

BARRINGTON
BROOKFIELD
DOVER
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FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

January 15, 2021

FINAL Meeting Minutes
Zoom Meeting

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

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

1. Absent: Welcome/Introductions

The meeting began at 8:08 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 2021-01, 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 Victoria Parmele, Shayna Sylvia, Jen Czysz, Barbara Holstein, Donald Hamann, Tom Crosby, Peter Nelson, Bill Fisher. David Landry, and Michael Bobinsky.

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

2. Actions Items

a. Approval of the Minutes of December 18, 2020

D. Landry **MOVED** to approve the December 18, 2020 minutes. M. Bobinsky **SECONDED** the motion.

P. Nelson and T. Crosby **ABSTAINED**.

The motion to approve the minutes **CARRIED** via roll call vote of Victoria Parmele, Barbara Holstein, Donald Hamann, David Landry, and Michael Bobinsky in the **AFFIRMATIVE**.

b. Acceptance of the Draft December Financials

J. Czysz shared that while December was a three-payroll month the financials are still in a good position. She explained that all November invoices were paid in December, which was timely. This put the organization in a better position with the three-payroll month. J. Czysz added the SRPC ended the month with healthy balances in the checking and savings accounts.

J. Czysz reviewed the aging summary, adding that financial consultant K. Foster has followed up with the necessary partners.

J. Czysz explained that the financials for the month of December did end in the red. She added that due to accumulated profits over the last few months, SRPC remains is in the black for the year.

J. Czysz updated committee members on dues amounts, adding that SRPC hasn't been fully utilizing the dues funds. SRPC now has these funds for a cash match, and it allows the organization to leave some of the dues in reserve at the end of the fiscal year. She noted that while we haven't depended upon dues funds, we still have been building and expanding our direct technical assistance to municipalities. V. Parmele noted her approval.

D. Hamann **MOVED** to accept the Draft Financials. T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of Victoria Parmele, Barbara Holstein, Donald Hamann, Tom Crosby, Peter Nelson, David Landry, and Michael Bobinsky in the **AFFIRMATIVE**.

3. Updates and Discussion

a. Annual Goals Update

J. Czysz updated E.C. members on her annual goals. She shared that executive directors at RPCs across the state have found themselves shifting priorities due to the COVID-19 pandemic. Mostly the Executive Directors find themselves doing more work on the administrative side of things.

J. Czysz updated members on the continued implementation of SRPC's strategic plan. She reviewed her goal to focus on the plan's implementation table and update this for reporting to the full Commission.

J. Czysz shared the progress on the SRPC website. This is being done in house and is currently on hold due to the other time sensitive projects.

J. Czysz updated members on her goal to do an annual road tour of communities. This hasn't happened since its inauguration due to the pandemic and other projects. She shared that S. Sylvia has been reaching out to municipalities to schedule outreach for the Communities for Healthy Aging Transitions (CHAT), adding that she may be able to follow-up after those meetings and build off that to schedule the road tour meetings.

J. Czysz shared that SRPC's economic development branch, Strafford Economic Development District, is underway with its EDA CARES Act program.

J. Czysz reviewed her goal item about strengthening staff and commissioner capacity and leadership. She added that a lot of staff time has gone into this and that herself and other SRPC staffers are working on this currently. She reminded members about the skills matrix document that was developed and send to commissioners to gauge their expertise and interests. This will allow SRPC a better way to connect with and utilize Commissioners. There will also be opportunities for Commissioners to engage through CHAT outreach events.

V. Parmele opined that SRPC and its staff are doing so much and that E.C. and Commissioners often don't have an ability to learn and connect. She added that she often feels like there are limited opportunities for Commissioners to get

involved in the projects. It was suggested that new projects could be called out on the monthly dashboard.

Current means to engage Commissioners were discussed, including the annual report, newsletter, and weekly updates. J. Czysz shared that at Nashua Regional Planning Commission staff would do an update with each quarterly meeting. This would be a direct communication to commissioners.

P. Nelson opined that SRPC should make a bigger push to update its website. He added that SRPC should do a better job of advertising its ArcOnline account. He suggested that materials and information should be less static and more interactive, and that SRPC may be missing some opportunities to leverage new tools. The emphasis should be on allowing commissioner, partners, etc. to view and see data and know how to get involved.

J. Czysz replied that SRPC has been making strides to improve in these areas and moving forward will be focusing more on modernizing our processes and taking them to the next level.

M. Bobinsky shared his agreement, adding that it can be important for projects to have a web presence. CHAT could be a good example of this.

J. Czysz explained that staff's allocated hours and dedication to certain projects effects the timeline for the website, and other ideas shared by P. Nelson. There are not currently other staff hours to allocate.

A discussion ensued about technology and priorities, including themes like ArcOnline and the shift to online time sheet reporting.

J. Czysz asked in any members had remaining questions or comments on her goal progress, as shared in the memo. V. Parmele said with the curve balls SRPC has faced (including a pandemic), it is tremendous to see the number of projects SRPC has and is working on.

b. Executive Director Review Procedures

J. Czysz explained that she has used the SRPC staff review template as a basis for what can be used for her review. She noted the timeline for her review process. She will be creating a survey that E.C. members can fill out, which will allow them to compile their thoughts on her annual progress. This can also be shared with staff, as they work more closely with the executive director on a day-to-day basis.

She explained that her review should take place in a non-public session at the April E.C. meeting, adding that she had created an updated processes calendar for E.C. meeting agenda items and tasks.

The members discussed the logistics of this and options for the survey.

J. Czysz explained that members could think about the materials provided for the review process and bring back comments at the February meeting.

The process by which J. Czysz created her goals was discussed.

c. January Monthly Minors

J. Czysz shared that transportation planner Colin Lentz is officially on leave due to the near arrival of his son.

J. Czysz reviewed the minors. She explained that there were amendments to several statewide programs, none of which effect local/regional projects.

Two projects, one in Lee and one in Barrington, have funding source changes, and a project in Somersworth has changes removing inflation in preparation for the upcoming Statewide Transportation Improvement Program (STIP) update.

d. Awards, Contracts, and General Business Update

J. Czysz shared that SRPC is awaiting FEMA funds to begin the next set of hazard mitigation plan updates. This funding is waiting on Governor and Council. This is also the case with the two Coastal Resilience grants via NHDES.

J. Czysz updated E.C. members on the CDBG funding. SRPC acted as the grant writer and will be the administrator for these funds. SRPC is also awaiting funds as a subrecipient of NHDES on a National Fish and Wildlife Foundation grant.

J. Czysz shared that SRPC has submitted its Local Source Water Protection Grant to NHDES. In the area of municipal contracts, Michelle Mears, City Planner in Somersworth, has reached out to SRPC about updating the City's tax maps. This work would be done closer to spring. SRPC will also be contracting with Wakefield to provide planning support. J. Czysz added that SRPC recently submitted an application to NHDES for its project of special merit program. This would allow for improved floodplain management in coastal communities.

J. Czysz shared that SRPC was in talks with Barrington to assist with a Letter of Intent for funds but that the town ended up choosing another consultant they had worked with previously.

J. Czysz explained that SRPC met with AARP and that they have available funds that could supplement the Communities for Healthy Aging Transitions (CHAT) project.

J. Czysz updated the E.C. on talks about who SRPC's cognizant agency is after recent communications from EDA and NHDOT. The EDA will now be SRPC's cognizant agency as per federal regulations, EDA is the default cognizant agency for all Economic Development Districts. The indirect cost rate will be established through EDA moving forward.

e. Commissioner Skills Matrix

J. Czysz reminded E.C. members to submit their skills matrix if they hadn't yet. SRPC has gotten about a third of these back.

4. Other Business

There was no other business.

5. Adjourn

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

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner