

STRAFFORD

Regional Planning Commission

Executive Committee Meeting
150 Wakefield Street, Conference room 1A
September 17, 2021

1. Welcome/Introductions

Chair David Landry called the meeting to order at 8:03am

Members present: Donald Hamann, (Rochester); Tom Crosby (Madbury); Peter Nelson (Newmarket); Barbara Holstein (Rochester); Dave Landry (Dover).

Staff present: Executive Director Jennifer Czysz

Staff attending remotely: Kyle Pimental and Megan Taylor-Fetter

2. Action Items

a. Approval of the August 20, 2021 Executive Committee meeting Minutes:

D. Hamann motioned to approve the minutes as written, seconded by Peter Nelson. All in favor, none opposed.

b. Acceptance of Draft Financials

J. Czysz reviewed the draft financials stating that the checking and savings register totals look healthy. Most dollars are in savings now with the receipt of dues payments and several contract revenues received in advance.

J. Czysz continued with a review of the aging summary. Most all accounts are current. She stated that EDA funds all in. New EDA contract billing is done quarterly and in advance. This transfers to the checking account in about 24 hours.

J. Czysz reviewed the monthly profit and loss and stated that August is on target, however we are still operating at a loss. Many of the one time costs for the fiscal year occurred in the first quarter. The loss is expected to be absorbed in the coming months.

D. Landry noted that Michael Bobinsky arrived at the meeting at 8:07AM.

T. Crosby motioned to accept the financials as presented, seconded by D. Hamann. A vote was taken with all in favor, none opposed.

3. Updates

a. Employee Handbook Updates

J. Czysz explained that the draft updates to the handbook are the same as what was presented at the August meeting. J. Czysz outlined the proposed amendments as follows:

Alcohol and Drug Free Workspace: The majority of contracts coming in, particularly the Federal contracts, contain provisions which require a drug and alcohol-free workplace policy. This section of the handbook has been expanded for compliance with these contracts.

Discussion took place on drug testing and reasonable suspicion, the use of medical marijuana and certain substances like CBD oil. J. Czysz explained that there is a section that pertains to that subject. There is a disciplinary process and termination is at the discretion of the Executive Director. SRPC staff do not undergo random testing.

K. Pimental joined the discussion by stating that there are differences between federal and state regulations but since SRPC is federally funded we must comply with federal law in regard to the use of medical marijuana. D. Landry stated that we cannot put federal contracts at risk.

J. Czysz outlined the Vehicle Operation Policy and stated that the existing section was expanded to acknowledge that SRPC now has a vehicle. M. Bobinsky asked if employees were asked to provide updated drivers licenses. He also recommended a statement outlining who is allowed in the van. J. Czysz replied that she will check with Primex on the liability of passengers riding in the van.

J. Czysz read the Cell Phones Use section and stated that it is good meeting practice to not use cell phones during a meeting but that sometimes the use of a phone is needed for meeting purposes. SRPC has a couple company provided cell phones. B. Holstein asked why the policy says that upon termination employees may be asked to return phone. J. Czysz answered that employees are required to return their phones if they have been provided one.

J. Czysz continued to outline the proposed updates to the Handbook.

D. Landry asked to table the ETO Policy and Voluntary Time Donation sections to the end of the meeting if there is time

b. Awards, Contracts, and General Business Update

J. Czysz updated the members on Awards and Contracts. She informed the members that the EDA partnership planning Grant has been approved and stated we are in, it is official and have drawn down out first payment.

J. Czysz stated that SRPC will be working with RPC on the DES Coastal program project of special merit.

J. Czysz stated that we have draft materials for the Commute Smart Seacoast contract.

J. Czysz stated that we are still waiting to hear about the ARPA contract to fund the Regional Housing Needs Assessment. This contract is pending before Governor and Council. There is a potential small grant for supplemental work for on our communities healthy aging transitions.

J. Czysz informed the members that the CDBG Covid grant application for Rochester and the Community Action Partnership of Strafford County to renovate the Gaffney home into affordable senior housing is still pending.

J. Czysz updated the members on Covid and that many of the staff are still telecommuting as we watch cases spike.

J. Czysz stated that the Indirect rate is looking good and on target. We are finalizing negotiations with EDA and working towards a predetermined rate. The transition has been a positive change.

K. Pimental stated that in regard to the Coastal Resilience Grant not being funded by the Department of Environmental Services, there was mention in the notes SRPC received back from DES that the review team recognizes there is a need for funding to identify projects ready for implementation and potential funding sources.

c. Minors:

C. Lentz presented the minors and updated the members on community projects.

4. Other Business:

There was no further business.

5. Adjourn:

M. Bobinsky motioned to adjourn seconded by T. Crosby. All in favor. Meeting adjourned at 8:56 AM.