

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



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  
January 17, 2020

**Committee members present:** Chair Victoria Parmele, Northwood; David Landry, Dover; Michael Bobinsky, Somersworth; Barbara Holstein, Rochester; Vice Chair Peter Nelson, Newmarket

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

**Committee members absent:** Donald Hamann, Rochester; Secretary/Treasurer Tom Crosby, Madbury

## 1. Welcome/Introductions

The meeting began at 8:01 a.m.

## 2. Action Items

### a. Approval of the Minutes of December 20, 2019

Victoria Parmele asked for a motion to accept the minutes of the December 20, 2019 Executive Committee meeting. Michael Bobinsky **MOVED** to accept the minutes. David Landry **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of the Draft December Financials

J. Czysz reviewed the draft December financials.

She shared the organization's financial position as of December 31. She added that in the month of December there were reimbursement issues from one of SRPC's federal funders but that this had since been resolved.

J. Czysz explained that a few one-time payments for new phone, and with conference fees, did affect SRPC in the month of December but overall SRPC is still in a good place financially.

J. Czysz reviewed accounts the account that were overdue in the month of December, but those funds have since but now been received. V. Parmele asked about a line item, LTS. J. Czysz responded that

LTS refers to the Level of Traffic Stress project. There were some reimbursement delay issues with this project.

J. Czynsz explained the Profit and Loss statement, sharing that the goal for December was to break even like SRPC did in November. She added that SRPC made a small profit in December, also sharing the year to date profit. This excess will be helpful for January, as there are three pay periods this month.

J. Czynsz stated that the number of contracts in FY2020 are helping with the billables this year. V. Parmele commented on SRPC's increased circuit writing contracts. She asked if this was a conscious decision. J. Czynsz replied that Farmington and Nottingham have included us in their budget for next year. She added that we ended up with these contracts because smaller communities often aren't able to offer full time benefitted position, so we can offer our services in this scenario. J. Czynsz shared that SRPC offers these services at a flat rate independent of the staff members billing rate.

Commenting on the circuit writing program, M. Bobinsky opined that this service is very beneficial for the organization. J. Czynsz commended staffers Kyle Pimental, James Burdin, and Stefanie Casella for their work as circuit writers. Peter Nelson asked if there is any progress with receiving dues from all 18 communities. J. Czynsz shared that there are communities that are consider paying dues in FY2021.

J. Czynsz added that a benefit to being in the communities through circuit writing is a better understanding of what town planning entities need, like planning board basics training. A training like this will help ensure actions are completed according to procedure. This is important considering that the new housing appeals board legislation that passed. This training is being planned by SRPC for April for PB volunteers in SRPC's towns.

V. Parmele asked about the SB43 Density Commission, which is Senator Martha Fuller Clark's commission to look at barriers to achieve affordable housing in our communities. This is related to density. Discussions have taken place at these commission meetings to explore SRPC taking on a larger technical assistance role with outreach to local boards concerning housing, which would complement our statutory obligations to complete the housing needs assessment and regional master plan. Ways to fund this, in addition to the OSI moneys already received by each RPC, is being discussed as well.

J. Czynsz explained another bill submitted on behalf of Marth Fuller Clark which would reestablish the housing and conservation planning program. This originally ran in 2008/2009. This program supported grant funds for municipalities to work on their master plans and updates to subdivision zoning if related with conservation. A discussion ensued concerning this program.

J. Czynsz shared that herself and equity and engagement planner Nancy O'Connor have been attending trainings for the Community Development Block Grant program. They have also met with Community Action Partnership of Strafford County to discuss the issue of homeless in the region, in relation to shelters. D. Landry asked about SRPC's role with CDBG programming versus the municipality's role. J. Czynsz replied that in addition to specific entitlement communities receiving funds, that state receives funds to then distribute to non-entitlement communities. Entities can use this funding. She gave an example of the CAP of Strafford County applying for funds through the county. J. Czynsz added that the purpose of recent training is so SRPC can take on a grant writing role and make it so an entity, when working with their RPC, can avoid going through an RFP process.

P. Nelson **MOVED** to accept the draft December financials. Barbara Holstein **SECONDED** the motion, of which all were **IN FAVOR**.

### **3. Updates and Discussion**

#### **a. January Monthly Minors**

J. Czysz reminded members that at the December E.C. meeting a discussion took place about how minors don't usually require approval by an oversight body. She added that the real focus is now to continue a process to reach out directly to the entity/city affected by the change. M. Bobinsky opined that this process works well for the City of Somersworth.

The current minors were reviewed.

#### **b. Awards, Contracts, and General Business Update**

J. Czysz updated committee members on grants SRPC is planning to apply to including fund through Tufts Health Plan. She added that there are three new Department of Environmental Services projects coming online soon. J. Czysz explained that this may require SRPC to hire a temporary or contract staff member. Another option is to shift staff internally and hire another data collection intern. The best strategy for the organization will be assessed in the coming months.

J. Czysz updated E.C. members on a potential contract with Lee for their tax map update. She explained that the 604b grant will include working with an engineer to help complete a full watershed plan for Sunrise Lake.

J. Czysz shared that SRPC has been slowly applying dues payments equally on a month by month basis. She added that the indirect rate is slightly higher than in past months. due to holidays, vacations, and IT expenses. She stated that SRPC had our phone technician in recently and that the new phone system will be installed soon.

#### **c. NHARPC Membership**

J. Czysz shared that there is a need for volunteers to represent SRPC on the NH Association of Regional Planning Commission.

#### **d. Progress toward FY2020 Goals**

P. Nelson suggested that SRPC use a more consistent file naming convention for meeting materials. A discussion ensued about email lists and spam emails.

J. Czysz shared that all staff now have job descriptions, sharing that some titles have changed. She shared that SRPC has been working on its project team approach. She gave an example of the project team of staffers N. O'Connor, Shayna Sylvia, J. Rand and K. Pimental for the Dover Recreation Master Plan chapter.

J. Czysz updated E.C. members on the draft Strategic Plan. She added that SRPC is using it internally, and that the finishing touches are coming soon. She said that staff are sitting down to talk about the website next week. We have a budget for our site. P. Nelson suggested have a secure site with an SSL certificate. A discussion ensued concerning the website.

J. Czysz shared that the road tour visit with each of SRPC's eighteen communities has restarted. A meeting with Strafford is scheduled for April. She added that S. Sylvia will be taking over coordinating this, and that N. O'Connor will be taking over Title VI reporting for DOT. J. Czysz said that she would keep town officials and commissioners posted on road tour meetings. A discussion ensued concerning which entity to meet with, the planning board or select board. SRPC staff will ask town contacts which would be best for their community dependent on ongoing items of interest.

J. Czysz opined that the regional workshop held on Friday, Jan. 10 was very successful. The turnout was great and SRPC got great feedback from close to 40 people from around the region. She commended the staff and their facilitation at this event. M. Bobisnky asked when notes from the meeting would be available. They will be available soon, after Stephen Geis is done compiling the information.

J. Czysz reminded E.C. members that a doodle poll would be sent out to schedule the modes of governance workshop.

#### 4. Other Business

There was no other business.

#### 5. Adjourn

M. Bobisnky **MOVED** to adjourn the meeting. P. Nelson **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 \_\_\_\_\_

By:   
Tom Crosby, Secretary/Treasurer  
– SRPC Executive Committee