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

February 19, 2021

FINAL Meeting Minutes
Zoom Meeting

Committee members present: Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; Barbara Holstein, Rochester; David Landry, Dover; Mike Bobinsky, Somersworth; Bill Fisher, Farmington

Staff members present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Kyle Pimental, Principal Regional Planner

Absent: Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket

1. Welcome/Introductions

The meeting began at 8:05 a.m.

David Landry called the meeting to order. He shared that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2021-02, 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 Shayna Sylvia, Jen Czysz, Kyle Pimental, Donald Hamann, Tom Crosby, David Landry, and Barb Holstein Each attendee introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

Bill Fisher joined the meeting 8:07 a.m. He was attending from his home and was alone in the room.

2. Actions Items

a. Approval of the Minutes of January 15, 2021

D. Hamann **MOVED** to approve the January 15, 2021 minutes. There were some small corrections pertaining to an incorrect date, the incorrect executive order noted, and a word that needed to be deleted.

T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of Donald Hamann, Tom Crosby, David Landry, and Barb Holstein in the **AFFIRMATIVE**.

b. Acceptance of the Draft January Financials

J. Czysz reviewed the draft January financials. She shared that SRPC's budget was in line with where it was this time in the prior year. She elaborated that for the January billing some items are past due, but that most of those payments were received in early February. A significant partner payment was late but SRPC is in a good place regardless, and is staying current.

J. Czysz explained the Profit and Loss statements sharing that in January SRPC broke even and is where it should be each month.

J. Czysz reviewed the Profit and Loss - Budget vs Actual. This was updated to reflect the mid-year amended budget from December. This allows staff and commissioners to better understand where the budget actually is.

J. Czysz elaborated on NHDOT billing, sharing that less has been billed to the UPWP due to work on other contracts. This will be balanced out with SRPC hiring a transportation engineering firm. SRPC did an RFQ process and has selected VHB as a consultant. They will be on call to assist with developing transportation project scopes and budgets, provide modeling services and are tasked with building our SRPC's transportation project database.

J. Czysz added that overall SRPC has maintained a slight profit, explaining that this is predominantly due to unexpended dues. Excess dues after FY 2021 will go into reserves (savings account).

Mike Bobinsky joined the meeting at 8:16. He was in a room, alone.

K. Pimental asked for clarification on who from VHB would be working with SRPC. This was clarified. M. Bobinsky asked about VHB contract J, Czysz responded that the contract has been sent to NHDOT for review, and SRPC is waiting for final approval.

D. Landry appointed B. Fisher to serve as a voting member for the duration of the meeting.

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

The motion to approve the minutes **CARRIED** via roll call vote of D. Hamann, T. Crosby, D. Landry, B. Fisher, M. Bobinsky and B. Holstein in the **AFFIRMATIVE**.

c. Approval of 2021 Health and Wellness Plan

J. Czysz explained that the E.C. reviews the Health and Wellness Plan each year. She noted the small changes that had been made to reflect COVID-19 protocols and acknowledgment of a new organizational vehicle for staff use.

M. Bobinsky noted his appreciation for field staff notifying municipal officials in advance of field work. He agreed that the update of the plan to reflect COVID protocols was appropriate.

D. Hamann **MOVED** to approve the 2021 Health and Wellness Plan. T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of D. Hamann, T. Crosby, D. Landry, B. Fisher, M. Bobinsky and B. Holstein in the **AFFIRMATIVE**.

3. Updates and Discussion

a. Executive Director Review Procedures

J. Czysz reviewed changes to the executive director review survey and noted progress towards goals. The review form is modeled after the one J. Czysz uses for staff evaluations.

D. Landry opined that the materials presented provide a great set of tools for completing a review and keeping everything organized.

M. Bobinsky agreed, sharing that he was comfortable with this approach, and believes its designed to capture discussions similar to a 360 approach.

J. Czysz explained that the original schedule for the review had shifted slightly. The procedure document will be updated to reflect this.

D. Hamman agreed that this approach was good. He added that it was similar to past reviews he had, which also incorporated him reaching out to two peers for a review.

K. Pimental noted his appreciation for staff being able to provide feedback on the Executive Director. This has not been the case in the past. S. Sylvia agreed.

M. Bobinsky **MOVED** to approve the annual executive director evaluation tool as presented, understanding that J. Czysz will be updating the calendar to reflect modifications in scheduling consistent with the review process. T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of D. Hamann, T. Crosby, D. Landry, B. Fisher, M. Bobinsky and B. Holstein in the **AFFIRMATIVE**.

b. February Monthly Minors

J. Czysz explained that there was only one monthly minor, a statewide pavement project experiencing shifting construction funds at the state level. This project does not impact the SRPC region as there are no regional child projects. J. Czysz added that we will soon be adopting a new transportation improvement program.

c. Awards, Contracts, and General Business Update

J. Czysz shared that staff are very busy right now working on many different contracts. She shared that SRPC staff held their first Communities for Healthy Aging Transitions (CHAT) community Zoom forum the previous night in the Town of Durham. This event went great, and it was helpful to have students from Professor Mary Friedman's UNH Planning Class helping out. She recognized the hard work of S. Sylvia and co-project manager Nancy O'Connor. J. Czysz shared that

Commissioners should stay tuned as SRPC staff reach out to communities to do similar events throughout the region.

J., Czysz gave an update on staffers' working setups in response to COVID-19. There are occasional staff members in the office, as needed, but the primary work setup is still a work from home.

J. Czysz shared that SRPC has received the contracts back for the Building Equity in Dover project and for the Hazard Mitigation Plans for Rollinsford, Barrington, Somersworth, and New Durham. SRPC has also contracted with Wakefield for a limited amount of on demand planning board support for rest of calendar year.

Jen reviewed the status of the following contracts: innovative land use guide, CDBG, National Fish and Wildlife, and Source Water Protection.

She shared a that SRPC will be providing Norther Borders Regional Commission grant administration services to the Sanbornville Water Precinct in support of their water infrastructure improvement project.

J. Czysz reviewed the status of dues, and how these have been expended to date.

K. Pimental mentioned that the Lamprey River Local Advisory Committee is looking to update its river corridor management plan and that SRPC is deciding if it will submit a proposal in response to their RFP.

J. Czysz shared that Aquatic Resource Mitigation (ARM) money has become available. This funding is provided through wetland impact funding sources. There is \$2 million available for the primary watershed in the SRPC region. K. Pimental shared that GIS Planner Jackson Rand has completed a GIS analysis based on input from NHDES with all stream crossing data that included filtering data based on certain criteria. He then prioritized which crossings would be eligible for ARM funding and scored sites. SRPC staff will soon be contacting communities with eligible sites to see if they are interested in pursuing funding.

K. Pimental explained that he could share what types of projects have been funded in the past to help communities visualize what could be done in their community.

D. Landry asked how we are sharing this information with municipalities. K. Pimental explained that his will be a targeted communication. This will be linked to an online map that J. Rand is prepping with the data he analyzed.

D. Landry asked if the ARM program funds updating wetland protection ordinances. He added that a committee in Dover working on this wants to touch

base with SRPC. K. Pimental responded that ARM funding isn't targeted for this type of project, specifically. He shared that the Piscataqua Region Estuaries Partnership (PREP) grant program is a better funding source for this type of project.

A committee member asked for clarification on the National Fish and Wildlife grant SRPC will be partnering on. This funding supports NHDES exploring areas to implement living shoreline projects. This will rely on partnerships with coastal communities to identify locations for living shorelines. The project will also allow NHDES to develop criteria on what the state feels are the most suitable sites in and around Great Bay for this type of project. There will also be an opportunity for implementation, with NHDES picking a project and funding 50% of the living shoreline design.

A discussion about the specifics of this project ensued.

J. Czysz explained that she is currently updating the UPWP, which is on a two-year cycle through the NH Department of Transportation. She added that she submitted a draft earlier in February. The TAC and Policy Committees will review this as their March meeting. The final draft is due to NHDOT in April.

J. Czysz shared that through its MPO designation, SRPC has applied for a 5305e grant through the Federal Transit Administration. This funding would be incorporated in SRPC's UPWP contract. In year one, SRPC would analyze and inventory sidewalks and bicycle infrastructure close to bus routes and stops. This would lead to identification of areas for improvement. In year two, funding would support the update the regional coordinated council plan.

J. Czysz updated members on discussions about SRPC's federal cognizant agency. This is shifting from NHDOT to the EDA. J. Czysz detailed how this process will work.

d. Commissioner Engagement

J. Czysz shared that Executive Committee members should start thinking about their plans for involvement on the committee in FY 2022.

She reminded Commissioners to submit their skills matrix if they haven't already. Stefanie Casella will be sending individualized reminders.

S. Sylvia updated Commissioner on opportunities to be involved in outreach for the CHAT And POP! Projects.

4. Other Business

There was no other business.

5. Adjourn

D. Hamann **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion.

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner