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WAKEFIELD

Strafford Regional Planning Commission  
Executive Committee Meeting  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867  
**FINAL** Meeting Minutes  
September 20, 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

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

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

**Guests:** Barbara Holstein, Rochester; Rick Michaud, Somersworth

## 1. Welcome/Introductions

The meeting began at 8:02 a.m.

## 2. Action Items

### a. Approval of the Minutes of July 19, 2019

V. Parmele asked for a motion to accept the minutes of the July 19, 2019, Executive Committee meeting. David Landry **MOVED** to accept the minutes. Tom Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of Draft July and August Financials

Jennifer Czysz reviewed the draft July and August financials. There were two months of financial reports to review due to cancellation of the August E.C. meeting.

J. Czysz explained the effects of the three payrolls in the month of August. She noted how the organization saw a small profit in the month of July, and that September's financials will be similar to July's.

J. Czysz explained that all dues payments have been received from the fourteen participating communities.

J. Czysz noted how the amount of hours billed to NHDOT in August differed quite drastically between 2018 and 2019. The higher billing in 2018 can be attributed to the amount of staff the were preparing data for the model, and the additional staffer who was on payroll. She elaborated on the NHDOT August billing and shared that the organization is on target with billing.

V. Parmele noticed the amount of staff presentations in August noted on the dashboard.

M. Bobinsky asked for details on the NH North Coast rail meeting. J. Czysz responded that the meeting was about planned rail projects in Rochester. It was a collaborative meeting allowing for discussion of future rail needs.

J. Czysz shared that the Economic Development Agency (EDA) grant is now in place and that hours were billed to the contract in August. She added that very little was billed to the Brownfields grant over the summer as there is only a small amount of funding left. The new Brownfield grants will be in place on October 1.

V. Parmele asked for clarification on what a Brightfield is. A brightfield is a former brownfields site that has been converted to host solar. J. Czysz updated the committee on the Brightfields conference she attended.

T. Crosby **MOVED** to accept the draft July and August financials. Don Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

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

C. Lentz reviewed the monthly minors. He explained changes in preliminary engineering funding to add a dynamic message sign on US 4, as part of the project to signalize the intersection of the US 4 westbound off ramp with NH 108.

C. Lentz reviewed funding adjustments for other statewide programmatic including the Highway Safety Improvement Program (HSIP). This did not include any funding changes for road safety audit child projects in Barrington, Farmington, or Rochester. C. Lentz gave a brief summary of NHDOT's road safety audit program, sharing that the deadline to submit for this year's program is December 1. He added that projects must be focused around an unsafe intersection, which must have crash report data to support that the intersection in unsafe.

M. Bobinsky shared that the City of Somersworth has safety concerns with Old Rochester and Blackwater Road and that this issue will be discussed at the Somersworth City Council meeting in October. M. Bobinsky inquired as to whether C. Lentz would be able to attend. He will attend the meeting.

D. Landry, asked what Commissioners should do with the information about the road safety audit program, (i.e. should they go back to their community and ask for unsafe intersection recommendations, or is SRPC going to reach out to planners/city managers). C. Lentz explained that he does his own data assessment, but that he has also received input from communities as well. He explained his partnership with local police departments due to the need for crash data. He added that an intersection must have had at least one fatal accident or severe crash to be considered.

C. Lentz explained other considerations that go into place when submitting intersections. He elaborated on the steps that take place if an intersection is chosen. The funding through this program is federal, and if chosen will help to mitigate safety issues.

V. Parmele asked if there is time before December to advocate for a project. C. Lentz explained that he has already talked with the Town of Northwood about some concerns and about getting crash data from the police. D. Hamann mentioned Tebbetts and Old Rochester Road as an unsafe intersection.

C. Lentz said that he will send out a one pager on the road safety audits

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

**d. FY2021 Dues Recommendation to SRPC Commission**

J. Czynsz reviewed the FY 2021 Dues rates. She explained the methodology used to calculate the dues.

J. Czynsz noted that there may be a new dues paying community in fiscal year 2021. She noted which communities don't pay dues.

M. Bobinsky asked for clarification on the dues calculation. A discussion ensued concerning calculating the dues rates

D. Landry asked about value of SRPC services and how to show that. S. Sylvia said that monetary values are reflected in the annual town reports produced by SRPC for regional municipalities.

T. Crosby **MOVED** to recommend the FY2020 Dues to the full commission. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

**e. Authorization of Certificate to Vote**

J. Czynsz reviewed the Certificate of Vote. This is the organization's contract authorization form.

J. Czynsz explained that this should be authorized annually, similar to how other regional planning commissions do it. It was decided that this form will be on the agenda to be authorized every June.

M. Bobinsky noted that the E.C. is still open to hearing about contracts that are an outlier or significantly important, prior to authorization. A discussion ensued about having a policy where a contract over a certain dollar amount is reviewed by E.C. versus allowing this to be at the Executive Director's discretion.

D. Landry **MOVED** to authorize the certificate of Vote. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

**3. Updates**



**a. FY 2019 Year End Financials**

J. Czysz shared that the auditor will be presenting at the October E.C. meeting. She gave a quick update on the fiscal year end, explaining that the auditor suggested a few June payments that were supposed to be made in July be moved to the current fiscal year. M. Bobinsky asked which audit firm SRPC uses. J. Czysz answered, Melanson, Health, & Co.

J. Czysz reviewed SRPC's pending applications. She added that the organization can't really take on additional projects currently without having to add staff. She shared that the grant and proposal queue would begin again in the winter.

J. Czysz updated members about scoping meetings for Dover and Durham coastal resilience grants, the EDA grant, the Dover Recreation Master Plan Chapter, and sub-consulting on Farmington's master plan.

She shared that the indirect rate is currently slightly lower than normal.

J. Czysz reminded members that GIS Planner Marica Moreno Baez left, and that Jackson Rand was recently hired. She added that summer data collection intern, Stephen Geis, has agreed to stay on in the fall and how he has done a phenomenal job supporting SRPC's GIS work.

**b. Draft Fiscal Year 2020 Executive Director Organizational Goals**

J. Czysz reviewed her draft goals. These include finishing the strategic plan, strengthening participation, and keeping strong connections with regional municipalities.

V. Parmele suggested meeting with planning boards.

**4. Other Business**

There was no other business.

**5. Adjourn**

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

Minutes approved on 10/17/19  
By: Victoria Parmele  
Victoria Parmele, Chair – SRPC Executive  
Committee