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WAKEFIELD

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

**FINAL** Meeting Minutes  
June 21, 2019

**Committee members present:** Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; David Landry, Dover; Michael Bobinsky, Somersworth

**Staff members present:** Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Colin Lentz, senior transportation planner

**Guests present:** Barb Holstein, Rochester; Richard Michaud, Somersworth

**Committee members absent:** Vice Chair Peter Nelson, Newmarket; Marcia Gasses, Dover

## 1. Welcome/Introductions

Introductions were given around the room. The meeting began at 8:00 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..."

Michael Bobinsky **MOVED** to enter into non-public per RSA 91-A; 3 II (b). Tom Crosby **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Victoria Parmele, T. Crosby, M. Bobinsky, Dave Landry, and Donald Hamann in the affirmative.

The non-public session began at 8:07 a.m.

At 8:35 a.m. M. Bobinsky **MOVED** to leave the non-public session. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of V. Parmele, T. Crosby, M. Bobinsky, D. Landry, and D. Hamann in the affirmative.

D. Hamann **MOVED** to seal the minutes. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

### 3. Action Items

#### a. Approval of the Minutes of May 17, 2019

V. Parmele asked for a motion to accept the minutes of the May 17, 2019, Executive Committee meeting. D. Hamann **MOVED** to accept the minutes. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

#### b. Acceptance of Draft May Financials

Jennifer Czysz reviewed the draft May financials. She said municipalities are beginning to send in their dues and noted this on the financials. She explained the aging summary, including an overdue \$200 mapping contract, which the organization will most likely write off. She stated that the other overdue items noted are dues, which aren't due until July.

J. Czysz reviewed the profit and loss statement, sharing that we are gradually recouping the loss left by the EDA grant funding. She provided details on net profit and billable hours during the month of May, in addition to offering a look of the overall financial position the organization will be in at the end of Fiscal Year 2019. She discussed the challenge of filling the deficit in the budget left by the EDA grant.

J. Czysz update the committee on the Bicycle Level of Traffic Stress project, explaining that the timeline was tight as all tasks need to be completed by September and funding was granted later than expected.

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

#### c. Concurrence with June Monthly Minors

C. Lentz reviewed the three monthly minor project amendments.

He shared that the Milton-Lebanon bridge project will be underway shortly after 2020. This project is being completed a few years later than initially planned for.

C. Lentz reviewed the minor relative to funding for the recreational trails program. Funds are being updated for this round of solicitation for the bike trail grant program and will now reflect the actual amount allocated for 2019. M. Bobinsky asked if municipalities can apply for those funds. C. Lentz shared that the program is administered by Alexis Rudko, and that funding supports a wide range of programs, like snow mobile trails, Riverwalks, etc.

A discussion ensued concerning this program and the spring timeline for its grant round.

C. Lentz reviewed the final monthly minors project for June. It included changes to a statewide program, a grant to study alternatives to the gas tax. A federal grant to support this effort was awarded and will be implemented at a committee level. The minor allows for state flexible funding to

be used as well. This was not in the SRPC Transportation Improvement Program (TIP) as it was an unknown project up until this amendment.

T. Crosby **MOVED** to concur with the June Monthly Minors. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

#### **d. Recommendations of FY2020 Budget to the Full Commission**

J. Czysz reviewed the budget. She explained that there were some changes since the last iteration including a placeholder for Dover's recreation chapter of its master plan, for which we submitted a proposal. The Town of Farmington also increased our circuit riding contract through December for 16 hours a week. J. Czysz added that the organization is in communication with the Town of Nottingham, who is looking for a circuit rider. She noted a projected GIS project, in addition to GIS projects with funds carrying over.

J. Czysz returned to the topic of the organization's EDA funding, noting a phone call with EDA that resulted in the organization having to resubmit its paperwork. EDA contract documents are expected to be in place for quarter one. She added that the organization has discussed our lack of funding issues with our delegation.

J. Czysz explained that the Brownfields grant was also added to the budget, as the organization was awarded \$300,000 to continue its program under the Environmental Protection Agency (EPA). The organization is also planning for another coastal resilience project with Dover, and potentially with Durham.

J. Czysz commented on the healthier revenues in the FY 2020 budget. Two interns have been hired for the data collection season. She reviewed budgeting for equipment including dataset purchasing with other regional planning commissions (RPCs), replacing computers and other hardware and software for the phones and internet.

V. Parmele asked about staffing. J. Czysz explained that if we get some of the contracts we have applied for we may need to hire another staff member.

J. Czysz explained that the proposed budget also includes leasing a vehicle for data collection.

D. Hamann **MOVED** to recommend the FY2020 Budget to the Full Commission. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

## **4. Discussion**

### **a. Strategic Plan Update**

This item was tabled. It was decided that a working session would occur at the July E.C. meeting and that this meeting would occur after the Policy meeting instead of the regularly scheduled 8:00 a.m. Executive Committee meeting.

**5. Updates**

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

J. Czysz explained that the organization decided to continue offering insurance through HealthTrust and that two plans would be offered.

**6. Other Business**

There was no other business.

**7. Adjournment**

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

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by  
Shayna Sylvia  
Communications and Outreach Planner

Minutes approved on 7/19/19  
By: Victoria Parmele  
Victoria Parmele, Chair - SRPC Executive  
Committee