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STRAFFORD  
WAKEFIELD

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

September 18, 2020

**FINAL** Meeting Minutes  
Zoom Meeting

**Committee members present:** Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket; Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; David Landry, Dover; Barbara Holstein, Rochester; Bill Fisher, Farmington; Michael Bobinsky, Somersworth

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

**Absent:** (all members were present)

## 1. Welcome/Introductions

The meeting began at 8:01 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 2020-17, 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, Peter Nelson, Tom Crosby, Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher, Shayna Sylvia and Jennifer Czysz.

Mike Bobinsky joined the meeting at 8:04 a.m.

## 2. Action Items

### a. Approval of the Minutes of August 21, 2020

D. Hamann **MOVED** to accept the August 21, 2020 minutes. M. Bobinsky **SECONDED** the motion, of which all members were **IN FAVOR**.

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbarba Holstein, Tom Crosby in the affirmative.

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

J. Czysz commented on the status of the checking account at the end of August. She explained that dues payments have been transferred to the savings account. She mentioned there was a delayed NHDOT payment and that this was briefly reflected in the checking balance.

J. Czysz explained that the checking account balance is back up, and that the savings account is in good shape. She explained that we are at a good place financially, exceeding our balances at this point last year.

J. Czysz shared that SRPC is awaiting a dues payment from the City of Somersworth. She reviewed payments from NHDES that SRPC is awaiting.

J. Czysz explained that SRPC as of the end of September Fiscal Year 2021 is slightly in the black. She added that SRPC's EDA grant wasn't in place until September of FY 2021, which was one of the biggest differences between August of FY 2020 and FY 2021.

D. Landry asked if there is a specific month where the line of credit gets reassessed. This is renewed by the bank each year in December. D. Landy questioned if banks are reassessing lines of credit this year especially due to COVID-19. A discussion ensued concerning SRPC's banks account and line of credit.

P. Nelson asked if there is a requirement to use or lose on the line of credit; no, there is not. V. Parmele opined that this system works well.

P. Nelson **MOVED** to accept the Draft Financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbarba Holstein, and Tom Crosby in the affirmative.

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

J. Czysz reviewed the three dues options she prepared for Fiscal Year 2022. This included an option calculated with the traditional methodology based on population estimates and the per capita rate tied to the 'June 2019 to June 2020 CPI-U-all items'; a modified methodology only increasing dues using population estimates; and an option freezing the FY 2021 rate for FY 2022. J. Czysz explained the effect of the first two options on the organization's revenues.

M. Bobinsky stated that FY 2022 will have different challenges for municipalities and expressed his concerns. He opined that freezing the FY 2021 dues would be appreciated by communities. Each Commissioner shared their opinion of the different dues options. P. Nelson suggested having individual discussions with municipalities on this topic.

J. Czysz agreed that communities do not know where they will be next year, and this is important to consider. She shared that she has had conversations with municipalities and that there is a lot of uncertainty. She discussed freezing the dues rates, and shared that there is the option to write off increases. D. Landry confirmed that there is a hardship argument in place. Bill Fisher shared an anecdote from Farmington about town funds being needed for bridge repair and opined that freezing dues in the best option.

M. Bobinsky thanked J. Czysz for the options, and the discussion.

M. Bobinsky **MOVED** to recommend dues option 1, freezing the FY 2021 rate for FY 2022. V. Parmele **SECONDED**.

A roll call vote occurred.

Don Hamman – NO  
Victoria Parmele – AYE  
Dave Landry – NO  
Peter Nelson – NO  
Mike Bobinsky – AYE  
Barbara Holstein – AYE  
Tom Crosby - NO

The motion did not pass.

D. Hamann **MOVED** to recommend the dues option where FY 2022 rates were calculated solely on population estimates. P. Nelson **SECONDED** the motion.

A roll call vote occurred.

Don Hamman – AYE  
Victoria Parmele – NO  
Dave Landry – AYE  
Peter Nelson – AYE  
Mike Bobinsky – NO  
Barbara Holstein – NO  
Tom Crosby - AYE

The motion passed.

**d. Appointment to the Commission to Study Offshore Wind and Port Development**

Jen explained that language in the bill, TITLE XXXIV PUBLIC UTILITIES CHAPTER 374-F ELECTRIC UTILITY RESTRUCTURING Section 374-F:10, called for a SRPC representative to serve on the Commission to Study Offshore Wind and Port Development. J. Czynsz shared that she is happy to be SRPC's representative.

D. Landry **MOVED** to appoint J. Czynsz to the Commission to Study Offshore Wind and Port Development. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbara Holstein, Tom Crosby in the affirmative.

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

#### **a. Draft Fiscal Year 2021 Executive Director Organizational Goals**

Jen shared the first draft of her FY 2021 goals with the E.C. She explained that her goals build off prior years and address items in the SRPC Strategic Plan. She stated that for this fiscal year she updated her goals to be more specific to her, in addition to the goals for the larger organization with a focus on implementation of SRPC's strategic plan.

J. Czynsz explained that she would refine her goals and bring them back to the next E.C. meeting. She added that comments are welcome.

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

Jen stated that the EDA grant is now in place, as of Sept. 1.

SRPC received a positive response on its coastal resilience grant application, for a project in Dover with a focus on coastal equity. SRPC was offered an additional \$12,000 for this project, without increased match. The other coastal resilience application was a partnership with Rockingham Planning Commission, where they were the primary applicant. This project would allow RPC and SRPC to develop innovative land use guides for coastal communities.

J. Czynsz shared that SRPC is still awaiting EDA CARES Act funds; we have conditional approval. J. Czynsz added that SRPC now has a contract in place with New Durham to complete an additional phase of Road Surface Management Systems (RSMS) assessment work. M. Bobinsky asked if this is pavement management. Jen responded that it is and shared that this is the Statewide Asset Data Exchange System (SADES) program. J. Czynsz shared that SRPC is awaiting a response on a NH Fish and Wildlife Foundation grant submitted by NHDES.

J. Czynsz stated the SRPC has been working with Community Action Partnership of Strafford County (CAPSC) to write a grant proposal in response to homelessness. This has been a challenge. CAPSC and partners are currently identifying a location to host a homeless shelter.

J. Czynsz updated E.C. members on the indirect rate and shared that it is looking good.

#### **c. September Monthly Minors**

J. Czysz shared that the majority of minors are statewide. She explained that there is one local project, the Milton-Lebanon bridge project, which is increasing and moving engineering funds from 2020 to 2021.

**d. Executive Director Review Procedures**

This will be tabled. E.C. members were asked to work on this for next meeting. A short procedure would be good to have. V. Parmele suggested a subcommittee.

**4. Other Business**

Shayna Sylvia asked E.C. members if the annual report should be a printed document this year, or online one. E.C. members suggested it be online only.

B. Holstein shared that at the Tri-City fidelity meeting a location for a homeless shelter was suggested and the mayors of Dover, Rochester, and Somersworth, and CAPSC agree on the location.

**5. Adjourn**

M. Bobinsky **MOVED** to adjourn the meeting. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

The motion **CARRIED** via roll call vote of Don Hamann, Dave Landry, Victoria Parmele, Peter Nelson, Mike Bobinsky, Barbarba Holstein, Tom Crosby in the affirmative.

The meeting adjourned at 8:58 a.m.

Minutes Respectfully Submitted by  
Shayna Sylvia  
Communications and Outreach Planner