

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
February 17, 2023
Meeting Minutes

1. Welcome/Introductions

Chair Dave Landry called the meeting to order at 8:05 A.M.

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

Staff attending in person: Jennifer Czysz

Staff attending remotely: Megan Taylor-Fetter

2. Action Items

a. Approval of the January 20, 2023 Draft Meeting Minutes

M Bobinsky motioned to approve the January 20, 2023 Draft Meeting Minutes as written. B. Holstein seconded the motion. All members voted in the affirmative. Motion passed.

b. Acceptance of revised Draft December Financials

J. Czysz reported there was an error in the Draft December financials. An invoice for what was to be contract revenue in advance (project #6802 NHHFA Housing Navigator, \$29,408.75) was mistakenly coded as revenue. This artificially inflated the month and year to date profit and loss. The error has been corrected as presented in the revised Draft December financials.

M. Bobinsky motioned to accept the corrected Draft December Financials. B. Holstein seconded the motion. Motion passed with all members voting in favor.

c. Acceptance of the Draft January Financials

J. Czysz highlighted the Draft January Financials as follows:

Balance Sheet: The checking account remains ahead of this time last year. The savings account is substantially lower. This is due to the timing of advance payments from EDA and Greater Seacoast Community Health that will be deposited in February this year rather than in January last year. Additionally, as noted below under the Aging Summary, there are several large payments received in February that will boost balances back up to where we would like to see them.

Aging Summary: January's accounts receivable is on the high side, however the payments received in February are also significant. \$64,950 of the outstanding \$244,738 is the current month's billings. Payments totaling \$152,635 were received in February, leaving a past due balance of \$27,152, within the typical range.

Profit and Loss: January had a net loss of \$11,098, bringing our year-to-date (YTD) net loss to \$42,507. January's net revenue was a loss because the first pay date in January included Christmas and New Year's holidays, plus leave time taken between the two holidays. As a result, there were fewer billable hours, leading our expenses to outpace revenue for the month. You can

also see the impact of this in the indirect rate that jumped to nearly 122% in January. Through the end of the year the focus will be on billable hours for all not on approved leaves of absence.

D. Hamann motioned to accept the Draft January Financials as presented. T. Crosby seconded the motion. The motion passed with all members voting in favor.

d. Acceptance of Single Audit

J. Czysz explained a single audit is conducted when revenues from Federal Funds exceed \$750,000.00. Fiscal Year 2022, federal funds were just under a million which met the requirement for a single audit.

The auditors concluded that SRPC has “complied in all materials respects, with the compliance requirements” and they “did not identify any deficiencies in internal control over compliance.” Despite this, SRPC is not a low-risk auditee because we did not require a single audit in the previous two fiscal years. We are budgeting for and anticipate completing a single audit of FY2023. At that time, should we remain compliant, we would be considered low risk.

D. Hamann motioned to accept the single Audit. M. Bobinsky seconded the motion. Motion passed with all members voting in favor.

3. Updates

a. Awards Contracts, and General Business

J. Czysz stated that on October 5, 2021, SRPC received final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. As of the end of January the rate was 121.6%. The indirect cost rate will fluctuate throughout the year. The last few years have been operating below direct cost rates. We can negotiate for a fixed rate and negotiate for 2 years. Last year we ended with a profit, which is allowed if you have a negotiated rate.

Members discussed the factors that affect the direct cost rates including paid time off, contracts and billing rates.

J. Czysz highlighted the 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 - on hold
- NHDES Source Water Protection grant – Newmarket Open Space Plan
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- Rochester Recreation Master Plan Chapter
- Safe Streets for All - FHWA

Submitted Pending Decisions:

- Brownfields Assessment
- FTA 5305e Connecting Transit Access and Local Land Use Planning
- Somersworth HOP Grant - Master Plan and Audit

In Development:

- Fiscal agent for CLF Septic System Retrofit Pilot Project in the Great Bay watershed

- Great Bay 2030 Initiatives
 - Adapt to Climate Change (potential for watershed plan project funding in CY24)
 - Advocacy Bootcamp
 - Stream Crossing Signage Project (potential implementation funding in CY2024)

Other Items on the Horizon:

- NHDES Coastal Resilience grant (early 2023, meeting with Newmarket to discuss funding opportunity for existing coastal technical assistance efforts)
- UNH PREPA Coastal Watershed Grants (early 2023)
- Northwood Master Plan Chapters and HOP Grant

b. Progress Towards Goals

J. Czysz provided an update on the progress towards goals and what still needs to be done.

J. Czysz explained that many goals relate to how SRPC works with Commissioners. She asked the group to be prepared to share their ideas at the February 23 Commission meeting. They will participate in a roundtable to help develop an advocacy strategy to market new SRPC services; to strengthen commissioner engagement; offer ongoing training for commissioners on topics such as land use, transportation etc.

c. February Monthly Minors

C. Lentz joined the meeting to present the minors. He stated that the changes are programmatic and do not affect projects in our region. Of note is the Newington Dover project, which is basically wrapped up. The General Sullivan pedestrian bridge is being replaced, and they are applying for a grant to help with the cost.

A group in Dover is privately funding a foot path that starts at the Sawyer Mill apartment building and ends at the General Sullivan pedestrian bridge. It will run parallel to 108 southbound.

4. Other Business

J. Czysz reported that SRPC is still in need of a planner and is in competition with Rockingham Planning Commission who is also in need of a planner.

P. Nelson asked where we can find information/resources in the event of a toxic spill like that in Ohio; how do the RPC's fall in the process; where is the planning on that regarding evacuation route and everything related to an emergency.

5. Adjourn

M. Bobinsky motioned to adjourn seconded by D. Hamann. All members voted in the affirmative. Meeting adjourned at 8:55 A.M.