal Year 2020 Draft Budget

J. Czynsz updated the committee on the status of the FY 2020 budget. She discussed the EDA grant and the impact it will have on the budget if we still do not receive it.

She reviewed pending potential funding sources including the EDA funding for Strafford's Economic Development District, an EPA Brownfields grant, and a EPA Environmental Justice Small Grant in cooperation with Strafford Community Action Partnership (CAP) for lead paint remediation.

She elaborated on the EDA funding, explaining that as an EDD SRPC is supposed to have program funds. This has been halted as EDA funding has been pushed farther and farther out. The reason behind this being that they overcommitted funds in the last fiscal year, and then then only got a

portion of their budget funded. Now that EDA has received a full fiscal year of funding, appropriations need to be redistributed to the regional offices and then to the EDDs.

D. Landry asked why SRPC wouldn't just take this funding source out of the FY 2020 budget. J. Czynsz explained that SRPC needs this funding source to complete obligations as an EDD.

V. Parmele asked what the EDA money is obligated for. J. Czynsz explained that Strafford EDD would use the funding to actively engage with economic development in the region. She added that SRPC cannot take on the update to the Comprehensive Economic Development Strategy (CEDs) without this funding. It would also support programs like SRPC's brownbag economic development lunch, and technical assistance to groups like Explore Moose Mountains. Currently these are supplemented with other program funds and dues.

D. Landry asked about other EDD tasks. J. Czynsz explained that these will evolve based on the regional economic development environment and demographics, which SRPC will have a better understanding of after completing the next CEDs.

D. Landry asked about the chance of SRPC receiving each pending contract. Jen noted that the EPA Brownfields grants are extremely competitive. SRPC is also planning to respond to RFPs that Dover will be issuing.

P. Nelson suggested exploring ideas for diversifying funding. He asked if there are grants for software to encourage productivity, and for equipment and overhead costs.

A discussion ensued concerning exploring new funding sources. J. Czynsz noted the NH Children's Health Foundation as a new funding source. She added that the New Hampshire Charitable Foundation used to fund RPCs but have since changed their funding policies.

J. Czynsz mentioned that TUFTS and ARRP could be new potential funding sources. Other RPCs have received funding from these sources.

M. Bobinsky noted resiliency and climate change as areas where there is a lot of work to be done, and that funding to support this could be beneficial. J. Czynsz said that SRPC just received information on a coastal resilience grant, and that SRPC will be sitting down with NHDES program coordinators.

P. Nelson noted the Volkswagen settlement and how money could be used for electric charging stations. P. Nelson opined that SRPC could explore energy funding and could even conduct a study to see where electric charging stations are needed.

A discussion ensued concerning electric charging station and assessing where they could be needed in the region.

D. Landry asked about budgeting and using placeholders. J. Czynsz explained why she uses placeholders and how there is a difference between the adopted budget and the working budget.

Discussion ensued about the FY 2020 budget and staffing constraints.

b. Strategic Plan Update

J. Czysz shared that it is partially edited. She will email out the draft to everyone and incorporate any changes for the June E.C. meeting. Following the June meeting this document will be presented for a vote of adoption and the annual meeting on June 27. V. Parmele asked if there was a hard deadline for this, which there is not.

V. Parmele introduced agenda item 3c. Concurrence with the May Monthly Minors.

3. Action Items

c. Concurrence with the May Monthly Minors

Colin Lentz reviewed the seven projects with adjustments for the month of May. This included the traffic signal performance project in Dover, which has ties with ongoing CMAQ projects, the Complete Streets 108 project and other statewide programs.

C. Lentz explained that he and Rachel Dewey, data analyst, are still trying to troubleshoot the NHDOT database.

He reviewed changes in the statewide program affecting culverts, improving transportation facilities that access federal lands, highway resurfacing, and a program supporting a UNH internship.

P. Nelson asked for clarification on the internship program. Colin reviewed what the money funds, and how the work being done by the UNH intern serves as advisory and as a recommendation which NHDOT can then use.

M. Bobinsky shared his interest in this program and said he would follow up with Colin and Jen about utilizing this program.

A discussion ensued concerning the funding shifts in the TIP.

D. Hamann **MOVED** to concur with the May Monthly Minors M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

d. Recommendation of FY2020 Executive Committee Officers, Members, and Alternates to the Full Commission

Shayna Sylvia shared the recommended slate. M. Bobinsky **MOVED** to approve the recommend FY2020 Executive Committee Officers, Members, and Alternates to the full Commission. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**.

5. Updates

a. Awards, Contracts, and General Business Update

J. Czysz noted that SRPC received an award for source water protection. This was good recognition for the work we've done in the region.

She shared that much of the business under this agenda item is covered in the memo.

J. Czysz reviewed the indirect rate. D. Landry asked why are the target rates for indirect are so high. J. Czysz responded that it is because it included fringe and overhead, and is a percentage of direct salaries.

A discussion ensued concerning how this process works with NHDOT, and the overall process.

J. Czysz reiterated the pending list of grants, and the ones that were recently pending that we did or did not receive.

A discussion ensued about two of the grants SRPC did not received in Durham and Rochester, and why.

6. Other Business

J. Czysz explained the health insurance options she is exploring for SRPC.

J. Czysz reviewed an email received on senate bill 306. This will change the appeals process landscape in New Hampshire. It may not be our place to testify here.

She explained that the letter received about a project in Barrington was in reference to a former project of regional impact.

7. Adjournment

M. Bosbinky **MOVED** to adjourn the meeting. D. Hamann **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

Minutes approved on 6/21/19
By: Victoria N. Parmele
Victoria Parmele, Chair – SRPC Executive
Committee

