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STRAFFORD
WAKEFIELD

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

FINAL Meeting Minutes
July 17, 2020
Zoom Meeting

Committee members present: Chair Victoria Parmele, Northwood; Donald Hamann, Rochester; David Landry, Dover; Barbara Holstein, Rochester; Michael Bobinsky, Somersworth; Bill Fisher, Farmington

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

1. Welcome/Introductions

The meeting began at 8:05 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 David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Jennifer Czysz.

2. Action Items

a. Approval of the Minutes of June 19, 2020

D. Landry **MOVED** to accept the minutes. M. Bobinsky **SECONDED** the motion.

V. Parmele seated alternate Bill Fisher as a voting member.

B. Fisher abstained; all remaining members were **IN FAVOR**. The motion **CARRIED** via roll call vote of David Landry, Michael Bobinsky, Barbara Holstein, Don Hamann, and Victoria Parmele in the affirmative.

b. Acceptance of the Draft June Financials

J. Czysz shared that Fiscal Year 2020 ended on a positive note. She explained what goes into the year-end financials, and the work that Kathy Foster does towards that. J. Czysz stated that generally our net assets are higher than they were in FY 2019, which is in part attributable to our net profit for this year, and whereas the prior year we had more contract revenues that were paid in advance. J. Czysz added that dues funds are being deposited to the organization's savings accounts.

J. Czysz gave an update on the balance sheet and receipt of dues payments. She explained that the high balance reflected on the aging summary is due to the large amount billed in June to close out the fiscal year. D. Landry asked if the July financials will better reflect a more accurate status of the dues; this is true.

J. Czysz reviewed the profit and loss; we are ending the year in the black. The organization was successful with the number of municipal contracts brought in. She added that an additional staff member, Stephen Geis, was hired full-time. He was previously a data collection & analysis assistant and will now be working on the summer data collection program and assisting with GIS projects and integrating new GIS technologies and applications. She commended S. Geis for being a quick and engaged learner and employee.

J. Czysz shared that most contracts were on budget at the end of the fiscal year. For the organization's Unified Planning Working Program (UPWP), contract funds run on a two-year cycle and so the rest will be expended in the new fiscal year.

J. Czysz shared that SRPC paid for a subscription to traffic data, which will be used for metrics tracking. M. Bobinsky asked if this is a new subscription. J. Czysz replied that it is, and that costs were split between Metropolitan Planning Organizations (MPOs) in the state. The information is based off cell phone data.

J. Czysz shared a message from Colin Lentz explaining that the Minors provided to the committee members were from the wrong month. She explained that she would share the link to the new set of Minors.

J. Czysz explained that on the expense side we are no longer paying for MapGeo. We will now be strictly using ArcGIS Online.

J. Czysz reiterated that the organization is ending the year in the black.

A discussion ensued concerning dues payments and putting those into the SRPC savings account.

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

c. Authorization of Certificate of Vote

J. Czysz explained that the Authorization of Certificate of Vote allows for the Executive Director to sign contracts. This authorization is voted on each year.

M. Bobinsky **MOVED** to authorize the Certificate of Vote. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED** via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

Shayna Sylvia joined the meeting at 8:30 a.m.

3. Updates and Discussion

a. Awards, Contracts, and General Business Update

J. Czysz explained that she organized contracts differently this month in her memo. Categories include topic areas like newly funded and pending or applied. V. Parmele shared that this breakdown is helpful.

J. Czysz updated members on remote staff operations. SRPC has reached a stable plateau in operations. She commented on how some towns are beginning to operate in person, and how others are using a hybrid model. She commended Nottingham for their process where appointments are scheduled with applicants to make sure they are comfortable with the technology for virtual meetings/public hearings.

V. Parmele commented on Northwood's process.

J. Czysz explained that staff working as contract planners collaborate via a group chat, and that this helps them to connect on common issues and questions. She commended regional planner Stefanie Casella for her input on a recent question posed to that group.

J. Czysz reviewed two grants which are in development for potential funding through the DES Coastal Resilience Grant Fund. One project has Dover as the applicant on a sea-level rise engineering project where SRPC would provide outreach and engagement assistance; while another has SRPC as the main applicant partnering with Dover to assess how more vulnerable populations may be more adversely affected by climate change.

These contracts are in addition to a handful that have already been submitted. J. Czysz explained that SRPC has submitted documentation for annual EDA funds, a proposal to do RSMS in New Durham, a grant submission with primary applicant NHDES Coastal Program to work on land use policy and outreach surrounding the Durham Wagon Hill Living Shoreline Project, and a proposal to the EDA CARES program.

J. Czysz reviewed approved contracts including one with Rockingham Planning Commission (RPC) to work on for water quality buffer regulations and other model regulations. This will allow SRPC to work with communities within the region on that tool, and associated outreach. She added that funding was secured through the TUFTS Health Plan Foundation for SRPC's Creating Age Friendly Communities project.

For completed contracts, the Sunrise Lake Watershed Management Plan has kicked off with SRPC drafting an RFQ to hire an engineering consultant. The Promoting Outdoor Play! Project also started, which is a follow up to the Pathways to Play (PTP) project. An email was sent to all Commissioners looking for volunteers to visit parks and playgrounds in the region. This volunteer effort includes expanding the PTP data layer by taking photos of each of the sites. The overall goal of POP! Is for municipalities to advertise their recreational resources using a marketing campaign to promote this in Summer 2021.

D. Landry asked about the parks and the assessments. This was clarified.

M. Bobinsky commented on the way J. Czysz organized the grants in her memo and how it was helpful. D. Landry asked about the sea-level rise project with Dover, and J. Czysz suggested he contact principal planner Kyle Pimental.

M. Bobinsky asked about the EDA CARES Act, and about the allocation SRPC would receive. J. Czysz described the background and how portions of the CARES Act funding were sectioned specifically for Economic Development Districts. J. Czysz explained how Strafford EDD should have been able to apply to the special invite that was only to partner planning programs; but that our EDD has not been incorporated into that program yet. She elaborated on how this effects our yearly funding. This issue is on the radar of our congressional delegation and they will be reaching out to EDA.

J. Czysz elaborated on what type of work funds from the EDA CARES Act would support.

M. Bobinsky asked about a line item on the budget under the contractual line; it was related to the engineering consultant for the Sunrise Lake project.

J. Czysz gave an update on the FY 2020 dues, and what was left in the savings, which makes up for prior year's loses. She explained that the Indirect is a little low and that Kathy will be looking into doing a net amount calculation.

b. July Monthly Minors

Colin Lentz joined the meeting for the Monthly Minors. The first project he reviewed was the Durham – Route 108/ Route 4 ramp project. NHDOT just implemented the bid list, and will be adjusting the budget according to that bid. There was a public session about this project on Monday of the prior week. NHDOT is collaborating with Riverwoods. C. Lentz has been coordination with the town about pedestrian safety.

M, Bobinsky added that the Right of Way changed. NHDOT will now be exclusively in the ROW. The sidewalk piece is part of Riverwoods' site plan.

C. Lentz reviewed the Newfields/Newmarket bridge project; there is a shift to correspond with project schedules.

C. Lentz explained the minor addressing the Statewide guardrail replacement. There are no child projects in our region.

4. Other Business

There was no other businesses

5. Non-Public

- a. **RSA 91-A, II (a) "The dismissal, promotion, or compensation of any public employee or the disciplining of such employee..."**

M. Bobinsky **MOVED** to enter into a Non-Public session per RSA 91-A, II (a). D. Hamann **SECONDED** the motion. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

B. Fisher **MOVED** to exit from the Non-Public session per RSA 91-A, II (a). M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

D. Hamann **MOVED** to seal the Non-Public minutes. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

6. Adjourn

B. Fisher **MOVED** to adjourn the meeting. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, 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