

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
August 19, 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 July 15, 2022

M. Bobinsky motioned to approve the, July 15, 2022 minutes as written, seconded by B. Holstein. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft July and final June Financials

J. Czysz provided a summary of the June and July Financials:

June Financials

Last month we had a preliminary draft of the June financials but were waiting for a few items to be able to finalize the fiscal year end reports. Changes from the draft you saw last month compared to the final draft enclosed in your packets here are primarily driven by the issuance of a final invoice (Dover Equity project, contract #3303).

- Balance Sheet- Assets increased due to additional invoices being issued, similarly the net income correspondingly increased.
- Aging summary- Increase to current payables
- June's Profit and Loss – loss was reduced from \$8,851 to \$2,255
- Total monthly income increased from \$136,883 to \$144,607
- Year end net income increased from \$11,924 to \$18,505

July Financials

Balance Sheet: The checking and savings register totals remain healthy. Account balances compared to this time last year are higher due to a combination of contracts with advance payments (see the liabilities, contract revenue in advance) and the timing of payments.

Aging Summary: \$101,036 of the outstanding \$263,618 is the current month's billings. Payments totaling \$70,796 were received in August, leaving a past due balance of \$91,785.95. Of that

balance, the \$17,500 EDA advance payment was approved today and will be received by the EC meeting. Four communities' dues payments are outstanding at this time, Farmington, Milton, Newmarket, Somersworth, totaling \$32,231.

Profit and Loss: July was a three-payroll month, starting the year off with a net loss of \$22,877. This loss is almost entirely attributable to the third payroll during the month. Overall, the total income for July was very nearly the budgeted amount for year to date. Individual projects will naturally fluctuate month to month. The biggest difference when compared to the YTD budget is salary and wages – this is attributable to the third payroll, whereas the YTD budget is based on 26 pay periods divided by 12 months or 2.17 pay periods.

T. Crosby motioned to accept the Draft July and final June Financials seconded by M. Bobinsky. The motion passed with a unanimous vote in favor.

3. Updates and Discussion Items

a. Draft FY2024 Dues

J. Czysz explained that the dues are set well in advance to allow for municipalities to prepare their budgets in the fall,

There are three different scenarios for dues assessments.

1. Adjust by current population, we do have 2020 census info.
2. Adjust by population change plus ½ of CPI
3. Adjust by CPI

Discussion ensued on how dues are calculated into the SRCP budget considering the many factors including those that are unpredictable.

J. Czysz explained that a proposal will be presented at the September 22 Commission meeting and a vote will be required to approve the FY24 dues.

b. FY2023 Organizational Goals

J. Czysz outlined the FY2023 Organizational goals as follows:

1. Develop an advocacy strategy and market new SRPC services
 - a. Continue to expand upon the SRPC website building out the portfolio of current planning and design services
 - b. Market design services such as planning visualization, design, and interactive planning services
 - c. Enable commissioners to become advocates for SRPC and the face of the organization.
2. Finalize the IT plan for the office and implement key improvements
 - a. Using the Cyber Security and IT Assessments, formulate a strategic plan for IT improvements
 - b. Launch an RFP for IT services to include cloud server migration, on call IT and server maintenance, and key improvements identified in the two assessments
3. Strengthen Commissioner Engagement
 - a. Re-work or re-organize the current orientation so that commissioners can gain a better understanding of what SRPC does, impacts of the work, their responsibilities, and how it all fits into a bigger statewide framework.

- b. Offer ongoing trainings for commissioners on topics such as land use, transportation, etc. For example, we could host webinar “viewing parties.”
- c. Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement, relevance, and opportunities to discuss non-transportation topics more frequently.
- d. Engage to commissioners to act as conduits to share information about projects that communities are undertaking and the role SRPC may have to collaborate.
- e. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding community
- f. Create opportunities for peer learning among commissioners and their respective communities through increased regular communication, peer learning, networking meetings between communities, and small group discussions and/or commission presentations

M. Bobinsky motioned to endorse the FY2023 Organization Goals, seconded by P. Nelson. Motion passed with a unanimous vote in favor.

c. Awards, Contracts, and General Business

J. Czysz explained that due to the ongoing Covid 19 situation the office remains 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.

J. Czysz highlighted the Awards and Contracts:

Awarded:

- Trail Mapping in Lee
- Farmington Tax Maps

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)
- CommuteSmart Seacoast
- Economic Development Projects Implementation through BEA CEDR funding

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
- Milton Three Ponds Watershed-Based Plan
- Cocheco River Management Plan
- Safe Streets for All

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

Not Funded

- Trail Mapping in Nottingham

For the Indirect Rate, FY2022 closed at 112% and July's rate was 108%.

d. July Monthly Minors

C. Lentz reported on the monthly minors highlighting the following projects with funding changes:

- Program PVMRK: Statewide pavement marking annual project. No local or regional projects affected.
- Program RRRCS: Statewide railroad crossings; reconstruction of crossings, signals, & related work. No local projects affected by this minor
- Program PAVE-T2-RESURF: Rehab of tier 2 roads. No local projects affected by this minor
- Dover PAVE-T1-RESURF: Resurface Tier 2 Highways. No local projects affected by this minor
- Durham MOBRR: Municipal owned bridge rehabilitation & replacement projects. Program CRDR No local projects affected by this minor
- Program HSIP: Highway safety improvement program.
 - NHDOT Description of Changes:
 - Somersworth 43967 location: W High St (NH236) and Maple St intersection
 - Rochester 43491 location: Old Dover Rd and Tebbetts Rd intersection
 - SRPC Notes
 - ROW funding for project in Durham shifted from 2022- 2023
 - Funding for projects in Somersworth (43967) and Rochester (43491) resulting from road safety audits were added to the programmatic for the first time.
- Program GRR: Guardrail replacement: Guardrail replacement project added in Lee-Barrington-Plaistow on NH125

4. Other Business

J. Czysz reported that there is an open alternate position on the Executive Committee. Joe Boudreau offered to accept that position and the Commission will vote to appoint him a at next Commission meeting.

5. Adjourn

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