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

FINAL Meeting Minutes
August 21, 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; Bill Fisher, Farmington

Committee members absent: Treasurer Tom Crosby, Madbury

Staff members present: Jen Czysz, executive director; Stefanie Casella, regional 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 2020-16, 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, Donald Hamann, Michael Bobinsky, Barbara Holstein, Peter Nelson Victoria Parmele, Bill Fisher, Stefanie Casella and Jennifer Czysz.

2. Action Items

a. Approval of the Minutes of July 17, 2020

M. Bobinsky **MOVED** to accept the public minutes of July 17, 2020. D. Landry **SECONDED** the motion.

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

The motion **CARRIED** via roll call vote of David Landry, Michael Bobinsky, Barbara Holstein, Don Hamann, Bill Fisher and Victoria Parmele in the affirmative.

M. Bobinsky **MOVED** to accept the non-public minutes of July 17, 2020. D. Hamann **SECONDED** the motion.

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

b. **Acceptance of the Draft July Financials**

J. Czysz reviewed that there were three payroll periods in the month of July and that it was also the first month of the fiscal year. She explained the impact of this on the financials. J. Czysz explained the differences in accounts between the 2020 and 2021 fiscal years. She reviewed the status of the organization's savings account, explaining that it is in good shape regardless of outstanding dues balances. J. Czysz shared that herself and J. Burdin will meet with the Northwood Board of Selectmen regarding the town's budget and how it relates to dues and its contract planning agreement with SRPC.

D. Hamman **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, Peter Nelson and Victoria Parmele in the affirmative.

c. **FY 2022 Dues Recommendation to SRPC Commission**

J. Czysz explained the three options she had prepared for FY2022 dues. The first option included freezing dues for each municipality. Option two, included adjusting dues based on the 2019 population estimates only. And option three, included adjusting dues by 2019 population estimates and the July to June CPI.

D. Landry asked where the 5,000 population threshold had come from. J. Czysz responded that it was a historic threshold that SRPC has used. The committee discussed the various scenarios and their real and perceived impacts to local budgets despite the potential limited increases of options 2 and 3. The committee decided to revisit the topic at the September meeting.

3. **Updates and Discussion**

a. **Executive Director Review Procedures**

At the request of V. Parmele, J. Czysz introduced the topic of adopting a formalized Executive Director review process. She sent the members resources including the internal staff review processes and director review processes for non-profit organizations with similar operating procedures as SRPC. In the past there have been various approaches to executive director evaluations and reviews but no standardized or formally documented process. Members were appreciative of the resources provided as well as the proactive approach. It was decided that the goal is to find or create a review process by the spring. The committee will review the resources and revisit the discussion at the September meeting.

b. Awards, contract, and general Business Updates

J. Czysz explained that she had some grant updates not covered in her memo to the committee. She shared that SRPC was recently granted funds exceeding their requested amount from DES to focus on climate change impacts on vulnerable populations. She added that another grant, one where the University of New Hampshire was the primary applicant, was not approved.

J. Czysz noted that SRPC received conditional approval for the EDA CARES Act application; the organization has been "Fast-Tracked" and is waiting for the formal approval. With this conditional approval in place the new Economic Recovery Coordinator position has been posted. This will allow a new staffer to start immediately once funding is granted. J. Czysz finished by stating that the Tufts Health Foundation money is in now in place and everything is moving forward.

b. August Monthly Minors

J. Czysz review that the August Monthly Minors.

There were changes to statewide projects including Culvert Replacement/Rehabilitation & Drainage Repairs, Boston Urbanized Area (UZA) FTA Section 5307 apportioned funds for NHDOT transit, the Highway Safety Improvement Program, the municipal owned bridge rehabilitation and replacement projects – which has a child project in the SRPC region Projects, the Milton-Lebanon Bridge, and the Resurfacing Tier 2 Roadways program.

There was also a change to the Somersworth High Street/Route 108 signal optimization project. Partial funds were moved from FY2020 to FY2021, and final design funds are not needed until 2021. This project is being coordinated with a concurrent CMAQ project.

4. Other Business

There was no other businesses.

5. Adjournment

The meeting adjourned at 9:00 a.m.

D. Haman **MOVED** to adjourn the meeting. M. Bobinsky **SECONDED** the motion.

The motion **CARRIED** via roll call vote of David Landry, Michael Bobinsky, Barbara Holstein, Don Hamann, Bill Fisher and Victoria Parmele in the affirmative.

Minutes Respectfully Submitted by

Stefanie Casella
Regional Planner