

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
April 15, 2022
Final 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; Barbara Holstein, Rochester; Mike Bobinsky, Somersworth; Dave Landry, Dover; Peter Nelson, Newmarket; Donald Hamann, Rochester

Staff members present: Jen Czysz, Executive Director

Staff attending remotely: Megan Taylor-Fetter, Office Coordinator; Kyle Pimental, Principal Planner

2. Action Items

a. Approval of the Minutes of March 18, 2022.

D. Hamann MOTIONED to approve the Minutes of March 18, 2022 as written, M. Bobinsky SECOND. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft March Financials

J. Czysz began her review of the March financials by summarizing it is looking good. She continued with her summary as follows:

- The year-to-date net profit is holding at around \$13,000. Compared to last year the largest differences are attributable to the CARES Act programming increasing both the EDD revenue and associated personnel costs.
- Aging Summary, similar to last month, bills are getting paid with the exception of a few. Reminders have been sent to past due accounts.
- For the Balance sheet, the checking and savings register totals remained healthy through March and very similar to where they were in 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.

M. Bobinsky MOTIONED to approve the March Draft Financials as presented, D. Hamann SECOND. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

3. Updates

a) Executive Committee member renewals

J. Czysz announced that Commissioner Victoria Parmele passed away on Monday of this week. The members expressed their shock and sadness on hearing this news and reflected on their time working with her on the Commission.

J. Czysz asked the members to confirm their intentions for renewal of their positions on the Executive Committee and discuss the slate of officers for FY2023. The bylaws state there are 3 officers, a chair, a vice chair and secretary- treasurer. When we have confirmation if members want to remain on the EC and continue to hold officer positions, we will send out recruitment pleas to fill vacant seats.

D. Landry volunteered to continue as Chair on the Executive Committee.

P. Nelson volunteered to continue his role as Vice Chair on the Executive Committee.

b) Annual Meeting

J. Czysz stated the annual meeting is scheduled to be held on June 23, 2022. Staff issued polls to members to gauge the overall preference for the type of meeting they prefer to attend. Options included in the poll were in person with or without masks or a virtual meeting.

Members provided input on options for a venue including a suggestion from P. Nelson to look into the Brown Center at UNH. Other considerations in the discussion included whether to hold a lunch or dinner event. B. Holstien recommended sending out another poll with posing those questions.

Members were asked to contact staff with their input, suggestions and ideas for the annual meeting.

c) Preliminary FY2023 Budget:

The Budget was not available to review but will be ready for the May meeting.

d) FY2023 Salary & Hourly Rates Schedule

J. Czysz stated one of the biggest challenges as an organization is the salary schedule as it relates to retention and recruitment. J. Czysz asked, to meet competitive demand, do we raise salaries or meet in the middle ground. Understanding that much of what SRPC can afford by way of salary increases effective July 1st will in part be contingent upon what the budget will support. We need to look at our approach to cost-of-living adjustments as a subsequent direct input into the budget.

Discussion ensued on the benefits of working at SRPC including flexibility to work on projects, insurance benefits, merit increases. Suggestions from members included looking at the bottom line of the budget including salary increases and looking at the average of what municipalities are paying and into sign on bonuses.

J. Czysz added to compound the issue, there is no change on the revenue side. The infrastructure bill includes an increase in planning dollars, but we likely will remain level funded by NHDOT. We can't keep performing at the same level if we are level funded. Committee members discussed drafting a formal letter.

e) FY2023 Health Plans:

J. Czysz summarized the plans and costs for the health and dental plans for FY2023. She explained that SRPC's health insurance rates are increasing 5.4% for fiscal year 2023. Dental rates are decreasing 1.5% and our short-term disability, long-term disability and life insurance all remain the same. We propose to keep the same plans offered over the last two or three years. Since offering a second health plan option, we have tried to keep the costs to SRPC relatively even regardless of the plan selected by the employee. To do so would require decreasing the SRPC share of the more costly AB20 Plan from 85% to 80% for one-person coverage. The costs shares for all others are proposed to remain the same. The committee preferred to not increase the employee share if the budget supports keeping it at 85% for the one plan option.

f) Executive Director Review

J. Czysz summarized the steps and timeline for her annual review. She will follow up separately with Committee members to set up a review time and send out evaluation forms.

g) Awards, Contracts, and General Business

J. Czysz referred the members to an update of current projects and contracts included in the meeting packet as follows:

Awards and Contracts: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Completed Contracts:

- NHCDFA 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.
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)
- Strafford Comprehensive Master Plan Update

Recently Submitted and Pending Decision:

- EPA Brownfields Assessment Grant
- Economic Development Projects Implementation through BEA CEDR funding
- CDBG Grant Administration for an Easter Seals Housing Project in the City of Rochester
- Barrington Future Land Use (or other) Master Plan Chapter
- Northwood Master Plan Update

In Development:

- Town of Lee Trails Mapping
- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed

Temporarily on Hold:

- CommuteSmart Seacoast (deferred funding to FY2023)
- Rollinsford Road Surface Management System plan (Town Admin left, pending clear roads)
- AARP supplemental funding to extend CHAT outreach efforts (on hold, potentially deferred to FY2023)

h) March Monthly Minors

Colin Lentz gave a summary of the Minors including:

- He noted that proposed changes to a Somersworth project (40646) had required coordination with city staff to ensure they were in sync with concurrent project at the same location.
- Projects in Rollinsford, Dover and Rochester had changes in their funding sources but not change to overall funding.
- There was a change to the Recreation Trails Program, but it had no effect on projects in the Region.
- A statewide Tier-2 paving program showed changes to engineering funding. This included a \$70,840 decrease in engineering funding to a project in Lee, Barrington, and Plaistow.

4. Other Business

There was no other business.

5. Adjourn

D. Hamann MOTIONED to adjourn SECONED by P. Nelson. The members voted unanimously in favor to adjourn.

Meeting adjourned at 8:57 a.m.