

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

October 16, 2020

FINAL Meeting Minutes
Zoom Meeting

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

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

Absent: David Landry, Dover; Vice Chair Peter Nelson, Newmarket; Treasurer Tom Crosby, Madbury

1. Welcome/Introductions

The meeting began at 8:02 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 2020-18, 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 Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher, Shayna Sylvia and Jennifer Czysz.

V. Parmele seated Bill as a voting member for the duration of the meeting.

Mike Bobinsky joined the meeting at 8:05 a.m.

Each member introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

2. Action Items

a. Approval of the Minutes of September 18, 2020

D. Hamann **MOVED** approve the September 18, 2020 minutes. B. Holstein **SECONDED** the motion.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky all **IN FAVOR** .

b. Acceptance of the Draft September Financials

J. Czysz reiterated SRPC's process of depositing dues payments into the organization's savings account and then applying a set amount to the checking account each month. She explained that SRPC's accounts receivable are larger this year.

J. Czysz said that SRPC billed significantly higher in September, and that there is no need for concern as payments SRPC was awaiting came in just after the end of the month and so were not reflected in the September Financials. There are still some overdue invoices, but SRPC financial consultant Kathy Foster is good at following up on those items.

J. Czysz updated committee members on the Profit and Loss statement, sharing that SRPC's finances are balanced. She added that later in the report members can see that the net profit is close to the portion of dues that SRPC hasn't yet utilized.

J. Czysz explained that changes between the Fiscal Year 2020 and 2021 budgets can be attributed to different projects as the basis and timing of billing from certain consultants, like with SRPC's EPA Brownfields project.

J. Czysz updated members on the receipt of all dues payments for FY21. J. Czysz thanked M. Bobinsky for following up with the City of Somersworth regarding their dues. M. Bobinsky asked about the vote on the FY22 due rates. V. Parmele reviewed the results of this, which included the Commission approving the dues rate that only increased the dues based on the population estimates.

M. Bobinsky **MOVED** to accept the Draft Financials. D. Hamann **SECONDED** the motion.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky all **IN FAVOR**.

c. Approval of the SIMPLE IRA Employer Contribution for CY2021

J. Czysz explained that each year E.C. members are asked to approve the amount SRPC matches its employee's SIMPLE IRA contributions. She added that all employees who earn at least \$5,000 are eligible for this benefit. SRPC matches employee contributions up to 3% of employee's annual compensation.

D. Hamann **MOVED** to approve the SIMPLE IRA Employer Contribution for CY2021. V. Parmele **SECONDED**.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky in the affirmative.

3. Updates and Discussion

a. Draft Fiscal Year 2021 Executive Director Organizational Goals

J. Czysz explained that she had some minor word edits on her FY 2021 Executive Director Organizational Goals. She asked how the committee would like to review this document and asked if E.C. members could take action to approve her goals at this meeting.

J. Czysz explained that in the past her goals were more focused on the organization, sharing that this year she focused more on her personal goals. She said that she tried to better distinguish things that are her responsibility as Executive Director and those that are more traditional organizational goals that include working with other staff in the office.

She reviewed her goals which included working on strategic plan to build out an implementation table that would allow her to track progress and report out regularly to the Commission. She also shared that she would like to continue to strengthen relationships with municipalities. J. Czysz reiterated that she had been doing a "road tour" to visit municipalities each year, prior to the pandemic. When this resumes she will be assisted by Shayna Sylvia, V. Parmele asked if this would be in person, or virtual; it would be a combination. M. Bobinsky commended this goal, and acknowledged challenges with this occurring over Zoom, etc. He opined that boards are minimizing agendas, which might make it tough to schedule these meetings. M. Bobinsky asked for Commissioners to be informed of the schedule so that they can participate and attend.

Other goals included strengthening leadership opportunities for staff and Commissioners, working with Commissioners more, and researching different tools for improving board engagement. J. Czysz elaborated that she is looking to provide opportunities for senior staff to gain management experience.

J. Czysz shared that SRPC officially hired an economic recovery coordinator, who will start on Nov. 2. Her name is Natalie Moles. J. Czysz provided her background and job history. Natalie has a diverse experience with planning background and experience with furloughed businesses. Her first day will include going to the NHMA Conference.

J. Czysz shared that two new committees/roundtables have formed and have provided an opportunity for Commissioners to get more involved. She noted that Mark Richardson, Somersworth Commissioner, has been dedicated and super helpful. V. Parmele asked about her role on the resiliency committee, and how much she should ask staff for support. This was discussed.

J. noted that regional planner Stefanie Casella's time for the resiliency subcommittee is being supported by SRPC's Targeted Block Grant. This effort can now be billed partially to the EDA CARES Act grant.

J. Czysz discussed the benefits of Office 365's SharePoint site for collaboration for efforts like recycling roundtable and CHAT.

J. Czysz update E.C. members that SRPC is slowly working on its website. She added that SRPC added the Zoom webinar platform to its account. S. Sylvia reminded members about the upcoming mapping webinar.

J. Czysz shared that there is interest in the office to learn more about 3D visualization services SRPC could offer. S. Sylvia has currently used photoshop for visualization.

J. Czysz commented on SRPC's IT plan, and how the organization had implemented essential items pre-Covid, which ended up being super beneficial.

J. Czysz said that she would like to update the Employee Handbook to refine telecommuting policies, and what this would look like as formalized system.

J. Czysz updated E.C. members on two contracts that will have to go out to bid come January.

M. Bobinsky asked about bids for IT and a Financial Consultant. NHDOT requires SRPC to go out to bid for IT and a Financial Consultant. She added that K. Foster is contracted as she has her own business.

D. Hamann **MOVED** to accept the **Fiscal Year 2021 Executive Director Organizational Goals**
M. Bobinky **SECONDED**.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky in the affirmative.

b. Awards, Contracts, and General Business Update

J. Czysz noted the continuance of the Seacoast Economy Calls, and reiterated that the EDA Cares Act grant is now official.

V. Parmele asked for a review on what Seacoast Economy Calls are about. J. Czysz explained that they are an opportunity for all E.D. staff an SRPC and RPC to gather virtually – sharing a discussion space for business related concerns arising with the COVID-19 pandemic.

B. Holstein commended senior regional planner James Burdin on moderating these discussions. She shared some anecdotes from the meeting. This is a great resource with discussion and experts. B. Holstein encouraged other E.C. members to jump on a call.

J. Czysz replied that with the EDA Cares Act grant funding we can now implement some of the ideas that have come out of the Seacoast Economy Calls.

E.C. Members asked if information from these calls can be shared. This is a regular topic in SRPC's weekly Bits and Pieces. Notes are also taken at each meeting.

J. Czysz updated E.C. members on data collection occurring in New Durham for Road Surface Management System reporting.

J. Czysz reviewed a couple of new contracts where SRPC is the subrecipient including one with RPC, and one with the NH Fish and Wildlife Foundation and NHDES.

SRPC is also an awardee for a project looking at vulnerable populations in Dover and how they may be adversely affected by climate change. This contract has been signed and is now going to Governor and Council for a start date in 2021.

J. Czysz shared that SRPC has been assisting with grant writing for a COVID decompression homeless shelter. If this funding is awarded, we would be grant administrator. This was an outcome of a training with CDBG, and James, Nancy and Jen working on this.

She added that SRPC has drafted a Local Source Water Protection grant to support MS4 permit compliance technical assistance for Rollinsford and Milton.

J. Czysz shared that the Indirect rate is holding steady.

c. Executive Director Review Procedures

Setting a procedure for the Executive Director's Review procedure were discussed. V. Parmele asked if this should be the responsibility of a smaller committee, or if all E.C. members should be involved. M. Bobinsky suggested that E.C. reflect on this and come to the next meeting with their thoughts. B. Holstein asked about NHMA conference. It was decided that SRPC should change to dates of its mapping tutorial.

4. Other Business

The auditors will be at the next E.C. meeting in November.

5. Adjourn

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

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, and Bill Fisher all **IN FAVOR**.

The meeting adjourned at 8:58 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner