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NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

FINAL Meeting Minutes
December 20, 2019

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

Committee members absent: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury

Staff members present: Jen Czysz, executive director;

Committee members absent:

1. Welcome/Introductions

The meeting began at 8:02 a.m.

2. Action Items

a. Approval of the Minutes of November 15, 2019

Peter Nelson asked for a motion to accept the minutes of the November 15, 2019 Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. David Landry **SECONDED** the motion, of which all were **IN FAVOR**.

D. Landry **MOVED** to add an agenda item, item d. Approval of additional signatory on the SRPC account under item 2. Action Items. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of the Draft November Financials

J. Czysz reviewed the draft November financials.

She discussed funds for Rochester Sidewalk assessments, noting its documentation in the financials.

J. Czysz shared that billing in November was heavy on staff training hours. She stated that she attended a governance conference in Portland, OR, followed by the EPA Brownfields training in L.A

along with James. J. Czysz explained that Rachel and Colin attended the FHWA/FTA training in D.C. She reminded Commissioners that NNECAPA was in mid-November.

J. Czysz stated that the balance sheet was lower than normal due to timing of a NHDOT invoice. This affected the aging summary in the way the numbers were recorded. D. Landry asked about securing timely payments, this is Kathy Foster's job as the financial consultant.

Michael Bobinsky asked for clarification on the Dover Coastal Resilience Grant, and what a stormwater demo was. J. Czysz responded that the City of Dover designed a stormwater collection retention system which will be installed as a demonstration project as part of the urban tree plan.

J. Czysz continued to review the financials, explaining that to date the organization has a net income of \$16,000. This will be useful with the upcoming three payroll month.

D. Landry asked about pending approval from G and C, which stands for governor and council. J. Czysz explained that state contracts go through a long process, where they need to be approved by the governor and council for SRPC to receive the funding. Jen reviewed the process.

D. Landry asked about the dollar threshold for bypassing Governor and Council. It had gone up to \$25,000, but it has decreased since. M. Bobinsky explained that this process is typical for any grant, even for municipalities. He used the example of some historic preservation grants Somersworth is waiting to receive.

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

c. Concurrence with December Monthly Minors

J. Czysz explained that the process for reviewing the minors at the E.C. meetings would be changing. The new process will include senior transportation planner Colin Lentz reaching out to the municipality relevant to the project in order to allow them the opportunity to address concerns. J. Czysz explained that the E.C. doesn't need to concur with the minors but may still send comments and concerns to Colin.

D. Landry asked if it is the responsibility of the E.C. members to notify the municipality of funding changes reflected in the monthly minors. J. Czysz responded that C. Lentz will be responsible for reaching out to the communities.

M. Bobinsky shared that C. Lentz had already reached out to him concerning a Somersworth project.

A discussion ensued about how changing the process for the minors made sense. P. Nelson suggested that C. Lentz should include notes on the minors reports about what municipal representative he talked to, and when.

P. Nelson commented on the minor database that SRPC keeps, opining that it should be an online database allowing for historical review. This is possible; J. Czysz explained that we are starting to work on our new webpage. A discussion ensued about design and content.

J. Czynsz reviewed the minors including one in Somersworth, where the funding shift was reflective of a request made by the City.

J. Czynsz explained that the state's Tier 2 resurfacing program had a child project in Somersworth, which includes repaving Route 108. A discussion ensued about paving responsibilities considering that 108 is a state road.

J. Czynsz reviewed the final project where funds were shifting for a COAST and UNH Wildcat project.

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

d. Approval of additional signatory on the SRPC account

J. Czynsz explained that per our bylaws we can have three commissioners as account signatories. She added that the current signatories are Tom Crosby and Victoria Parmele. D. Hamann offered to be the third signatory. B. Holstein **MOVED** to nominate Donald Hamann as a signer on the account. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**.

3. Updates and Discussion

a. Awards, Contracts, and General Business Update

J. Czynsz shared that SRPC finalized its contract with the Town of Strafford to update its tax maps. Data collection intern Stephen Geis is working with GIS planner Jackson Rand on this project.

She explained that SRPC had already completed its contact with the Town of Milton for its MS4 Notice of Intent (NOI); this project had a fast turnaround. SRPC has offered to assist Milton with its stormwater management plan, which is the next step following EPA's approval of the MS4 NOI. J. Czynsz explained that J. Rand worked on MS4 with communities at his last job in MA.

J. Czynsz shared that SRPC assisted Dover and Durham with their Coastal Resilience grants, which were successful. The grants are to go before Governor and Council in the coming weeks.

J. Czynsz updated E.C. members on Durham's groundwater modeling project, sharing that money from the state's revolving loan funds are also working their way through Governor and Council as well. This has been in process overall for a year.

J. Czynsz reviewed other projects including Lee's Tax Maps, a grant submission with RPC for a DES sourcewater protection grant, an unsuccessful RFP submission for a visioning session for REDC, and a successful 604B grant for a watershed-based plan for Sunrise Lake.

J. Czynsz reviewed receipt of dues and how they are applied to the budget in monthly increments. She updated the E.C. on the indirect rate, which is currently lower than the target.

D. Landry asked about the indirect rate and for reasoning behind the target rate. J. Czynsz explained it ensures we do not make a profit.

P. Nelson asked if there is a requirement to use the organization's line of credit from time to time, there is not. SRPC does have to renew it every December.

b. NHARPC Membership

J. Czysz updated E.C. members on the latest NHARPC meeting. D Hamann shared that the group discussed two bills which will impact planning and zoning boards. The new bills would require new planning board members to go through a training process. It would also require them to take a test and if they didn't pass they could participate in board meetings but could not be a voting member.

A discussion ensued about training for board members, about state funding for RPCs., and about inclusionary housing.

J. Czysz shared that there is an open seat on NHARPC for an SRPC Commissioner.

c. Commissioner Engagement – Modes of Governance

J. Czysz asked E.C. members to come to the January meeting with ideas for what they want to discuss at the upcoming modes of governance workshop.

A discussion ensued concerning the different modes of governance.

4. Other Business

There was no other business.

5. Adjourn

D. Landry **MOVED** to adjourn the meeting. B. Holstein **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 1/17/20
By: Victoria N. Parmele
Victoria Parmele, Chair
– SRPC Executive Committee