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NEWMARKET
NORTHWOOD
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ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

FINAL Meeting Minutes
July 19, 2019

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

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

Committee members absent:

1. Welcome/Introductions

Peter Nelson began the meeting. The meeting began at 8:30 a.m.

2. Action Items

a. Approval of the Minutes of June 21, 2019

P. Nelson asked for a motion to accept the minutes of the June 21, 2019, Executive Committee meeting. David Landry **MOVED** to accept the minutes. Michael Bobsinky **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft June Financials

Jennifer Czysz reviewed the draft June financials. She said the organization is in good shape as it begins to implement the fiscal year 2020 budget. Municipal dues are being received and should be collected within quarter 1.

She explained that at the end of FY 2019 net liability for vacation needed to be recorded on both the balance sheet and profit and loss. For FY 2019 this represented a net loss on both. This represents the accrued liability should a staff member leave SRPC's employment and be paid out their accrued leave.

J. Czysz reviewed the aging summary, noting the dues that have not been paid to date. A discussion ensued about commissioners assisting with timely dues payments. This is not currently an issue as invoices for dues were sent out recently.

J. Czysz explained payments for MapGeo, and how this reflected a change in the way payments were collected in the previous year. She noted that two checks that should have been processed in July were processed in June, and how these payments are currently reflected in the FY 2019 billing statements instead of FY 2020.

J. Czysz reviewed the organization's end of year position, and the effect excess vacation time plays into this. She added that she would be encouraging staff to take time off during the fiscal year.

J. Czysz explained that staffers did not hit billable target hours for the bicycle level of traffic stress (LTS) project in FY 2019, but that this is okay as the contract continues in FY 2020. She added that the organization was able to be on target for billable hours within the NH Department of Transportation (NHDOT) Unified Planning Work Program (UPWP) contract.

Victoria Parmele asked J. Czysz to explain the indirect rate. J. Czysz responded that she and Kathy worked on getting the indirect rate to where it needed to be. She explained that in the previous year the estimated indirect was lower than the actual. She added that the indirect rate wasn't able to be accurately estimated because there were several contracts that didn't allow us to bill the full indirect rate and the equations use to estimate the indirect rate didn't account for that.

J. Czysz said that a new equation was created for this year to better factor in these contracts so that a more accurate number could be calculated. She explained how new contracts the organization has recently gotten like the Dover recreation plan, technical assistance with Farmington's master plan, and circuit riding in Nottingham will affect the indirect rate, potentially driving it down below 127%. This will always vary year to year depending on the contracts the organization gets.

D. Landry asked if would help to calculate the indirect rate earlier in the year. The unknown and new contracts will always have an effect regardless of when we look at the indirect rate. Jen explained that the real measure of the indirect rate is the five-year average, noting that the organization isn't allowed to make a profit.

P. Nelson asked if NHDOT was the only one who has to approve the indirect rate. They are as NHDOT is our federal cognizant agency, and this needs to be consistent with federal requirements.

Donald Hamman **MOVED** to accept the draft May financials. Tom Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with July Monthly Minors

C. Lentz reviewed the two monthly minor project amendments including the Statewide Reconstruction of crossing, signals and related work for railroads. This includes increases in preliminary engineering funds for 2019 and decreases in construction funds for 2019. There was also an increase in other funding. C. Lentz explained that Dover rail crossing improvements at Central Ave and Chestnut saw shifts in construction timeline and funding.

A discussion ensued on a roundabout at chestnut and third street in Dover, with railroad through the middle.

C. Lentz explained that funding decreased \$100,000 in 2019 for Wakefield rail crossing improvements (at NH16 and NH125) which was a \$12,500 decrease in preliminary engineering in 2019, and a \$82,500 decrease in construction in 2020. He added that the program is being adjusted to accommodate necessary increases in child project fund amounts.

C. Lentz reviewed the other project, the Statewide Transportation Alternatives Program (TAP). The program is being adjusted to accommodate necessary increases in child project fund amounts. He explained that there are four current regional TAP projects, two in Dover; one in Durham, and one in Somersworth. For the Dover TAP (Community Trail extension) there was a \$7,204 decrease in construction funds in 2021.

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

d. Approval of the FY 2020 Billing Rate Structure

J. Czysz reviewed the FY 2020 Billing Rate Structure. She explained the importance of standardizing the structure and explained the rationality behind it.

She added that circuit riding contracts can be difficult for municipalities to budget when there may multiple planners are working for one contract when they each have different billing rate. She explained this is why a uniform circuit riding billing rate fee was created and incorporated into the two new contracts.

A discussion ensued about the different billing rates related to staffers and their positions. Dues rate difference for dues versus non dues communities were also discussed. P. Nelson opined that the goal is to show the non-dues paying communities that there is value in paying dues to the organization.

M. Bobinsky **MOVED** to approve the FY2020 Billing Rate Structure. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. Updates

a. Awards, Contracts, and General Business Update

J. Czysz shared that the organization received the Dover recreation master plan chapter contract. SRPC also recently added contract planning services for the Town of Nottingham. The committee briefly discussed a recent Nottingham planning board application that abuts the Barrington town line. M. Gasses suggested that Stefanie Casella contact her in writing about the project and its proximity to the town.

J. Czysz explained that the Farmington contract experienced an increase in hours. She said that the organization has submitted all the information needed to be eligible for the EDA contract and that this is in process.

4. Other Business

There was no other business.

5. Adjourn

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

The meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Nov 5, 2019

Minutes approved on _____

By: *Victoria Parmele*

Victoria Parmele, Chair – SRPC Executive
Committee