

BARRINGTON
BROOKFIELD
DOVER
DURHAM
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

March 19, 2021

FINAL Meeting Minutes
Zoom Meeting

Committee members present: Vice Chair Peter Nelson, Newmarket; 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

Excused: Chair Victoria Parmele, Northwood

1. Welcome/Introductions

The meeting began at 8:02 a.m.

Peter Nelson called the meeting to order. He shared that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's 2020 Emergency Order #12, issued pursuant to Executive Order 2020-04, and as extended by Executive Order 2021-04, 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, Donald Hamann, Tom Crosby, David Landry, Peter Nelson, Michael Bobinsky, and Bill Fisher. Each attendee introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

P. Nelson seated B. Fisher as a voting member.

B. Holstein joined the meeting at 8:05 a.m. She introduced herself and shared that she was home and attending the meeting alone.

2. Actions Items

a. Approval of the Minutes of February 19, 2021

D. Hamann **MOVED** to approve the February 19, 2021 minutes. There was a small correction noted by S. Sylvia.

M. Bobinsky **SECONDED** the motion.

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

b. Acceptance of the Draft February Financials

J. Czysz explained the status of the organization's checking account, sharing that the lower balance is attributable to the funds in the savings account.

J. Czysz reviewed the accounts receivable report. She shared that this year the monthly receivables are significantly higher, which is directly correlated to having more billable projects like EDA CARES.

J. Czysz noted that items showing as past due on the report have now been received with one exception. She detailed the account and a staff shortage as the cause of the delayed payment, sharing that this is not expected to be a recurring problem.

J. Czysz presented the profit and loss numbers, sharing that February was a strong month where the organization ended with a profit. She noted that compared with last year the organization is on target, adding that the biggest difference is two additional employees on staff.

J. Czysz shared that the organization is maintaining a decent profit for the year that is mostly comprised of dues funds that have not been expended. She added that a summary of dues was provided in the monthly memo, and that these funds have been supplemented by other grants.

J. Czysz explained that there are pending, planned organizational investments and that the budget is setup so that organization doesn't make too large of a profit. P. Nelson opined that the end of year budget and financials look good.

M. Bobinsky **MOVED** to accept the Draft Financials. 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 Committee member renewals and officers

J. Czysz explained the yearly process of revisiting E.C. membership, renewals, and officers. She shared that Victoria Parmele would be stepping down as Chair but would like to remain on the Executive Committee. T. Crosby noted that he would like to stay on as secretary/treasurer. P. Nelson said he would remain Vice Chair.

D. Landry asked if SRPC could provide the high-level roles and responsibilities of the Chair. This will be sent out to the E.C. members.

b. Preliminary FY2022 Budget

J. Czysz explained that she started the preliminary Fiscal Year 2022 budget, adding that the largest two-year project with carryover is the EDA CARES Act grant. She noted that there are additional environmental grants which carryover or are pending.

J. Czysz said that SRPC currently has several circuit rider contracts, which are anticipated to continue in FY 2022. She reminded members that SRPC now has a small contract with Wakefield. She shared that the Town of Strafford has also contacted SRPC about circuit riding services.

For expenses, the FY 2022 budget is mostly consistent with that from FY 2021. She noted that she has budgeted for a part-time intern to stay for the full year and

explained a significant increase in health insurance costs; attributable to an increase in premiums and number of covered employees.

J. Czysz explained that on the expense side, most contract services are tied to specific projects, and that this has been presented in a way that is more organized for committee members. She explained that SRPC Financial Consultant Kathy Foster has reduced her hours in the last year, and has requested to forego providing assistance with HR services. In response, the preliminary FY 2022 budget includes an allocation for a contracted HR professional.

D. Landry asked about a large reduction in expenses when comparing the FY 2021 and the preliminary FY 2022 budgets. J. Czysz explained the two biggest differences including the administrative services line and the removal of that stipend being provided to staff, per pay period, during the COVID-19 pandemic. J. Czysz added that the travel line is also reduced, as SRPC now has its own vehicle, which means a reduction in the prices of paying mileage to staff.

J. Czysz reviewed the contracts which include partnering with external consultants. D. Landry suggested a placeholder for budget items that may change rapidly.

J. Czysz explained that the draft FY2022 budget is showing a profit, which means there is a disconnect through the revenues and expenses. Jen explained that the FY 2022 numbers being presented are a preliminary budget. M. Bobinsky asked about the budget schedule. J. Czysz will have an updated draft in April, in May it will be close to done, and it will be up for approval in June at the annual meeting.

P. Nelson asked about the funds allocated for copier maintenance – it's a lease contract for the printer and the plotter. P. Nelson asked about the funds allocated for the database for transportation planning. Jen explained that access to the NPMRDS data, a national data set of cell phone data that summarizes traffic volumes and speeds, for all major roadways, is funded by a portion of the UPWP. The cost for this dataset is split among the MPOs in the state.

This dataset supports congestion planning required by Nashua Regional Planning Commission and Southern NH Planning Commission. Rockingham Planning Commission does this reporting by choice, and SRPC and Central NH Regional Planning Commission almost meet the requirements for reporting and may have to complete congestion management planning depending on results of the 2020 Census.

A discussion ensued about the costs and cost-share for this dataset.

P. Nelson opined that it would be helpful for E.C. members to better understand some of the Commission expenses in order to evaluate if the organization is getting the best return on its expenses.

c. Executive Director Review

J. Czysz reminded members of the conversation from the last E.C. meeting where members discussed procedure documents and reviewed forms for the Executive Director's review. She explained that this month E.C. members should schedule timeline tasks for her review. She added that she would be sending them her self-assessment soon. Her review form for E.C. members and staff will be hosted in an online survey platform.

E.C. members agreed they would hold a separate meeting to conduct J. Czysz's review. J. Czysz will send out a doodle poll for that meeting B. Fisher offered to be the E.C. liaison to help organize the review.

The committee discussed how to take into account all of the results and summarize them. Other members of the E.C. thanked B. Fisher for offering to be the liaison.

d. Strategic Plan Progress Update

J. Czysz shared the implementation matrix created to track progress on SRPC's Strategic Plan. She shared that her goal is to update this quarterly and in doing so highlight progress notes in future versions. E.C. members opined that the format worked well, and thanked J. Czysz for creating this document.

A discussion ensued about subsequent updates to the SRPC Strategic Plan. It was suggested that each E.C. member should review the strategic plan and the new quarterly updates to stay current and ensure progress.

e. March Monthly Minors

J. Czysz reviewed the minors.

There was a change to the Dover-Somersworth-Rochester NH Rte 108 - Complete Streets consistent with improvements under U-3 alternative where Inflation is being removed in 2022 preliminary engineering and construction phases.

The Statewide Paving Marking Annual Project was adjusted to align with anticipated needs, with no child projects being in the Strafford region.

And for the Rochester project to improve the intersection through Strafford Square at North Main and Washington Street at NH 202A, there was the removal of 2021 programmed preliminary engineering funds as the locally funded utility contract is delayed to spring 2021 construction. Utility upgrades are planned for 2021 season with the roundabout construction anticipated in 2022. This was held off because of easement issues and utility was halting the process.

M. Bobinsky gave an update on the Dover-Somersworth-Rochester NH Route 108 project, sharing that the contract in place with McFarland-Johnson used their funds in the planning phase and that the project is awaiting a new contract to be approved by Governor and Council. He added that it looks like the ROW portion of the project will happen in 2022, and that there is much progress on the corridor.

f. Awards, Contracts, and General Business Update

J. Czysz shared that she is beginning to plan for summer interns, and that staff are working on many grants and contracts in place.

She explained that a bigger conversation at SRPC in the last few months is the indirect rate. She reminded E.C. members that SRPC's indirect rate will now be under EDA. Herself and K. Foster are currently navigating this and are putting together a proposal for FY 22.

4. Other Business

There was no other business.

5. Adjourn

M. Bobinsky 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