

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
January 20, 2023
Meeting Minutes

1. Welcome/Introductions

Chair Dave Landry called the meeting to order and declared that, due to a weather emergency, the committee is meeting virtually so they may conduct essential business. He then asked for introductions.

Members attending remotely: Bill Fisher, Farmington; Dave Landry, Dover; Mike Bobinsky, Somersworth; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Peter Nelson, Newmarket; Katrin Kasper, Lee; Tom Crosby, Madbury.

Staff attending remotely: Jennifer Czysz, Megan Taylor-Fetter, Kyle Pimental

2. Action Items (Motions Required/Requested)

a. Approval of the December 26, 2022 Minutes

M. Bobinsky motioned to approve the December 26, 2022 meeting minutes as written. B. Holstein seconded. A roll call vote was taken: B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper voted in favor. P. Nelson, abstained. The motion passed with a unanimous vote in favor.

b. Acceptance of the Draft December Financials

J. Czysz reviewed the Draft December Financials. The Balance sheet remains healthy and is ahead of a year ago largely in part due to the timing of receivables; we have three contracts that pay in advance. The last few years have had a net positive income.

On the Aging Summary, the outstanding balance is the current months billings. Payments were received during January leaving a past due balance of \$43,805. This includes the first quarter advanced for the Invest NH Housing Navigator.

On the Profit and Loss, December had a net gain of almost 7,000. December was a 3-payroll month. This is the 2nd year we have shifted the invoicing process based on payroll as opposed to days worked. It is better capturing the actuals as they occur each month. DOT billing has started to pick up with a large invoice from our consultant VHB received in December and an intern coming on board full time in January as a permanent staff member.

P. Nelson motioned to accept the Draft December Financials as presented. M. Bobinsky seconded the motion. A roll call vote was taken: B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper and P. Nelson voted in favor. The motion passed with a unanimous vote in favor.

At 8:18 A.M. T. Crosby of Madbury joined the meeting remotely followed by staff member Mark Davie.

c. Recommend Commission approval of the draft mid-year budget amendments.

J. Czysz announced that Regional Planner James Burdin resigned and is now working for the City of Dover. Staff has shuffled to cover critical pieces of his work. Brownfields has been closed out. This draft does not include the now vacant regional planner position.

J. Czysz presented Summary of Changes – REVENUE:

- Minor adjustments to the Municipal and Non-Profit Agreements to reflect current funding levels and three new small contracts:
 - Lee trail maps
 - Nottingham trail maps
 - Explore Moose Mountains market study
- Adjustment of to reflect balances carried forward on multi-year projects including:
 - EDA CARES Act
 - EPA Brownfields
 - ARPA Housing Needs Assessment
 - Various DES Grants
 - DOT funding levels
- Shift a portion of HUD grant funds originally budgeted for FY2023 into FY2024
- Add the new Housing Navigator Grant

Summary of Changes – EXPENSES:

- Adjustments to several personnel related lines to reflect actual staffing levels, the loss of our Sr. Regional Planner (Economic Development) and hiring of a Housing Navigator
- Reduction in health and dental as one employee had a plan change at the beginning of the year
- Adjustment of equipment to reflect software subscriptions for adjusted staffing
- Increase in Office Expense to extend the staff \$25/pay period phone stipend through to the end of the fiscal year
- Increase of travel funds to reflect projected expenses
- Adjustment of outsources contracts to reflect actual carryforward contract amounts on multiyear projects
- Reduction of HUD grant pass through to shift expenses from FY2023 to 2024

M. Bobinsky motioned to recommend approval of the mid-year budget amendments to the full commission. P. Nelson seconded the motion. A roll call vote was taken B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper and P. Nelson and Tom Crosby voted in favor. The motion passed with a unanimous vote in favor.

3. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czysz highlighted the Awards, Contracts and General Business updates.

Awards and Contracts:

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending notice to proceed)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF
- NHDES Source Water Protection grant – Newmarket Open Space Plan

Submitted Pending Decisions:

- Safe Streets for All - FHWA
- Brownfields Assessment
- Rochester Recreation Master Plan Chapter proposal (due 12/14)
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- FTA 5305e Connecting Transit Access to Local Land Use Planning

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
- Great Bay 2030 Initiatives
 - Adapt to Climate Change
 - Advocacy Bootcamp
 - Coast Access Mapping
 - Signage Project

Other Items on the Horizon:

- NHDES Coastal Resilience grant postponed (early 2023)
- UNH PREPA Coastal Watershed Grants (early 2023)
- Northwood Master Plan Chapters and HOP Grant

b. January Monthly Minors

C. Lentz joined the meeting to present the Minors. He explained that as part of due diligence as an MPO, we track the development of the 4-year transportation Improvement Plan. This is a governmental process to make sure everything is progressing smoothly.

C. Lentz explained that the Minors are not seen by the public in the processing. Amendments are conducted for larger changes and have a 10-30 public comment period. He recognized that the traditional engagement and outreach public notice process has a limited reach.

C. Lentz reported that M. Davie will be taking over the minors and TIP amendments.

Colin presented on the Minors and explained they do not include changes to projects in our region. For Bridges and Resurfacing, we have a couple projects in this program that were not affected.

No changes to the Highway Safety Program.

4. Other Business

No other business was discussed.

5. Adjourn

M. Bobinsky motioned to adjourn seconded by P Nelson. A roll call vote was taken: B. Fisher, M. Bobinsky, D. Landry, B. Holstein, J. Boudreau, K. Kasper and P. Nelson and Tom Crosby voted in favor. The motion passed with a unanimous vote in favor. Meeting adjourned at 8:56 A.M.