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

April 16, 2021

FINAL Meeting Minutes

Zoom Meeting

Committee members present: Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; Barbara Holstein, Rochester; David Landry, Dover; Mike Bobinsky, Somersworth

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

Excused: Chair Victoria Parmele, Northwood; Bill Fisher, Farmington; Tom Crosby, Madbury

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 2021-05, 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, David Landry, Peter Nelson, Michael Bobinsky and Barbara Holstein. 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 March 19, 2021

M. Bobinsky **MOVED** to approve the March 19, 2021 minutes. D. Hamann **SECONDED** the motion.

The motion to approve the minutes with the correction **CARRIED** via roll call vote of D. Hamann, D. Landry, P. Nelson, B. Holstein, and M. Bobinsky in the **AFFIRMATIVE**.

b. Acceptance of the Draft March Financials

J. Czysz explained that bank balances are at expected levels for being three-quarters of the way through the fiscal with the dues amount in the organization's savings account.

J. Czysz mentioned an issue with accrued leave time which can be attributed to canceled vacations due to the COVID-19 pandemic. Jen reviewed the liability issue with the excess accrued leave time and shared that staff are beginning to plan vacations.

J. Czysz reviewed the aging summary. Contracts are being paid promptly. She addressed some late billing, but this is taken care of now.

J. Czysz explained that the organization is making too much of a profit and explained the connection between this and the organization's indirect rate and current reduced overhead expenses. She elaborated that about half of the profit is attributable to dues funds that haven't been expended.

J. Czysz shared that the organization has many additional contracts and how this equates to more direct billable time. She elaborated on how this effects the indirect rate and how the working budget has been updated with an increase to overhead costs through the purchase of software, furniture and equipment. She added that SRPC would also be hiring an office coordinator to take on key administrative tasks.

J. Czysz explained that while SRPC is making a profit this year, the organization averages this over a five-year period. Considering this, SRPC will be in line with where it's supposed to be. D. Landry asked if there is a chance of this replicating

itself next year. J. Czysz replied that the organization has proposed a lower indirect rate for Fiscal Year 2022.

A discussion ensued about the indirect rate and how this influences other processes and excess/profit.

P. Nelson suggested some software tools be investigated. He shared that he is working to create a more collaborative environment and that he would like to demonstrate what he has been working on. He envisions this being a tool for SRPC to connect and share information with every municipality in the region plus all commissioners and staff.

J. Czysz explained that there are a few other network/software/IT purchases that must be made and configured first.

P. Nelson asked if he could have 10 to 15 minutes on an agenda to share his idea. It was decided this could take place after the May Policy meeting.

J. Czysz shared that she would soon be posting the office coordinator position.

D. Hamman **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, D. Landry, M. Bobinsky, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

3. Updates and Discussion

a. Executive Committee member renewals and officers

D. Landry volunteered to be chair for a period of one year. The recommendations for FY 2022 SRPC Officers and E.C. members will be recommended by the E.C. to the Commission at the May meeting.

J. Czysz shared that the business items usually on the agenda for the annual meeting will be added to the agenda for the joint Policy/Commission meeting during the normal Policy Meeting slot in June.

SRPC is planning another webinar for its annual meeting focused on how we develop and implement different projects in our community. J. Czysz added that SRPC is hearing from the Congressional delegation about funds that are available. The question then becomes, how do you develop and fund a project. SRPC is looking into procuring an EDA representative to be one of the speakers, in addition

to other potential speakers including representatives from NH's congressional delegation and a municipality who has been working to develop and fund on the local scale.

P. Nelson asked if we have a spreadsheet with commissioner info. A discussion ensued about recruiting new Commissioners and E.C. members. P. Nelson offered to help with this. SRPC will reach out first, and we will go from there.

b. Draft FY2022 Budget

J. Czysz explained that the revenues on the draft FY 22 budget are close to where they should be. She added that one thing we will do differently in FY 22 is better reconciliation for multi-year contracts. She explained the current status of some of these multi-year contracts and how that plays into FY 2022. She noticed some additional funding sources like the FTA Grant, and NHDOT funding to use for transportation engineering services related to regional transportation project scoping.

The biggest change in the budget can be explained by changes in salaries, which come down to the number of employees on staff. Jen reviewed new staff positions and timelines including the data collection intern, economic development intern, and office coordinator.

P. Nelson asked about big drop in the MPO budget, J. Czysz explained that the UPWP contract is a two-year program and funds do not always split evenly between years.

J. Czysz explained that SRPC would also be purchasing a phone for the economic recovery coordinator who has been using her personal phone to make all her phone calls. This phone will also be used for the pedestrian counters, which can only be accessed via android.

J. Czysz explained some other changes on the expense side, including a decrease in printing cost, an increase in audit cost due to the addition of a single audit, a placeholder amount of \$3,000 for legal fees, and other IT and office reconfiguration expenses. A discussion ensued on adobe acrobat and other alternative programs.

c. FY2022 Health Plans

J. Czysz explained that there was an increase in health insurance rates. These were up 6% from the prior year.

d. Executive Director Review

J. Czysz explained that she sent out a doodle poll for E.C. members to fill out concerning a date for her review. She also sent a link for an evaluation survey.

e. April Monthly Minors

J. Czysz reviewed the April Monthly Minors. There were a few changes to projects in the region including one for the Dover Community Trail and a bridge replacement in Lee. There were also changes for the Tier II highways resurfacing with a child project in the region, and changes to the orthoimagery project, which includes new aerial imagery for the state which SRPC uses for updating maps.

f. Awards, Contracts, and General Business Update

SRPC has a few pending contracts. J. Czysz explained that she would need a signature from a signatory in the coming week.

J. Czysz shared that SRPC is waiting to hear about a partnership with RPC which would allow climate adaptation planning in more inland communities. This type of project was addressed in the strategic plan.

J. Czysz added that SRPC submitted its new indirect rate to EDA. She explained that SRPC put in for a single year indirect rate, and instead of pre-determined SRPC is opting for a fixed carry forward rate.

4. Other Business

There was no other business.

5. Adjourn

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

The meeting adjourned at 9:01 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner