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

June 18, 2021

FINAL Meeting Minutes
Hybrid In-Person/Zoom Meeting

Committee members present in-person: Donald Hamann, Rochester; Tom Crosby, Madbury; David Landry, Dover; Bill Fisher, Farmington; Michael Bobinsky, Somersworth

Committee members present via Zoom Barbara Holstein, Rochester

Staff members present in-person: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Stephen Geis, planning technician

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

1. Welcome/Introductions

The meeting began at 8:07 a.m.

Those in attendance at the start of the meeting included Jen Czysz, Shayna Sylvia, Donald Hamann, David Landry, Mike Bobinsky, Bill Fisher Tom Crosby, and Barbara Holstein. Everyone was attending in-person except for B. Holstein, she was at home and attending the meeting alone.

D. Landry seated B.Fisher as a voting member.

2. Actions Items

a. Approval of the Minutes of May 21, 2021

D. Hamann **MOVED** to approve the May 21, 2021 minutes. M. Bobinsky **SECONDED** the motion. Bill Fisher abstained.

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

b. Acceptance of the Draft May Financials

J. Czysz reviewed the bank balances, sharing that they are in good shape. She explained that dues payments for FY 2022 are beginning to come in, but that these will be reflected on the June financials. In the prior year, dues payments began to come in during the month of May.

J. Czysz updated committee members on the aging summary, including past due items that are in-process. She added that on the Profit and Loss statements, billables appear high due to number of contracts and employees. This leads to difficulties in keeping the indirect rate on target. Necessary office equipment and other indirect cost purchases are planned for June and will appear on the June Financials.

J. Czysz reviewed the net income for the year, explaining that there will be some adjustments with year-end purchases, and accrued payroll and vacations. She reviewed the dues amount from the prior fiscal year that was unexpended.

M. Bobinsky asked about purchases of office equipment in relation to SRPC's new office coordinator. Jen shared that SRPC has already purchased the computer and desk locations are being shuffled.

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

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

c. Recommendation of the FY2022 Budget

J. Czysz reviewed the FY2022 Budget. Minor adjustments were made since the committee last saw it. The budget was shifted to reflect the start of the new office coordinator who starts on Jun. 23.

J. Czysz reminded committee members that SRPC currently has three interns. Autumn Scott was hired after working with SRPC through her class at UNH. She is working full time during the summer, and is helping to fill in for Alaina Rogers, who is on maternity leave. A. Scott will remain part time during the school year, which is reflected in the budget.

M. Bobinsky asked about the Economic Recovery Coordinator, and whether this is a permanent position. J. Czysz responded that it will be permanent if SRPC can sustain funding for this position. J. Czysz elaborated on Natalie Moles, who is in the position, sharing that she recently began circuit riding for the Town of Strafford.

D. Hamann **MOVED** to recommend of the FY2022 Budget. M. Bobinsky **SECONDED** the motion.

The motion to recommend the FY2022 Budget to the full Commission **CARRIED** via roll call vote of D. Hamann, B. Fisher, D. Landry, T. Crosby, M. Bobinsky, and B. Holstein in the **AFFIRMATIVE**.

d. Approval of the FY 2022 Billing Rate and Salary Ranges Schedule

J. Czysz explained that there were few changes made to the billing rate and salary ranges schedule from the previous year. The billing rate for regional planner I increased by \$5/hr.

D. Landry asked how SRPC's salary ranges schedule compares with other regional planning commissions (RPC), and how many principal planners are employed at SRPC. There is one principal planner at SRPC and for FY 2022, we are on par with other regions. J. Czysz explained that in the past SRPC has been lower than the other regions but reminded members that SRPC also has a younger staff than in other regions.

A discussion ensued about salary levels, positions, and upward mobility for staff. D. Landry commended the SRPC staff.

M. Bobinsky commended J. Czysz in her role as Executive Director and for keeping the Executive Committee informed. He added that she ensures staff have opportunities which are beneficial to their growth. He also commented on the robust internship program, which is an important opportunity to help train young professionals.

T. Crosby **MOVED** to recommend the FY2022 Billing Rate and Salary Ranges Schedule. M Bobinsky **SECONDED** the motion.

The motion to approve the FY 2022 Billing Rate and Salary Ranges Schedule **CARRIED** via roll call vote of D. Hamann, B. Fisher, D. Landry, T. Crosby, M. Bobinsky, and B. Holstein in the **AFFIRMATIVE**.

e. Recommendation of the FY2022 Executive Committee Officers, Members, and Alternates

J. Czysz suggested announcing the vacant alternate position on the Executive Committee at the joint Commission/Policy meeting.

D. Hamann **MOVED** to recommend the FY2022 Executive Committee Officers, Members, and Alternates. T. Crosby **SECONDED** the motion.

The motion to approve recommend the FY2022 Executive Committee Officers, Members, and Alternates **CARRIED** via roll call vote of D. Hamann, B. Fisher, D. Landry, T. Crosby, M. Bobinsky, and B. Holstein in the **AFFIRMATIVE**.

3. Updates and Discussion

a. FY 2021 Annual Meeting

J. Czysz commended Stephen Geis, Rachel Dewey, Colin Lentz, and Mark Davies for their work to plan for and coordinate hybrid meetings. SRPC is now using an owl camera which is designed to rotate and film the person talking. She mentioned precautions like using the large conference room and employing air filters.

J. Czysz reviewed how the annual meeting was broken into two components for the business items, and for the presentation. She gave an overview of next week's presentation, setup as a webinar.

b. Awards, Contracts, and General Business Update

J. Czysz shared that SRPC has a few contracts that are currently making their way through Governor and Council. She explained that for function SRPC's function as an economic development district (EDD) it is now part of EDA's partnership program, mean we are on track to receive funding in three-year increments.

J. Czysz reminded members that EDA is now SRPC's federal cognizant agency. Paperwork was submitted on Apr. 1, and SRPC is waiting to hear back. J. Czysz added that SRPC has filed our proposal and submitted a self-certification.

c. May Monthly Minors

J. Czysz reviewed the May Monthly Minors.

M. Bobinsky asked about the DOV/ROC/SOM complete streets project. Colin Lentz, senior transportation planner, joined the meeting to explain the reduction in funds. He did not have an update on the DOT's McFarland Johnson contract.

C. Lentz updated committee members on the remaining minors.

E. McDougal joined the meeting at 8:50 a.m., as he was early for the Joint Commission/Policy meeting.

4. Other Business

A brief discussion ensued concerning updates to Strafford Square.

5. Adjourn

M. Bobinsky MOVED to **ADJOURN** the meeting. T. Crosby **SECONDED** the motion.

The meeting ended at 9:01 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner