

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
December 17, 2021
Meeting Minutes**

1. Welcome/Introductions

David Landry called the meeting to order at 8:00 A.M. and asked for introductions.

Committee members present: Chair David Landry, Dover; Barbara Holstein, Rochester; Bill Fisher, Farmington; Mike Bobinsky, Somersworth; Tom Crosby, Madbury; Peter Nelson, Newmarket

Committee Members participating remotely: Donald Hamann, Rochester (joined at 8:15 a.m.)

Staff members present: Jen Czysz; Executive Director SRPC

Staff attending remotely: Kathy Foster, Megan Taylor-Fetter, Kyle Pimental

2. Action Items

a. Approval of the Minutes of November 19, 2021

B. Fisher **MOVED** to approve the November 19, 2021 minutes. B. Holstein **SECONDED** the motion. A roll call vote was taken. B. Fisher, T. Crosby, B. Holstein, M. Bobinsky, D. Landry, P. Nelson voted in the **AFFIRMATIVE**. The motion **CARRIED**.

b. Acceptance of FY 2021 Draft November Financials

J. Czysz gave a summary of the November financials. She stated the balance sheet is holding steady, it is relatively the same as last month and at this time last year. For the aging summary, half is the current month's billing. The DOT payments were received this week. J. Czysz explained the profit and loss report for November shows a profit but that should break even at the end of December. The

big difference between this year and last year is the staffing level. There will be two interns starting in the next two weeks for the records digitization project. The indirect rate is holding at 107%.

T. Crosby **MOVED** to accept the November 19, 2021 minutes as presented. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein voted in the **AFFIRMATIVE**.

3. Updates and Discussion

a. Employee Handbook Updates

J. Czysz explained what is being presented for discussion is the first draft and is the same draft that was presented at the August and November meetings. At this meeting the focus will be on the proposed earned time off policy which will replace the current separate sick and leave time accruals.

J. Czysz explained that under the new policy, the amount of time accrued would remain unchanged. Currently vacation time is capped at 160 hours and at separation, employees are paid 100% of their accrued vacation time and none of their sick time. Sick time accrual is capped at 160 hours, none of which is paid out upon separation. With this policy accruals would cap at 320 hours and the payout would be 50% of the total balance.

The members engaged in a brief discussion. M. Bobinsky asked what the pros and cons are and what is the process for requesting time off. Peter Nelson asked what is the process for tracking hours.

J. Czysz explained that staff use QuickBooks Timesheets to track hours and to request time off. For just a day off staff will send an email. She explained that an ETO policy will be easier from an administrative point of view since it simplifies the process and determining sick leave eligibility.

K. Foster stated that the transition should take place at the beginning of the fiscal year, and she does not foresee any problems with the transition.

K. Pimental stated that an ETO policy gives an employee more flexibility if they need to take a personal/mental health day and added that it makes sense to combine. He stated that in the past prior to 2014 there was more flexibility to earn over the 160 hours if you used it by end of FY. The pay-out was the same. Kyle asked the committee to consider changing the policy to allow more flexibility as it was prior to 2014.

The consensus of the committee was to move ahead with the ETO policy.

J. Czysz asked the Committee for their thoughts and guidance on the proposed Volunteer Donation Policy. J. Czysz stated that the next draft of the handbook will be sent to Primex to review the revised portions. After that a final draft will be reviewed by legal and then presented to the Committee for adoption.

J. Czysz summarized the volunteer donation policy stating that there would be restrictions in place including maximum amounts of time that could be donated and received. This would be triggered for extenuating circumstances and medical purposes only.

Some concerns were brought up during the discussion including how this policy might be in violation of HIPPA rules and how this would affect an employee's taxation. Also discussed was the possibility of favoritism.

The committee was in consensus this needs more research and that Primex should review it before moving forward.

b. Awards Contracts and General Business Update

J. Czysz stated that the Indirect Rate is at 107%. Dues are on track.

For contracts, J. Czysz stated that the Brownfields application has been submitted. The Build Back Better Regional Challenge was submitted but not funded. Regardless of being funded or not, it was a nice collaborative effort between four different regions, multiple municipalities and UNH.

J. Czysz stated that the NHAPC is meeting on December 22 at 1:00. On the agenda is discussion with Representative William Wilhelm, one of the writers of House Bill 1275. The discussion will be on the intentions and next steps of the bill. J. Czysz stated that D. Hamann is the committee's representative on the NHAPC but cannot attend the meeting. J. Czysz added that there is an open seat if anyone is interested and that everyone is welcome to join the meeting.

c. December Minors

J. Czysz gave a summary of the Minors and noted that there is one project that is specifically in the region, the Dover Somersworth Rochester Route 108 Complete Streets Project. This has been delayed by pandemic induced cost increases and staffing shortages.

4. Other Business

There was no other business.

5. Adjourn

T. Crosby **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion. **All in favor to adjourn, none opposed.**

The meeting adjourned at 9:00 a.m.