

# STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission  
Executive Committee Meeting  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867  
January 21, 2022  
Meeting Minutes

## 1. Welcome/Introductions

David Landry called the meeting to order at 8:08 A.M. He stated that this meeting is to be conducted as a Hybrid meeting with both in person and virtual attendance. He stated that the combined in person and virtual attendance constitute a quorum and as Chairman he has the authority to declare a quorum. D. Landry then asked for introductions.

**Committee members present:** Chair David Landry, Dover; Donald Hamann Rochester; Mike Bobinsky, Somersworth

**Committee Members participating remotely:** Bill Fisher, Farmington; Barbara Holstein, Rochester

**Staff members present:** Jen Czysz; Executive Director SRPC

**Staff attending remotely:** Megan Taylor-Fetter, Kyle Pimental

## 2. Action Items

### a. Approval of the Minutes of December 17, 2021

D. Hamman **MOVED** to approve the December 17, 2021, minutes as written. M. Bobinsky **SECONDED** the motion. A roll call vote was taken: D. Hamann, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

### b. Acceptance of FY 2021 Draft December Financials

J. Czysz gave a summary of the December financials. The checking and savings register totals remained healthy through December and the balance sheet is relatively comparable to this time last year.

On the Aging Summary, the majority is the current month's billings. The DOT reimbursements are running a couple weeks behind and was just received. The DES payments, including several of the municipal projects that are funded with DES grants, are taking a little while to process, several were received in January. EDA invoice processing has caught up with no remaining delays. A total of \$43,753.67 of payments outstanding at the end of December were paid in January, leaving a past due balance of \$27,939. There are a handful of smaller items past due that Kathy has followed upon and are being tended to.

On the Profit and Loss, December was a three-payroll month, so December saw a loss of \$16,699. As a result, the year to date is a net loss of \$12,782 but will be made up on a regular two payroll month.

D. Hamann **MOVED** to accept the December 2021 financials. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote: D. Hamann, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

### 3. Updates

#### a. Draft Leave Donation Policy

J. Czysz asked staff member M. Taylor-Fetter to update the Committee on her findings in response to questions posed by the Committee. M. Taylor-Fetter stated that regarding taxation, the Internal Revenue Service (IRS) allows for two exceptions, Medical Emergency Exception and Major Disaster Exception, in which leave can be donated without negative tax consequences to the donor. The receiver would pay taxes on leave time just as he/she would as regular earnings. For HIPPA concerns, Administration would be protected from liability if the identity of the recipient is not disclosed by administration to staff. To avoid favoritism, donated time could be placed in a time bank for future emergencies. There could potentially be some accounting concerns that the financial manager would like to look into.

M. Bobinsky asked from a budget perspective, what are the challenges as far as salary ranges. J. Czysz answered that each person is in the budget for the number of hours times their rate of pay so what we would be paying out would not change. It would be the percentage of a person's time that is indirect vs billable. That would be the net revenue difference. J. Czysz added that it would be manageable if we paid hour for hour.

D. Hamann asked, in regards to HIPPA violations, how do you not disclose the identity of the person requesting donated time. Discussion ensued on the issue of privacy and what the liability is to SRPC. M. Bobinsky suggested adding a hold harmless clause in which the requestor waives their right to privacy.

D. Landy asked how this policy would be administered. J. Czysz answered there would be a combination of efforts where the HR person would receive the request, the Executive director would make the determination to approve or disapprove the request and the accounting and time tracking would fall with the financial manager. D. Landry suggested that a one-year sunset clause be implemented to give this policy a trial run.

M. Bobinsky suggested implementing a 'time bank' where staff could donate time to be used if the need arose. This would negate the need to solicit time when a request is submitted and therefore less of a chance of the recipient's identity being disclosed. This would also reduce the possibility of favoritism. The members agreed to include the Disaster Declaration need in the policy.

J. Czysz explained the next steps are to fine tune the entire employee handbook, forward sections to Primex for review and then to legal for final review. Once those reviews are complete, a final draft will be brought back to the Committee.

#### **b. Legislation**

J. Czysz updated the Committee on HB1275. The bill sponsor met with all the New Hampshire Planning Commissions. The sponsor was receptive to understanding and straight forward in his reasoning. His motivation for the bill was to make sure Manchester had sufficient representation and the greatest access to the federal dollars coming in. The sponsor presented an amendment to the bill that would essentially keep the tiered representation as is for our communities and cap the current greater than 25,000 bracket at 45,000 and then adds 3 additional tiers for a maximum of 7 commissioners to be appointed from a community over 100,000 persons.

A member of the Somersworth Sustainability Committee and SRPC's Resilience Subcommittee has asked if SRPC would write a letter of opposition to the Public Utility Commission's [Order 20-092](#) that cuts NH Save's Energy Efficiency Program by more than two-thirds. M. Bobinsky noted that Somersworth City Council did send a letter to this effect. However, it was generally believed that NH Legislature may have already acted on this item and that the time passed to make an impact.

#### **c. Awards, Contracts, and General Business**

COVID-19: Staff continue to work from home and masks are required in the office or at in-person meetings. Any staff members exhibiting symptoms are to stay home and test.

Indirect Rate and Dues: As of the end of December, the indirect rate is 109% and we continue to be able to set aside some dues each month for reserve funds.

Awards and Contracts: J. Czysz summarized pending and recently awarded grants and contracts highlighting the following:

Completed Contracts:

- NHDES Coastal Program Project of Special Merit

Awarded Pending Contracts:

- Commute Smart Seacoast
- NHCDFR CDBG-CV Housing Grant – SRPC will serve as the grant writer and administrator for construction work by CAPSC to renovate the Gafney Home into affordable senior housing
- Rollinsford Road Surface Management System plan
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates

Recently Submitted and Pending Decision:

- AARP supplemental funding to extend CHAT outreach efforts
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan
- EPA Brownfields Assessment Grant
- Strafford Comprehensive Master Plan Update

In Development:

- Barrington Future Land Use Master Plan Chapter

**d. January Monthly Minors**

C. Lentz presented a summary of the Minors. He stated there are a number of Minors of individual projects, many of the changes were due to the Ten Year Plan Update and DOT fiscal restraint.

He noted one major item to note is the Somersworth project where they are ahead of the game and DOT needs to confirm they will adjust for this change in scheduling.

M. Bobinsky recommended for the record, to add to the approval letter a statement to the effect of: SRPC understands the need to adjust the fiscal year of the construction phase for constraint purposes. Concurrence by the SRPC Executive Committee was made with the understanding that NHDOT will continue to work with the City of Somersworth to advance the project in a timely manner and should the City be prepared to advance bidding and construction before FY2023, NHDOT will support doing so.

C. Lentz concluded his summary by stating that everything else is straightforward with just a few inflation adjustments.

**4. Other Business**

There was no other business.

## 5. Adjourn

D. Hamann **MOVED** to adjourn the meeting. M. Bobinsky **SECONDED** the motion. **All in favor to adjourn, none opposed.**

The meeting adjourned at 9:05 a.m.