

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
November 18, 2022
Meeting Minutes

1. Welcome/Introductions

Chair Dave Landry called the meeting to order and asked for introductions.

Members present: Bill Fisher, Farmington; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Katrin Kasper, Lee; Joe Boudreau, Rochester; Dave Landry, Dover; Don Hamann, Rochester

Staff present: Jennifer Czysz and Mathew Winders

Staff attending remotely: Kyle Pimental and Megan Taylor-Fetter

Chair Landry appointed Alternate K. Kasper to serve as a voting member in place of excused member M. Bobinsky, Somersworth.

2. Action Items

a. Approval of the October 21, 2022 Minutes

B. Fisher motioned to approve the Draft minutes of October 21, 2022 seconded by B. Holstein. There was no discussion. All in favor, motion passed.

b. Acceptance of the Draft October Financials

J. Czysz reviewed the Draft October Financials:

For the Balance Sheet: The bank accounts remain healthy, and the balance is double from this time last year. The primary difference between last year and this year for our total assets is the increased bank balances this year and for liabilities and equity, the increased total equity.

On the aging summary: Most everything is up to date. We received a check for half of Milton's dues which is not reflected in this report. We will follow up to see if they are going to continue to split their dues payments.

Profit and Loss: October had a net gain of \$1,028, essentially breaking even. Year-to-date (YTD) we are still operating at a net loss of \$10,283. This is expected to even out. DOT billing is behind YTD but will begin to pick up. There will be a larger consultant invoice against the contract later this month and we have hired an intern that will be helping with DOT-related tasks. We will be receiving a 30% increase in our DOT funding for next FY, once we have more information on how next year's budget will look, we may hire a new dedicated transportation planner.

D. Hamann motioned to accept the Draft October Financials seconded by P. Nelson. There was no discussion. All in favor, motion passed.

c. Approval of the Commissioner Handbook

J. Czysz thanked the members for their insights and recommendations and asked for final approval of the document. There may be small changes. Once approved, the Handbook will be uploaded online and distributed electronically to Commissioners with an option to also distribute print copies at a subsequent Commission/Policy meeting. We will plan to schedule a Commissioner Orientation session for the Spring.

The committee members engaged in a brief discussion on the content and layout of the Handbook.

D. Hamann motioned to accept the Commissioner Handbook as presented, seconded by B. Holstein. There was no discussion. All in favor, motion passed.

3. Updates and Discussion Items

a. NH Paid Family Medical Leave

J. Czysz explained that Megan has submitted a request for quotes from MetLife and we are waiting for a response with costs. J. Czysz explained that pricing is based upon our employee census. The members engaged in a brief discussion on the components of the policy and were in consensus that this benefit would be an attraction to current employees as well as to attract future employees.

b. Website-Integrating new data elements

J. Czysz shared areas identified by staff where the proposed technologies could be integrated into the SRPC website to maximize website improvements:

- [Dashboards](#) – The dashboard prepared for the Executive Committee is posted online as a PDF each month. We could look to create a more interactive report of fiscal health, engagement, and staff activities.
- [Data Snapshot](#) – Staff are currently building interactive Excel files that will allow communities to filter data and explore the information behind the publication. This could instead be hosted in AirTable directly on the website with an Excel download option. One thing we will want to consider is the download formatting. Currently as being prepared, web users will be able to download a fully formatted Excel document with charts, etc. that can be directly included into their own publications and research.
- [Communities](#) (see [Barrington](#) as an example) – We currently use AirTable to post committee members and quick stats. Opportunity here to better integrate and present the data.
- [Governance](#) (see [Commissioners](#) as an example) – For each committee we have the membership list hosted in AirTable. Question to the committee members, are the presentation, filter, and sort functions intuitive?
- [Bits and Pieces](#) – create a better catalog that is easier to search and filter for a topic.
- New Item – Potential to build out a searchable directory Economic Development Partners to supplement or replace the existing [Economic Development Resources](#).
- Project Submission Forms – While SurveyMonkey provides a simple user interface and ready-made printable forms (necessary feature to accommodate all users), it does not allow users to save their work and return to edit it later. To build this out in AirTable we would potentially need to pay for user accounts for each municipality. There may be other more cost-effective options in WordPress.

P. Nelson gave an explanation on the technology and how it would benefit and upgrade the SRPC website and provide useful database tools. J. Czysz explained that we have a diverse audience and that we need to ensure equal access to information and data.

A discussion ensued on the benefits and concerns of using these database tools. All agreed to start with Bits and Pieces and the dashboards as initial implementation pilots.

c. Awards, Contracts, and General Business

J. Czysz highlighted the awards, contracts and general business.

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. Question for the Committee, should we extend this stipend through the end of the fiscal year?

The members agreed to extend the stipend for a year since it is working operationally. We Independent of Covid, will we continue with a hybrid work option in future?

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 –

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (contract in hand)
- InvestNH Housing Navigator for Farmington and New Durham (contract in hand)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF

Submitted Pending Decisions:

- Safe Streets for All - FHWA
- NHDES Source Water Protection grant – Newmarket Open Space Plan

In Development:

- Brownfields Assessment (to be submitted 11/18)
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Lamprey River Local Advisory Committee Watershed Plan Update

Not Funded:

- Sunrise Lake Watershed Plan Implementation - 319 grant Letter of Interest
- Milton Three Ponds Watershed-Based Plan - 604b Letter of Interest
- Cocheco River Management Plan - 604b Letter of Interest

Other Items on the Horizon:

- NHDES Coastal Resilience grant postponed (early 2023)
- UNH PREPA Coastal Watershed Grants (early 2023)

Indirect Rate: As of the end of October the rate was 113%.

d. November Monthly Minors

Colin Lentz joined the meeting and highlighted the Monthly Minors:

NEWFIELDS - NEWMARKET 28393

- Road: NH 108
- Scope: Bridge Rehabilitations, address bridges carrying NH 108 over BMRR Bridge numbers 127/081 & 125/054
- NHDOT Description of Changes: Inflation & Funding type adjusted to better align with available federal funding

PROGRAM TA

- Scope: Statewide Transportation Alternatives Program (TAP)
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region

PROGRAM BRDG-T1/2-M&P

- Road: Statewide Tier 1-2 Bridges
- Scope: Maintenance & preservation of tier 1 & 2 bridges.
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region

PROGRAM BRDG-T3/4-M&P

- Road: Statewide Tier 3-4 Bridges
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region.

PROGRAM ADA

- Scope: Statewide Upgrades to sidewalks, curb ramps, and signals to be compliant with ADA laws.
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region

PROGRAM PAVE-T2-RESURF

- Road: Statewide Tier 2 Highways
- Scope: Resurfacing Tier 2 Roadways
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region.

PROGRAM HSIP

- Scope: Statewide Highway Safety Improvement Program
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region.

4. Other Business

There was no other business.

5. Adjourn

D. Hamann motioned to adjourn seconded by K. Kasper. All in favor, motion passed, meeting adjourned.