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Strafford Regional Planning Commission
Executive Committee Meeting

FINAL Meeting Minutes
June 19, 2020
Zoom Meeting

Committee members present: Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket; Secretary/Treasurer Tom Crosby, Madbury; 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

1. Welcome/Introductions

The meeting began at 8:04 a.m.

Victoria 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 2020-10, this Committee is authorized to meet 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 May 15, 2020

Don Hamann **MOVED** to accept the minutes. Mike 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, Don Hamann, and Victoria Parmele in the affirmative.

b. Acceptance of the Draft May Financials

Jen Czysz shared that all incoming dues for the 2021 Fiscal Year were set aside in the organization's savings account, and that this money will not be used until the start of FY 2021. J. Czysz explained that current bank balances are lower than they were at the close out of the last fiscal year. This is attributable to several FY 2020 contracts being paid in advance.

Tom Crosby joined the meeting at 8:08 a.m.

J. Czysz updated committee members on pending payments. A discussion ensued about funding from the NH Department of Environmental Services (NHDES). The funds discussed are federal, not state dollars and should not be impacted by potential state revenue slowdowns.

J. Czysz reviewed the Profit and Loss statement. She explained that staff did not hit Unified Planning Work Program (UPWP) target hours for year one, but that this is okay as funding rolls over. For other contracts ending in June, staff have specific targets to meet. The organization is still on track to end the fiscal year in the black.

V. Parmele noted that SRPC's municipal contracts have exceeded expectations. J. Czysz replied that SRPC has tripled its circuit riding contracts, with the addition of two communities. All circuit riding contracts will continue in FY 2021.

M. Bobinsky asked for an update on pending dues payment from municipalities. This was reflected in the aging summary.

D. Hamann **MOVED** to accept the Draft 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, Victoria Parmele, and Tom Crosby in the affirmative.

c. Approval FY 2021 Billing Rate Schedule

Small changes in the billing rate schedule. Jen reviewed these. Rates are salary plus full indirect.

M. Bobinsky **MOVED** to recommend the FY 2021 Billing Rate Schedule. 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, Victoria Parmele, and Tom Crosby in the affirmative.

d. Recommendation of the FY2021 Executive Committee Officers, Members, and Alternates

Committee members were provided the slate of officers for FY2021 to recommend to the full Commission.

D. Hamann **MOVED** to recommend the FY 2021 Executive Committee Officers, Members and Alternates. Peter 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, Tom Crosby, and Victoria Parmele in the affirmative.

e. COVID-19 Policies

J. Czysz shared that she drafted organizational COVID-19 policies and wanted E.C. members to provide guidance and a review of these new practices. She added that these practices are especially useful for circuit riding planners so that our policies carry with them to the separate towns. This will give SRPC staffers the ability to remove themselves if they feel unsafe.

A discussion ensued and committee members suggested that the memo to communities be shifted to make it clear that these are policies for SRPC staff. It was decided to make the memo neutral, while still laying out SRPC's policies.

J. Czysz shared that employees coming into the office are required to fill out a health questionnaire before entering. This was modeled after Primex's.

J. Czysz reiterated that SRPC's COVID-19 policy is to be used as a policy to back up staff if they don't feel comfortable in-office or at a meeting. It also allows for opening dialogue and discussion with the municipalities we work with.

V. Parmele explained that that Northwood's meetings have been remote, and that the Board of Selectmen created a subcommittee to organize this. V. Parmele added that SRPC senior planner James Burdin is providing leadership in this area in his role as contract town planner. V. Parmele discussed Northwood's adaption practices.

M. Bobinsky suggested that this memo be addressed to all communities instead of just the communities that SRPC has contract planning agreements with. J Czysz agreed and said this was a change she was making. It was decided that this memo would be addressed to staff, and then copied to the regional municipalities.

M. Bobinsky asked about the health questionnaire. J. Czysz explained the process by which staff self-assess before entering the office. M. Bobinsky asked about setting up the office for safety; the current strategy is to wear masks when not seated at a desk and to limit the amount of people in the office.

J. Czysz shared that to protect the office from outside parties, the exterior door is now locked. All staff will be given keys to that door. M. Bobinsky commended these processes.

A discussion ensued about other's personal choices and how to respond. Strategies include maintaining a distance of 6 feet and looking for larger meeting spaces.

D. Landry asked about the self-assessment form and whether this can be digital. These are guidance documents and not terms of employment. J. Czysz explained that the goal is to deter employees from coming into the office if they have symptoms. The process for documenting and storing these records was discussed.

T. Crosby **MOVED** to accept the COVID-19 Policies. Mike 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, Tom Crosby, and Victoria Parmele in the affirmative.

3. Updates and Discussion

a. FY2020 Annual Meeting

J. Czysz reminded members that SRPC's upcoming annual meeting webinar is scheduled for Jun. 25. She reviewed the speakers, topic, and registration process.

SRPC's annual meeting is split into two meetings this year, one for action items, and one for the panel presentation. Shayna Sylvia elaborated on the format of each.

b. Awards, Contracts, and General Business Update

J. Czysz updated members that SRPC is now using its new transit vehicle for field work. She explained the terms of the lease and the process of procuring the vehicle.

J. Czysz updated members on pending grants. The Source Water Protection Grant that we are a subrecipient of through Rockingham Planning Commission was just approved by Governor and Council. The NH Children's Health Foundation (NHCHF) contract was recently signed and submitted. S. Sylvia shared that SRPC received an award from the NH Planners Association for Plan of the Year for work completed through its first NHCHF grant.

J. Czysz stated that SRPC is still waiting to hear if its TUFTS Health Foundation application is successful. She added that SRPC staff met with the funder and its partners earlier in May. Results should be released by Jul. 1.

J. Czysz explained that a grant application for funding through the Coastal program is being submitted next week. This would support SRPC and its partners on a large living shoreline project, with \$30,000 budgeted for outreach and policy.

Additionally, SRPC applied to the EDA CARES program. If successful, funding would support the hiring of an economic development planner to focus on resiliency and work directly with municipalities. The grant would also support data analyst Rachel Dewey's work on developing the Mighty Small website.

J. Czysz shared that SRPC is on track with dues, and with year-end targets.

c. June Monthly Minors

There is one monthly minor for June and it does not affect our region.

M. Bobinsky asked about projects outside of region; these are noted as statewide projects in our Transportation Improvement Program (TIP).

4. Other Business

T. Crosby asked for clarification about the next meeting.

5. Adjourn

T. Crosby **MOVED** to adjourn the meeting. 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, Tom Crosby, and Victoria Parmele in the affirmative.

The meeting adjourned at 8:56 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner