

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

August 20, 2021

1. Welcome/Introductions

Chair D. Landry called the meeting to order at 8:07am

It was determined that this was a hybrid meeting as some members were participating virtually, therefore, a roll call was taken to account for members participating: Dave Landry (Dover), Barbara Holstein (Rochester), Wayne Burton (Durham), Bill Fisher (Farmington), Donald Hamann ((Rochester) P. Nelson

Members joining via Zoom: Victoria Parmele (Northwood), Tom Crosby (Madbury)

Members excused: Michael Bobinsky (Somersworth)

Staff present: Jen Czysz and Megan Taylor-Fetter

W. Burton joined the meeting at 8:09am

2. Action Items

a. Approval of minutes of July 16, 2021

D. Hamann motioned to accept the July 16, 2021 minutes as written seconded by B. Holstein. All in favor: D. Hamann, B. Holstein, W. Burton, D. Landry, V. Parmele, P. Nelson, D. Landry

D. Landry seated B. Fisher as a voting member

b. Acceptance Updated FY 2021 Year End Draft July Financials

J. Czysz reviewed the FY2021 Year End Draft July Financials, explaining that since the review of the FY 2021 balance sheet at last months meeting, the only significant change is the addition of the accrued payroll sick and leave time which bumped up the balance slightly. She continued to explain that, as a result, the year-end net profit decreased slightly to \$70,424.95

J. Czysz noted that the checking account balance shows a negative balance however, a payment received from a funder is not yet reflected in that number.

J. Czysz explained that regarding the Aging Summary, payments were received in August bringing the actual balance to approximately \$22,000.

J. Czysz reviewed the profit and loss explaining that a modification in the billing process was initiated in July. This new procedure will show the true reimbursement processes and is more consistent with the federal regulations for reimbursement processes.

D. Hamann motioned to accept the Draft July and updated FY2021 Year End Financials seconded by P. Nelson. A roll call vote was taken: V. Parmele, D. Hamann, B. Fisher. P. Nelson, W. Burton, B. Holstein, D. Landry all in favor.

3. Updates

a. Fiscal Year Dues Recommendation to SRPC Commission

J. Czysz explained that typically dues are adjusted based on current population estimates and are inflated by the consumer price index (CPI). She further explained that this year we do not have updated population updates as the data results have been delayed. Last year, because of Covid 19 and the fact that communities could be facing financial hardship, dues were not adjusted by CPI and were only adjusted by population change. This year the CPI is 5.4%, which is a significant increase.

J. Czysz presented three options for consideration:

Option 1: freeze the dues to set FY2023 at the current FY2022 rate

Option 2: apply 50% of the annual CPI

Option 3: apply the full CPI change

J. Czysz stated that she would not recommend option 3.

D. Landry noted that the 5.4% number seems very high and we probably haven't seen that number since the '70s.

A discussion took place and the members that spoke on the subject all agreed that this is difficult budget year; some communities have seen serious budget deficits. The consensus was that an increase to the dues would be a hardship to communities.

D. Landry asked members to entertain a motion to freeze dues for this year.

P. Nelson motioned the Executive Committee recommend to the Full Commission a freeze of the Member Dues Rate for Fiscal Year 2023 seconded by B. Fisher. A roll call vote was taken: V. Parmele, D. Hamann, B. Fisher P. Nelson, W. Burton, B. Holstein, D. Landry all in favor.

b. Employee Handbook Updates

J. Czysz reported to the committee that she and staff member M. Taylor-Fetter have been working on updates to the Employee Handbook.

M. Taylor-Fetter outlined the proposed amendments which include rewrite of the vehicle, cell phone use and alcohol and drug free workplace sections. Additions to the handbook include a voluntary leave donation section and a part-time employees classification. Also proposed as a separate document, is a paid time off policy in place of

the existing sick and vacation policies. M. Taylor-Fetter further explained that these changes have been made to reduce redundancies and pull together a more streamlined document.

D. Landry, on the proposed paid time off policy, expressed some concern that depending on employee's specific circumstances, this could be considered a raise to some employees and potentially be a financial impact to the SRPC budget.

J. Czysz gave detailed information on the voluntary leave time donation policy as well as the accrual rate, buyout schedule and maximum accrual cap of the proposed leave time policy.

B. Fisher expressed concern regarding the voluntary leave donation section that employees may have to pay taxes on donated time as it might be considered a benefit.

J. Czysz explained that what is being presented today is a first draft of the proposed changes and that no vote was needed at this time. Before final adoption, the draft would be reviewed by an attorney to ensure it is in line with labor regulations. The handbook will be brought back to the committee as it is updated.

c. Draft By-laws amendments

J. Czysz summarized the procedure for adoption of the proposed amendments to the Commission and MPO By-Laws which includes a 20 notice for proposed amendments. She added that what is being presented today is a first draft for review- and discussion and the Commission will vote officially in September.

J. Czysz briefly reviewed the proposed changes stating that the purpose is to address hybrid meetings and to explicitly state that the Commission may conduct hybrid meetings where members joining remotely may participate fully and are allowed to vote.

J. Czysz asked members to address questions on this subject towards S. Sylvia and/or herself.

d. Draft Fiscal Year 2022 Executive Director Organizational Goals

Members were presented with the Draft 2022 Executive director Organizational goals. J. Czysz stated that no changes were suggested since the goals were reviewed at the July meeting.

B. Fisher motion to accept the FY 2022 Executive Director Organizational Goals as presented, D. Hamann second, A roll call vote was taken: V. Parmele, D. Hamann, B. Fisher W. Burton, P. Nelson, B. Holstein, D. Landry. All in favor.

e. Awards and Contracts and General Business updates

J. Czynsz stated that due to the recent spike in Covid-19 cases, staff have been encouraged to wear masks at in-person meetings. In addition, staff may continue to work at home if they are not comfortable coming into the office.

J. Czynsz informed the Committee that she received a surprise email from the Office of Strategic Initiatives stating approval of \$100,000.00 of ARPA funding for the Housing Needs Assessment. Additionally, a fair housing equity assessment is added to the scope of work. SRPC will be working with the 8 other regional planning commissions along with the state on this project.

J. Czynsz stated that the end of the FY2021 Indirect rate closed at 117% with July ending at 91%. There are items in the budget scheduled for this fiscal year including migrating to a cloud server and computer replacements. J. Czynsz will keep the Committee updated on the planned investments.

f. Minors

J. Czynsz briefly discussed the minors stating that the majority are statewide.

4. Other Business

a. Membership

D. Landry entertained a motion for V. Parmele to swap seats with B. Fisher making V. Parmele an alternate and B. Fisher a regular member. D. Hamann Motioned as to make the changes as stated, seconded by P. Nelson. A roll call vote was taken: Roll call vote: V. Parmele, T. Crosby, B. Fisher B. Holstein, P. Nelson, D. Landry all in favor.

5. Adjournment

B. Fisher motioned to adjourn, seconded by D. Hamann. All in favor.