

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
February 18, 2022
Meeting Minutes

1. Welcome/Introductions

David Landry read the following statement:

Under RSA 91-A:2 III (b) The committee chair is waiving the requirement of a quorum at the physical location of the meeting.

Whereas, in order to ensure continued management and timely execution of contracts, and continued support for member municipalities and partners, the SRPC Executive Committee must meet to continue the business and operation of the Commission;

Whereas, the committee chair has decided that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action due to the ongoing pandemic;

Whereas, the chair has determined that the situation constitutes an “emergency” per RSA 91A: 2 II;

Therefore, the SRPC Executive Committee will invoke this emergency provision and waive requirement for a quorum at the physical location of the meeting.

D. Landry then called the meeting to order at 9:01 a.m. and asked for introductions.

Committee members present: Tom Crosby, Madbury; Peter Nelson, Newmarket; Mike Bobinsky, Somersworth; Dave Landry, Dover

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 January 21, 2022

P. Nelson pointed out a typo on page 2, a 0 is missing from \$22,000. P. Nelson **MOVED** to approve the January 21, 2022, minutes with one minor change. M. Bobinsky **SECONDED** the motion. A roll call vote was taken: T. Crosby, P. Nelson, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

b. Acceptance of FY 2021 Draft January Financials

J. Czysz presented a summary of the DRAFT January financials stating that everything is solid:

Balance Sheet: The checking and savings register totals remained healthy through January and the balance sheet is relatively comparable to this time last year. What helps is that EDA, for planning funds, now pays quarterly in advance. There was a little bit more going into the savings since Milton and Lee now joined as dues paying communities. These communities paid for half a year January 1 thru June 30.

Aging Summary: \$85,988 of the outstanding \$189,717 is the current month's billings. A total of \$81,929 of payments outstanding at the end of January were paid in February, leaving a past due balance of \$21,800. There are a handful of smaller items past due that Kathy has followed upon and are being tended to.

Profit and Loss: January had a profit of \$3,720, essentially breaking even. Keeping in mind that we are playing catch-up since December was a 3-payroll month, the year to date is a net loss of \$15,148, slightly improved from the end of December.

M. Bobinsky **MOVED** to approve the FY 2021 Draft January Financials., T. Crosby **SECONDED** the motion. A roll call vote was taken: T. Crosby, P. Nelson, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

c. Acceptance of Single Audit

J. Czysz explained that a single audit is conducted when there is in excess in Federal Funds of \$750,000. In fiscal year 2021, federal funds were just over a million which met the requirement for a single audit. In fiscal years 2019 and 2020, the threshold was not met and a single audit was not required. The auditors focused in on transportation programs.

J. Czysz further explained that SRPC is not considered a low risk auditee because we did not require a single audit in the previous past two fiscal years. We are budgeting for the additional overhead a single audit incurs in anticipation for a single audit of FY2022.

After the Executive Committee approves the single audit, it will be sent to the Federal Audit Clearing House where all federal agencies have access.

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

3. Updates

a. Legislation

J. Czysz updated the members on HB1275 stating that the House Municipal and County Government Committee voted the bill inexpedient to legislate. The floor vote is still pending. This is the bill that would have changed the apportionment of regional planning commissions.

b. Progress Towards Goals

J. Czysz summarized the progress and Goals of SRPC highlighting several of the goals and accomplishments. The new SRPC website is complete and launched. Funding for Regional

Housing Assessment Needs has been secured; BEA put out a press release this week and all nine planning commissions will move forward.

IT staff has been drafting an RFP for IT services. To prepare, staff has been participating in a series of cybersecurity training to learn what the standards are for cybersecurity and incorporate those requirements into the RFP.

Now that the new website is up, SRPC will be sending out surveys to communities to identify what online tool and program services would be most valuable.

D. Landry stated he met with Jackson Kaspari and they discussed a website portal created by P. Nelson. J. Czysz stated that her only hesitation with that is that there cannot be anything that requires log-in and potentially form a quorum of SRPC members. That would be a violation of RSA 91-A. P. Nelson stated you can make it public; now is for people to try out in test mode.

Modernizing the day-to-day operations to carry forward technology brought on by the pandemic. Meetings continue to be hybrid and are available to view on the SRPC YouTube channel. P. Nelson suggested a secure block chain voting system. J. Czysz responded that State Statute would have to change. P. Nelson stated someone needs to sponsor a bill. Members engaged in discussion on options for virtual meeting participation.

J. Czysz stated SRPC continues to build relationships with municipalities and has visited 9 so far.

The draft of the employee handbook is complete and will go to legal for review. Other policies and documents being updated include the Wellness, Health and Safety Plan, Continuity of Operations, Emergency Succession and Operating Procedures.

A staff development and training program has been launched where staff has been participating in several trainings with several scheduled for the near future.

Lastly, SRPC is on target with the goal to maintain the current strong financial health through continued grant writing with a focus towards new contracts for FY 2023 and beyond.

K. Pimental added to staff training, several staff members have asked to be more involved in circuit writing plan reviews. Kyle has been working with staff to provide this training. It gives staff experience at a local level.

c. Awards, Contracts, and General Business

The Direct rate is holding steady at 111%. Dues expenditures are doing well. For Awards and Contracts, one thing to note is that we will be signing the DES Local Water Protection Grant this morning. In addition, SRPC is working with several communities to update aquifer protection districts.

J. Czysz stated we are still waiting for the federal budget for congressional appropriations to update the comprehensive plan.

M. Bobinsky stated that Somersworth is looking forward to participating in the records digitization program in the upcoming weeks. J. Czysz advised communities to prep their documents in advance.

J. Czysz informed the committee that at the Governors State of the State address, the Governor announced the start of a multimillion-dollar housing program. Included is a program to provide planning and zoning grants for New Hampshire municipalities that are willing to work on various activities that would improve the ability to create new housing within their communities.

d. February Monthly Minors

Colin Lentz joined the meeting to present the February monthly minors. He noted that on the statewide FTA5310, the federal formula funds were removed from the 2021 fiscal year. For the Lee NH Route 125, bridge replacement project, \$110,000 increase in 2022 PE finds to reflect additional changes and adjustments on a recent estimate. For the statewide Tier 2 highways project, the program is being adjusted to accommodate necessary changes in children project funds amounts. Construction funds for the paving project in Lee/Plaistow increased by \$70,000 and phase shifted from 2022 to 2023. Lastly on the STBG, the toll credits have been added and show more accurate non-federal matching contribution.

The members were all in agreement to approve the February Monthly Minors.

4. Other Business

There was no other business.

5. Adjourn

M. Bobinsky **MOVED** to ADJOURN., T. Crosby **SECONDED** the motion. A roll call vote was taken: T. Crosby, P. Nelson, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**. The meeting adjourned at 9:00 a.m.