

STRAFFORD

Regional Planning Commission

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

1. Welcome/Introductions

D. Landry called the meeting to order at 8:04 a.m. and asked for introductions.

Committee members present: Bill Fisher, Farmington; Tom Crosby, Madbury; Barbara Holstein, Rochester; Mike Bobinsky, Somersworth; Dave Landry, Dover

Staff members present: Jen Czysz; Executive Director SRPC

Staff attending remotely: Megan Taylor-Fetter

2. Action Items

a. Approval of the Minutes of February 18, 2022

T. Crosby MOTIONED to approve the February 18, 2022 minutes as written, B. Holstein SECOND.

Discussion: D. Landry asked for clarification on page 2, discussion on Single Audit: "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". J. Czysz stated that the sentence should be changed to "SRPC lost its designation as a low-risk auditee because..."

The members voted to approve the minutes as amended: B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor.

b. Acceptance of Draft February Financials

J. Czysz presented a summary of the Draft February Financials:

Balance Sheet: The checking and savings register totals remained healthy through February. Account balances compared to this time last year are higher due to a combination of contracts with advance payments and the timing of payments.

Aging Summary: \$109,274 of the outstanding \$149,461 is the current month's billings. A total of \$35,937 of payments outstanding at the end of February were paid in March, leaving a past due balance of \$4,250. Kathy has sent reminders to past due accounts.

Profit and Loss: February had a profit of \$21,616. Compared to last year the largest differences are attributable to the CARES Act program increasing both the EDD revenue and associated personnel costs. Additionally, in February we were able to bill several task-based contracts. Year to date we essentially are breaking even with a net profit of \$6,468.

M. Bobinsky **MOVED** to accept the Draft February Financials. B. Holstein **SECOND**. B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor.

c. Acceptance of Emergency Succession Plan

J. Czysz gave an overview and explanation of the Emergency Succession Plan. The plan was last reviewed in 2020. Changes made to the current draft reflect current staffing and practices. The plan is to be reviewed annually and updated as needed. In addition to the main document is an appendix with critical operational information. Both documents should be stored off site by identified individuals.

B. Holstein asked if all positions are full time. J. Czysz answered there is part time staff, and she will adjust the plan accordingly.

M. Bobinsky asked if it was necessary to have three interim directors. J. Czysz explained that Kyle is the designated Interim and James and Colin are back-ups and/or available should responsibilities need to be divided. The Acting Director has limited authority.

M. Bobinsky **MOVED** to accept the updated Emergency Succession Plan. B. Holstein **SECOND**. B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor.

3. Updates

a. Awards, Contracts, and General Business

J. Czysz provided an update on current protocol for COVID-19. Most staff continue to work at home. Masks are required in the office and staff are asked to wear masks at any meetings they attend outside of the office. Staff exhibiting symptoms are to stay home and test.

J. Czysz reported on the Indirect Rate and Dues. On October 5, 2021 SRPC received final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. As of the end of February, the indirect rate is 107%.

As of January 1, 2022 the Towns of Lee and Milton are now dues paying communities. The two opted to join for half of this fiscal year with the intention of renewing again on July 1.

For awards and contracts, J. Czysz highlighted the following:

Contracts that have been awarded and pending execution include NHCDFA CDBG-CV Housing Grant where SRPC will serve as the grant writer and administrator for construction work by CAPSC to renovate the Gafney Home into affordable senior housing. A NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates. As well as a Congressional Appropriation request for implementation of the Regional Housing Needs Assessment and a Comprehensive Plan update.

Recently submitted proposals and grants that are pending decision include an EPA Brownfields Assessment Grant, Town of Strafford Comprehensive Master Plan Update, and Economic Development Projects Implementation through BEA CEDR funding.

Proposals in development include the Barrington Future Land Use (or other) Master Plan Chapter update, Northwood Master Plan Update and Town of Lee Trails Mapping.

Other items temporarily on hold include CommuteSmart Seacoast (deferred funding to FY2023), Rollinsford Road Surface Management System plan, and AARP supplemental funding to extend CHAT outreach efforts.

b. March Monthly Minors

C. Lentz joined the meeting to present the Minors including the following:

- Rehab on Tier 2 highways:
- Bridge maintenance & Preservation on Tier 3 & 5 highways, Pavement and
- Statewide 42878 programs

4. Other Business

There was no other business.

5. Adjourn

B. Fisher MOVED to Adjourn. SECOND B. Holstein. B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor. Meeting adjourned 8:55 a.m.