

# STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission  
Executive Committee Meeting  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867  
July 15, 2022  
Meeting Minutes

## 1. Welcome/Introductions

D. Landry called the meeting to order at 8:00 a.m. and asked for introductions.

**Committee members present:** Bill Fisher, Farmington; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Mike Bobinsky, Somersworth; Dave Landry, Dover; Katrin Kasper, Lee

**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 June 17, 2022

D. Hamann motioned to approve the, June 17, 2022 minutes as written, seconded by M. Bobinsky. Motion passed with a unanimous vote in favor.

### b. Acceptance of Draft June Financials

J. Czysz explained that financials are presented in draft form and are not complete for the month of June. We are still waiting for a final invoice from a project subcontractor that we expect to receive on June 18th. Until that time we are unable to close out the monthly financials. It is not a huge invoice and will not change things significantly. In August we will do an update to show where we truly were at the end the FY2022.

**Balance Sheet:** The checking and savings register totals remained healthy through June and very similar to where they over the prior few months. Account balances compared to this time last year are higher due to contracts with advance payments, the timing of payments, and the organizations better financial health. There was a question last month regarding the Property and Equipment, Equipment Purchase-Other under SRPC's listed Assets. This is a balance of previously purchased equipment that we carry on our list of current assets. When the current QuickBooks file was set up by Kathy's and Jen's predecessors, all such assets were listed as one lump sum and without details on what each item is, we are as of present unable to remove equipment

that may previously have been disposed. Equipment includes office furniture and the like. At some point, we need to clean that out of the system.

Year-end accrued expenses including payroll and vacation have been updated. Accrued payroll is a factor of the total number of employees and wages as well as how the calendar year splits across fiscal years. The accrued payroll is higher this year, mostly due to higher staffing levels. Similarly, accrued vacation is higher this year. The positive is that staff are taking time off which will hopefully mitigate the upward trend of accrued vacation.

**Aging Summary:** Like prior months, \$190,450 of the outstanding \$210,832 is the current month's billings. The current month's billing is significantly higher than typical months reflecting remaining municipal dues (due on July 1), closeout of several contracts and billing of all costs incurred through June 30th. Payments totaling \$12,626 were received in June, leaving a past due balance of \$7,756. Kathy has sent reminders to past due accounts. Dues not yet received (but also not yet past due) include Dover, Farmington, Milton, Newmarket, Rochester and Somersworth. The cities typically submit their payments in the month of July.

**Profit and Loss:** This is pretty straight forward. June also preliminarily has a small loss of \$8,836 Year to date we have a net profit of \$11,924. These numbers will change slightly after we are able to issue the final June invoice to close out the Dover Equity project Most contracts and budget items are relatively on target. The DOT reimbursement rates have been lower than budgeted and funds will roll into next fiscal year.

D. Hamann motioned to accept the Draft June Financials. Seconded by T. Crosby. The motion passed with a unanimous vote in favor.

#### **c. Authorization of Certificate of Vote**

J. Czysz explained that it is good practice annually for the Executive Committee to affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program. SRPC is required to complete and submit the certificate with each contract executed with the State of New Hampshire.

D. Hamann motioned that the Executive Director, or in his/her absence, the Acting Director, be authorized to file applications in the federal, state, and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes. Seconded by T. Crosby. The motion passed with a unanimous vote in favor.

### **3. Updates**

#### **a. FY2023 Organizational Goals**

Discussion included with agenda item 3b.

**b. FY2020-2022 Strategic Plan**

J. Czynsz explained that initially this was a three-year process, and we are now at the end of the three years. Most of what was outlined in the plan has been achieved. There are some things that we would like to make more progress towards as outlined in the draft organizational goals. Many things are ongoing.

J. Czynsz asked do we want to update the strategic plan this fiscal year, and if so, make light refresh or robust updates. She explained that is it helpful for staff to have a plan to focus energy and investments toward. We found it most beneficial toward ensuring we are both a great place to work and toward providing high-quality services for our communities.

Discussion ensued on how SRPC can improve relationships and communication with our communities, J. Czynsz reported that SRPC is planning to hold annual commissioner orientations and workshops. Members offered suggestions on how to get more community involvement.

J. Czynsz recommended to members to sign up for the NHMA weekly legislation updates.

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

J. Czynsz provided a summary of the awards, contracts and general business as follows:

COVID-19: We keep the office open with a few people in each day with a mix of telecommuting. The budget continues the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses through December 2022.

Indirect Rate and Dues: With the fiscal year close out and one June invoice still pending this information will not be available before the EC meeting. An update of where the fiscal year ended will be provided at the August meeting.

Awards and Contracts: Highlights include –

Awarded Pending Contract:

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

Recently Submitted and Pending Decision:

- Economic Development Projects Implementation through BEA CEDR funding
- Trail Mapping in Nottingham
- Trail Mapping in Lee
- Somersworth Tax Map Updates

In Development:

- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Lamprey River Local Advisory Committee Watershed Plan Update
- Sunrise Lake Watershed Plan Implementation
- Town of Milton Nitrogen Source Identification Plans
- Town of Rollinsford Nitrogen Source Identification Plans

Other Items on the Horizon

- NHDES Source Water Protection grant round coming up – looking to ID a project
- NHDES Coastal Resilience grant round coming up – several IDed projects
- NHDES 604(b) grant round coming up

**d. June Monthly Minors**

C. Lentz reported on the monthly minors highlighting the following:

FTAP-5310 Capital, Mobility Mgmt., and Operating for Seniors & Individuals w/ Disabilities

- NHDOT Description of Changes
- This program supports demand-response services through COAST, The Alliance for Community Transportation, and other individual providers in the region.
- SRPC Notes
- Funding type adjusted to better align with available federal funding. The program is being adjusted to accommodate necessary changes in children project fund amounts.

Program FTA 5339-Capital for busses and bus stops.

Coast applied for grant to renovate/ replace facility through this program.

- NHDOT Description of Changes
- The program is being adjusted to accommodate necessary changes in children project fund amounts.
- SRPC Notes
- This program supports capital projects (e.g. bus replacement) by COAST.

Program T3/4 Tier Bridges, Maintenance, and preservation of tier 3 & 4 bridges.

- SRPC Notes
- The program is being adjusted to accommodate necessary changes in child project fund amounts.
- This change does not affect projects in the Strafford region

Dover 41373: Rte 155, Rte 108, Bellamy Rd. Daley Dr. Durham Rd (Community Trail)  
Scope: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.

- No change to project funding or timing; updated TAP funding to match IIJA categories.

Durham 41432: Bennet Road Durham : Address the Red List bridge carrying Bennett Road over PAR in the Town of Durham (093/080)

- NHDOT Description of Changes
- PE funding in 2022 moved into 2023. No change to overall funding levels. Moved funds to align with the anticipated project schedule.

Program Pave T-2: Resurfacing tier 2 highways.

- NHDOT Description of Changes
- No change to funding levels. Funding type adjusted in 2022-2024 Construction phases to better align with available federal funding.

#### **4. Other Business**

P. Nelson, reported that the NH Ten Year Energy strategy has just been released. The recent electric energy increase will have a major impact on communities.

#### **5. Adjourn**

M. Bobinsky MOVED to Adjourn. SECONDED by T. Crosby. Motion passed with a unanimous vote in favor.