

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
September 16, 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; Mike Bobinsky, Somersworth; Dave Landry, Dover; Katrin Kasper, Lee; Joe Boudreau, Rochester

Members attending remotely: Barbara Holstein, Rochester

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 August 19, 2022

D. Hamann motioned to approve the August 19, 2022 minutes as written, seconded by P. Nelson. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft August Financials

J. Czysz provided a summary of the August Financials:

On the balance sheet, both the checking and savings accounts remain healthy. Things have leveled off; there are about two months of operating funds. For the equipment purchase line, previously purchased equipment is entered as a lump sum, the accumulated depreciation is equal to the total equipment. Old equipment has been depreciated out with 0 dollars associated. The Balance sheet is cumulative year to year, so it does not reset. Liabilities roll forward year to year.

The Aging Summary remains consistent month to month. This month it is down since the majority of dues have been paid. A large portion of the outstanding balance is mostly current billings. Three communities have not paid dues.

Profit and Loss looks decent. August was a healthy month with a profit of \$13,000 which helps to offset last month's payroll. The year-to-date net loss is just under \$10,000.

D. Hamann motioned to accept the Draft August Financials as presented, seconded by M. Bobinsky. A roll call vote was taken: B. Fisher, T. Crosby, P. Nelson, M. Bobinsky, D. Landry, K. Kasper, Lee; B. Holstein all voting in favor. The motion passed with a unanimous vote in favor.

c. Draft 2024 Dues

J. Czysz explained that the options presented have been adjusted from last month, keeping the first two options (adjust by population only, population change plus ½ of CPI) and replacing the prior 3rd scenario to eliminate a full rate increase by CPI and instead apply a 1% increase.

The Commissioners were presented with a history of the dues relative to the overall budget.

Members discussed the history of dues assessments and the process for determining the dues rate.

M. Bobinsky motioned to propose the FY2024 dues based on the population model seconded by D. Hamann. A roll call vote was taken: B. Fisher, T. Crosby, P. Nelson, M. Bobinsky, D. Landry, K. Kasper, Lee; B. Holstein all voting in favor. The motion passed with a unanimous vote in favor.

A final vote of approval will be made at the September 22 Commissioners meeting.

d. Executive Committee Alternate Appointment

Commissioner Joe Boudreau offered to serve as an alternate on the Executive Committee. Per the by-laws, the Executive Committee will appoint members to fill vacancies.

D. Landry motioned to appoint Joe Boudreau as an alternate to the Executive Committee seconded by M. Bobinsky.

Members noted that some communities have more representation than others and that there needs to be more volunteerism.

A roll call vote was taken: B. Fisher, T. Crosby, P. Nelson, M. Bobinsky, D. Landry, K. Kasper, Lee; B. Holstein all voting in favor. The motion passed with a unanimous vote in favor.

3. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czynsz reported that SRPC is operating within a hybrid situation with a few staff in the office each day and some telecommuting. The \$25.00 per pay period stipend is still paid to staff members to offset their personal phone and internet expenses through December.

Commissioners were presented a complete list of pending and recently awarded grants and contracts. J. Czynsz highlighted the following:

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (contract in development)
- CommuteSmart Seacoast
- Economic Development Projects Implementation through BEA CEDR funding (contract pending G&C approval)

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 (TBD) - 319 grant
- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF
- Milton Three Ponds Watershed-Based Plan - 604b
- Cocheco River Management Plan - 604b
- Safe Streets for All - FHWA
- Invest NH Housing Navigator
- Brownfields

Other Items on the Horizon:

- NHDES Source Water Protection grant round coming up (Nov.) – looking to ID a project
- NHDES Coastal Resilience grant postponed to early 2023 – several projects IDed

b. September Monthly Minors (The Executive Director recommends the approval of the following Administrative Modifications to the 2021-2024 TIP as proposed.

C. Lentz reported on the monthly minors. The funding changes are:

- Program TA-\$48,000 in PE funding was added in FY22 for Dover TAP project 41373: construct multi-use path from Know Marsh Rd to Bellamy Rd.
- Program BRDG-T1/2-M&P, maintenance, and preservation of tier 1-2 Bridges-No changes on local projects
- Program BRDG-T3/4-M&P-maintenance and preservation of tier 3 & 4 bridges. No changes to local projects.
- Pave -T2-Rehab of tier 2 roads
- Milton, NH-Lebanon, ME 40658: Milton, Townhouse Road over Northeast Pond bridge replacement; indirect costs were not included in the previous project estimate. Local match will increase by \$20,900.
- Dover-South Berwick 41433. Gulf Road, address red list bridge carrying Gulf Road over Salmon Falls River between Dover and South Berwick. The only change is to NHDOT funding.
- Program MOBRR, municipal owned bridge rehabilitation & replacement projects. Program includes Milton-Lebanon Bridge project
- Program TSMO, statewide transportation systems management and operations, ITS technologies, traveler info. Child project added in Wakefield.
- Program HSIP, statewide, Highway Safety Improvement program, PE funding for Farmington project 43410 increased by \$275,000. Project is for safety improvements at NH 11/ Central St intersection from a recent road safety audit. New project added for Rochester: US 202/Estes Rd intersection improvements.

4. Other Business

There was no other business discussed.

5. Adjourn

M. Bobinsky motioned to Adjourn seconded by D. Hamann. Motion to adjourn passed with a unanimous vote in favor.