

# STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission  
Executive Committee Meeting  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867  
May 20, 2022  
Final Meeting Minutes

## 1. Welcome/Introductions

D. Landry called the meeting to order at 8:01 a.m. and asked for introductions.

Committee members present: Bill Fisher, Farmington; Barbara Holstein, Rochester; Dave Landry, Dover; Peter Nelson, Newmarket; Donald Hamann, Rochester; Tom Crosby, Madbury

Staff members present: Jen Czysz, Executive Director

Staff attending remotely: Megan Taylor-Fetter, Office Coordinator

## 2. Action Items

### a. Approval of the April 15, 2022. Meeting Minutes

D. Hamann MOTIONED to approve the Minutes of April 15, 2022 as written, SECOND by Peter Nelson. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

### b. Acceptance of Draft April Financials

J. Czysz summarized the draft April Financials reporting that they are holding steady and have been consistent month to month. The checking and savings totals remain healthy and are similar to recent months. Dues payments are already coming in. Account balances are higher than this time last year due to a combination of contracts with advance payments and the timing of payments. The aim is to not have a profit at the end of the fiscal year.

On the Aging Summary, not much has changed since last month. Of the current billing, a large portion of payments due was received in early May although there are still payments outstanding, leaving a balance due. Reminders have been sent to past due accounts.

The profit and loss report shows a profit. There are several projects which are being supplemented by dues funds to keep the profit to a reasonable level. The next fiscal year starts off with a three-payroll month so we may end this year with a healthy profit, we will start the coming fiscal year with an expensive month.

P. Nelson MOTIONED to approve the April Draft Financials as presented, D. Hamann SECOND. D. Landry asked for clarification on the additional projects to which J. Czysz provided an explanation of how these projects fit into the budget. The members voted ALL IN FAVOR. Motion passed with a unanimous vote in favor.

**c. Approval of the Employee Handbook**

J. Czysz presented a summary of the changes made to the Employee Handbook. She explained that the Handbook has been reviewed by legal staff at Primex as well as an HR attorney. Both provided suggestions for edits, deletions, and additions. Many of the changes were made to be in compliance with state and federal laws.

Discussion ensued on the various sections that have been edited. The members questioned if the sentence in section II, H, Violence in the Workplace, that prohibits weapons in an employee's personal vehicle while on SRPC premises and asked if it should be stricken. Consensus of the committee was to have J. Czysz ask the HR attorney if this prohibition violates state or federal laws. The members tabled a vote to approve the Handbook pending further input from the HR attorney.

The members also questioned the sentence "in the event the director is the offending party a report is to be made to the EC" in section II-H, Violence in the workplace and were in consensus to add that a report is to made to the EC if an employee violates the policy.

J. Czysz asked for a vote on the addition of Juneteenth as a paid holiday, Section VIII:A.

D. Hamann MOTIONED to approve the addition of Juneteenth as a paid Holiday as stated in the handbook section VIII:A. SECOND by B. Fisher. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

The members will vote on the entire Handbook at their next meeting in June.

**3. Non Public Session**

At 8:32 a.m. D. Landry MOTIONED to enter into Non Public Session per RSA 91\_A, II (a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee. SECOND by D. Hamann. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

At 8:35 a.m. D. Landry MOTIONED to come out of Non Public Session per RSA 91\_A, II SECOND by D. Hamann. ALL IN FAVOR. Motion passed with a unanimous vote in favor

**4. Updates and Discussion Items**

**a. Executive Committee member renewals**

J. Czysz confirmed that the current officers are all on board to keep their positions if nominated. She stated that the committee has two alternate positions open and asked for suggestions of committee members who might be interested. J. Czysz recommended commission member Katrin Kasper as she has been an engaged participant in meetings.

**b. Annual Meeting**

J. Czysz reported that arrangements of the Annual Meeting are moving forward. The meeting will be held on June 23, at the Governor's Inn. The theme is Art, Culture and Placemaking. Staff has reached out to potential presenters. The business items of the annual meeting will be addressed at the Policy Meeting. This will allow for focus on awards, the lunch and presentations. The annual meeting will be set up as a hybrid meeting for members who do not wish to attend in person.

**c. Preliminary FY2023 Budget:**

The EC will be voting on the FY Budget at their next meeting in June and then it will be presented to the full commission for adoption. J. Czysz reported that the Budget is looking decent and provided budget highlights and a comparison to FY2022's budget.

**d. Draft Wellness Plan**

The members received a draft revised Safety and Wellness Plan for review and adoption at their next meeting. The members were advised to reach out to Megan if they have any questions or input on the plan prior to the next meeting.

**e. Executive Director Review**

J. Czysz informed the member that in the next few weeks, she will send out her self-evaluation and will set up a meeting to conduct the review. J. Czysz asked do we want to run the evaluation survey again with EC and staff.

**f. Awards, Contracts, and General Business**

J. Czysz reported that staff are continuing to telecommute as the primary work location as result of another ongoing surge of Covid. Staff will continue to receive the \$25.00 per pay period Covid stipend.

**g. March Monthly Minors**

C. Lentz reviewed the minor transportation project modifications for May. They included:

- an FTA funding program for regional transit for seniors and people with disabilities, which was undergoing regular apportionment adjustments
- A statewide program for maintenance of Tier 1+2 bridges that did not directly impact any regional projects
- Two projects in the Town of Lee
  - Increased engineering funds for replacement of a NH125 bridge over the Little River
  - Phase year adjustments to the Park & Ride project near the US4 and NH125 intersection.

Members concurred with the minors as proposed.

**5. Other Business**

There was no other business.

**6. Adjourn**

MOTIONED to adjourn by D. Hamman SECONDED by P. Nelson. The members voted unanimously in favor to adjourn.

Meeting adjourned at 9a.m.