

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  
February 21, 2020

**Committee members present:** Chair Victoria Parmele, Northwood; Donald Hamann, Rochester; Secretary/Treasurer Tom Crosby, Madbury; David Landry, Dover; Barbara Holstein, Rochester

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

**Committee members absent:** Vice Chair Peter Nelson, Newmarket; Michael Bobinsky, Somersworth

## 1. Welcome/Introductions

The meeting began at 8:01 a.m.

## 2. Action Items

### a. Approval of the Minutes of January 17, 2020

Victoria Parmele asked for a motion to accept the minutes of the January 17, 2020 Executive Committee meeting. Barbara Holstein **MOVED** to accept the minutes. David Landry **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of the Draft January Financials

J. Czysz reviewed the Draft January Financials. She explained that the three-payroll month in January did not heavily impact the financials. She commented on how the financials would have differed if SRPC billed the Targeted Block Grant monthly. It is billed quarterly.

J. Czysz shared that monthly balance sheets have been consistent. She reviewed the aging summary, explaining that SRPC is awaiting payment on one its subrecipient contracts.

J. Czysz explained that for this point in the year the organization is slightly behind projected billing to the UPWP contract. She elaborated how this is due to time billed to other contracts. The excess in UPWP funds may be used to purchase or lease a vehicle to be used primarily for field work purposes. J. Czysz

elaborated on the car buying process and the FHWA Buy America requirements that will apply if we use UPWP funds.

J. Czysz reviewed the monthly dashboard, including staff activities.

D. Landry **MOVED** to accept the draft January financials. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

**c. Approval of CY update to Emergency Succession Plan**

J. Czysz reminded Executive Committee members that SRPC updates and reviews the Emergency Succession Plan once every CY. She explained that she talked with the SRPC staff noted in the document to verify that they were aware of their duties if the plan was to be implemented.

J. Czysz explained that she incorporated a list of suggested acting director responsibilities that was complimentary to the plan to now be a part of the plan itself. B. Holstein agreed that this was a good idea.

D. Landry suggested that the staff noted in the plan keep a copy at home.

T. Crosby explained that this plan was originally created a few years ago.

D. Hamann **MOVED** to approve the CY update to the Emergency Succession Plan. B. Holstein **SECONDED** the motion, of which all were **IN FAVOR**.

**d. Recommendation of the SRPC Strategic Plan to the Full Commission**

J. Czysz reviewed the changes made to the strategic plan since the Committee last saw it in July.

B. Holstein asked if all commissioners would get a copy. They will.

A discussion ensued concerning structure of SRPC committees, potential changes to meeting amounts and times, and how RSAs and bylaws are considered when deciding on such matters.

D. Landry suggested tabling the vote considering absent Executive Committee members.

J. Czysz reiterated, as she has at previous meetings, that SRPC staffers are already implementing items in the strategic plan.

Shayna Sylvia provided an update on SRPC's work to launch a new website.

B. Holstein suggested the SRPC could hold workshops to encourage the Commissioners to help implement the strategic plan.

It was suggested that SRPC could include the monthly dashboard on the new website and also track measures for strategic planning.

A discussion ensued concerning the modes of governance workshop being planned with E.C. members. It was discussed that the modes of governance workshop could be used as a brainstorm for change needed at the Commission. An example was provided as changes to bylaws. If there were suggested changes to the bylaws they would have to be brought to full Commission. A subcommittee could be formed to take on this task.

J. Czysz explained that she would have recommendation of the strategic plan to the full commission as an action item on next month's agenda and that she would email out the strategic plan word document.

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

#### **a. February Monthly Minors**

The current minors were reviewed. J. Czysz shared that the Barrington project is shifting funding, Engineering dollars were pulled into this year, as the project is ahead of schedule. Changes to funding for the Dover/Rochester/Somersworth - Route 108, Lee and Rochester projects are all based on inflation adjustments.

Statewide projects also had some adjustments to accommodate child projects. For this month there are no child projects in the SRPC region.

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

J. Czysz explained that SRPC received a small contract with Regional Economic Development Center (REDC) to attend and present at its economic development visioning session in March at the Stone Church in Newmarket.

J. Czysz stated that Durham has approved a small contract with SRPC for trail mapping services.

J. Czysz updated E.C. members on the 604b Sunrise Lake project. SRPC was invited to submit a full proposal to the Environmental Protection Agency and is awaiting funding after Governor and Council review.

J. Czysz shared that a NHDES Sourcewater Protection Grant was submitted with partners at Rockingham Planning Commission. She added that a contract to complete Lee's tax maps is pending. Nottingham may also be working with SRPC to update its tax maps.

J. Czysz explained that SRPC submitted two new grant applications recently. One is a second grant application to the NH Children's Foundation to enhance the outputs of the Pathways to Play project. The second is through the Tufts Health Foundation, where SRPC would be partnering with Goodwin Community Health on a healthy aging program.

J. Czysz shared that dues and indirect rates are holding steady. She added that If SRPC sees a sufficient balance the organization can put some in reserve.

Tom asked about NHDOT paying. They are mostly on time with payments.

### **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 \_\_\_\_\_

By: \_\_\_\_\_  
Victoria Parmele, Secretary/Treasurer  
– SRPC Executive Committee