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SOMERSWORTH
STRAFFORD
WAKEFIELD

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

FINAL Meeting Minutes
May 15, 2020
Zoom Meeting

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

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

Committee members absent: Secretary/Treasurer Tom Crosby, Madbury

1. Welcome/Introductions

The meeting began at 8:04 a.m.

V. Parmele called the meeting to order. She shared that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to hold an emergency meeting electronically. There was no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order: each member in attendance (via Zoom) confirmed their participation and name, and that they were the only one in the room (if connecting with video), or on the phone (if connecting with audio).

Those in attendance at the start of the meeting included Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, Victoria Parmele, Shayna Sylvia, and Jennifer Czysz.

2. Action Items

a. Approval of the Minutes of April 17, 2020

Michael Bobinsky **MOVED** to accept the minutes. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

b. Acceptance of the Draft April Financials

J. Czysz reviewed the Draft April Financials.

J. Czysz shared that the balance sheet was looking better than in the previous month due to an incoming payment from the NHDOT. She added that dues payments are beginning to come in. These are being put in the saving account as they are for Fiscal Year 2021. This will be reflected on the May financials.

J. Czysz explained that with the aging summary most everything is up to date. There are a few NHDES payments that we are awaiting. Jen recognized NHDOT for their switch to online invoicing, which has worked well for the organization.

J. Czysz stated that indirect funds are being used to start replacing older computers within the office. She explained that as we move forward, we will be billing more to NHDOT with work on the Metropolitan Transportation Plan. She added that we will finish the month of May in the black, and similarly the end of the year should be the same.

J. Czysz shared that the organization has not fully expended the accrued FY 2020 dues.

Dave Landry asked about the grant money reflected on the monthly dashboard.

J. Czysz reviewed how some pending grant projects, like the pending 604 b project for a watershed management plan for Sunrise Lake, are not reflected on the dashboard's working budget, or in the current adopted budget.

J. Czysz cited other examples like a joint DES source water protections model with RPC, and three additional pending grants – TUFTS, NH Children's Health Foundation, and a National Fish and Wildlife grant where we would partner with the Coastal Adaptation Workgroup.

A discussion ensued concerning the budget and all projects, those both currently reflected in the budget, and those that are not.

M. Bobinsky asked about the vehicle lease. The organization will lease a Ford Transit Connect vehicle for field work.

D. Hamann **MOVED** to accept the Draft April Financials. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

c. FY 2021 Draft Budget

J. Czysz laid out budget changes in the memo.

She reviewed main changes including salaries adjustments. She added that temporary employees are not eligible for health insurance, and that the new full-time employee opted out of the health insurance. She gave some other updates on health insurance.

The key differences in the budget for the upcoming FY and the current one are mostly due to projected staff changes. If the organization gets all the grants it applied for, then temporary staff will need to be hired.

J. Czysz reviewed that another big change is health insurance for family plans.

J. Czysz commented on additional funds that the organization may receive through the EDA CARES program. She explained that Strafford Economic Development District can apply for up to \$400,000 for two years. This is not yet reflected in the budget for FY2021 as it is too premature.

M. Bobinsky thanked J. Czysz for her level of detail. He asked about impacts of membership and dues. J. Czysz responded explaining that she hasn't heard anything from municipalities about inability to pay FY 2021 dues. Dues letters were sent out and six communities have already sent in their payments.

A discussion ensued about FY 2022 dues rates, and whether we should freeze dues at 2021 rate. It would be good when municipalities are looking to balance their budgets.

J. Czysz updated members on the Annual Meeting, explaining that there was not going to be an in-person meeting. Instead, the business items from the annual meeting will be on the agenda for a joint June Policy/Commission Meeting. The presentation portion of the annual meeting will take place as a webinar with a focus on resilience.

D. Hamann **MOVED** to recommend the FY 2021 Draft Budget to the full Commission. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

d. Approval of the update SRPC Handbook

J. Czysz explained that the changes in the employee handbook are related to the health insurance, and that the organizational structure chart was updated.

M. Bobinsky **MOVED** to approve the updated SRPC Handbook. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

3. Updates and Discussion

a. COVID-19 actions and updates

J. Czysz updated Commissioners that staff continue to work from home and connect twice a week with Zoom staff meetings.

J. Czysz shared that the Mighty Small website is live. This is an online website directory for local businesses. Costs for supporting that site can be built into the EDA grant that Strafford EDD will be applying to. She went into detail about the EDA grant's specificity, and explained that this would include hiring a two-year resilience planner.

J. Czysz updated members on current staffing demands. She explained that we are beginning the data collection season and are refining additional safety protocols. She shared that Stefanie, Rachel and herself will be in the office beginning on May 26, and that the interns will start on May 27. Remaining staff will flex back in after June 1.

J. Czysz explained that if we encountered a financial hardship, we could apply to have rent waived, but that we are not in that situation.

V. Parmele asked if staff don't feel comfortable coming back, if they can continue to work at home. J. Czysz responded yes.

b. FY2021 Executive Committee Officers, Members, and Alternates

All current members expressed staying on the Executive Committee in their current roles.

c. FY 2020 Annual Meeting

This was discussed earlier in the meeting.

d. Awards, Contracts, and General Business Update

J. Czysz explained that dues and implementation of dues is tracked monthly. This system has been improved from previous years.

V. Parmele asked if this information could be available to towns. It can. J. Czysz explained that this information is also provided in annual reports to the towns.

J. Czysz reviewed the indirect rate, which is still low. We have a net adjusted rate for some indirect on certain contracts.

e. May Monthly Minors

J. Czysz shared that Colin touched based with Lee and Somersworth and they are comfortable with the changes. Jen reviewed Colin's memo:

Lee (42876)

This is a CMAQ-funded project that was approved in February. NHDOT is managing the project. ROW funding was shifted to 2022 and increased to align with an updated project schedule. PROGRAM BRDG-HIB-M&P This change does not affect projects in the Strafford region. Changes to other child projects required adjustments.

PROGRAM BRDG-T1/2-M&P This change does not affect projects in the Strafford region. Changes to other child projects required adjustments.

PROGRAM FTA5310 Funding increased in 2020-2022. Updating based on adjusted apportionment and carryover.

PROGRAM HSIP The HSIP program funds multiple projects in the region. Funds were added to project in Rochester- Farmington on Rt 11 (two-way left turn lane). Other child projects outside the region were adjusted.

PROGRAM MOBRR The MOBRR program includes funds for the Milton-Lebanon Bridge replacement, but that project was not affected in this minor. Increase in 2020 CON funds. The program is being adjusted to accommodate necessary changes in children project fund amounts.

PROGRAM PAVE-T1-RESURF This change does not affect projects in the Strafford region. Construction funds added to 2022. The program is being adjusted to accommodate necessary changes in children project fund amounts.

SOMERSWORTH 41741 This is a CMAQ-funded project to improve signal timing and coordination on NH9 from intersection with Blackwater Rd and Indigo Hill Rd. Connected and coordinated with similar project on NH108 in Dover. \$4,142 were added to the PE phase to fully fund PE based on the approved scope & fee.

4. Other Business

V. Parmele asked about the upcoming MPO meeting. The meeting is focused on the MTP, and there is a public hearing for the Transportation Improvement Program. There will also be a discussion about how COVID is affecting municipalities.

5. Adjourn

M. Bobinsky **MOVED** to adjourn the meeting. David Landy **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

The meeting adjourned at 9:00 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner