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

FINAL Meeting Minutes
November 15, 2019

Committee members present: Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; Secretary/Treasurer Tom Crosby, Madbury; David Landry, Dover; Michael Bobinsky, Somersworth; Barbara Holstein, Rochester

Staff members present: Jen Czysz, executive director; Colin Lentz, senior transportation planner

Committee members absent: Chair Victoria Parmele, Northwood

1. Welcome/Introductions

The meeting began at 8:07 a.m.

2. Action Items

a. Approval of the Minutes of October 18, 2019

P. Nelson asked for a motion to accept the minutes of the October 18, 2019, Executive Committee meeting. T. Crosby **MOVED** to accept the minutes. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of the Draft October Financials

J. Czysz reviewed the draft October financials. Of note, October closed with a monthly profit of \$25,000 and a year to date profit of \$11,000. This places the commission in a good position to absorb costs of holidays and vacation over November and December and help balance the third payroll in January. Cash balances are stronger as a result and when current receivables are added to bank balances we have almost enough cash and pending revenue to cover nearly all expenses through January. Goal for November and December will be to break even. October's net profit is largely attributable to a greater share of staff time dedicated to billable projects, limited indirect time (vacations, holidays or administrative work), and no significant one-time overhead costs.

Most all receivables are current within 30 days. One invoice was lost within the town of Farmington and has since been reissued and processed.

Remarking on the dashboard's staff activity, J. Czynsz highlighted that 4 of SRPCs staff members are at the NNECAPA conference at the Mount Washington Hotel this week. Both S. Sylvia and J. Burdin submitted session proposals and were selected to speak at the conference. S. Sylvia will be presenting on Explore Moose Mountains marketing efforts during the conference's closing lunch and J. Burdin as part of a session on work-life balance. K. Pimental, in his role on the NH Planners Association Executive Committee, served on the conference organizing committee. S. Casella is also attending and in recent months has stepped up to take on new responsibilities within SRPC's land use programs to help meet demand for local planning assistance.

M. Bobsinky **MOVED** to accept the draft October financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with November Monthly Minors

Colin Lentz reviewed the monthly minors beginning with the PAVE-T2-RESURF program, which includes funds for resurfacing Tier 2 Roadways. There was no net change in total program funding; the funding share was shifted to increase the State percentage and decrease the Federal share to reflect current funding for FYs 2020-2022.

C. Lentz explained changes to the Safe Routes to School program, sharing that the program is being adjusted to accommodate necessary changes in children project fund amounts. This does not affect child projects in the Strafford region. D. Landry asked if there is funding available that our region should be seeking. P. Nelson inquired about having a definition of what the project is and meaning to our region – do we have current or past projects; can communities take advantage of this program in the future. If this is a project Commissioners highlight when coordinating with the Town Administrator. C. Lentz noted that is a good reminder for the transportation reauthorization bill, SRPC can highlight prospective changes to program funding that will impact communities. D. Landry remarked that neighborhoods and residents can get excited about SRTS projects.

C. Lentz reviewed the Rochester 14350 project for intersection improvements to improve safety through Strafford Square, North Main and Washington Street. This included construction funds moving from 2020 to 2021 and an increase in funding due to a large amount of right of way acquisitions.

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

d. Recommend Commission Approval of Proposed Mid-Year Budget

J. Czynsz outlined the changes to the budget since its adoption at the end of June. Most notable is the increase in municipal contracts and state grants. This is largely attributable to the staffs' hard work and increased level of grant and proposal writing during FY 2019. Since preparing the draft amended budget for the Committee's review, Farmington has indicated they would like to extend their circuit riding contact for the second half of the fiscal year; adding another \$24,000 in revenue. Committee members inquired about adding staff or support. J. Czynsz noted that there isn't enough sustainable or long term revenue to hire another permanent full time employee, however, there are several existing consultants with regional planning experience that we could hire on a temporary, part time basis to help with increased work load.

P. Nelson **MOVED** to recommend that the Commission approve the Proposed Mid-Year Budget as amended to increase Farmington Circuit Riding revenue and add a contractual staff support expense. D. Landry **SECONDED** the motion, of which all were IN FAVOR.

3. Updates and Discussion

a. Awards, Contracts, and General Business Update

J. Czysz referred to the committee's memo for updates. She noted that new contract development is down given current capacity. This will begin to pick up as we plan for next fiscal year. A few grant contracts are delayed in the state contracting process. Our indirect rate remains low, this will begin to increase as expenses are incurred. We continue to retain a portion of our dues funds each year, helping to create a small operating reserve.

b. NHARPC Membership

J. Czysz reminded Committee members we still have a vacant seat available for a NHARPC representative.

c. Commissioner Engagement – Modes of Governance

J. Czysz gave a brief update on the training process she has been participating in centered around board governance and engagement. The Committee requested she schedule an additional meeting to focus on the generative mode of governance to allow additional time beyond the regularly scheduled meeting.

d. Strategic Plan

J. Czysz noted that this will have to be deferred to a later date.

4. Other Business

There was no other business.

5. Adjourn

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

The meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by
Jennifer Czysz
Executive Director

Minutes approved on 12/30/2019
By: 
Peter Nelson, Vice Chair – SRPC Executive
Committee

