

# STRAFFORD

## Regional Planning Commission

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

### 1. Welcome/Introductions

Chair Dave Landry called the meeting to order at 8:05A.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; Joe Boudreau, Rochester

**Staff attending in person:** Jennifer Czysz

**Staff attending remotely:** Megan Taylor-Fetter

**Alternates not voting.**

### 2. Action Items

#### a. Approval of the February 17, 2023 Draft Meeting Minutes

B. Holstein motioned to approve the February 17, 2023 Draft Meeting Minutes as written. T. Crosby seconded the motion. There was no discussion. All members voted in the affirmative. Motion passed.

#### b. Acceptance of revised Draft February Financials

J. Czysz highlighted the draft February Financials as follows:

**Balance Sheet:** The checking account remains ahead of this time last year. The savings account is somewhat lower than last year but up from last month. This is due to receipt of payments from EDA and Greater Seacoast Community Health deposited in February.

**Aging Summary:** February's accounts receivable is back in the normal range for SRPC. \$65,038 of the \$92,077 total receivables is the current billing period. Payments totaling \$18,696 were received in March, leaving a past due balance of \$8,343.

**Profit and Loss:** February had a net gain of \$3,667, bringing our year-to-date (YTD) net loss to \$38,840. Despite being short one staff member (representing a loss in billables) the month's revenues and expenses balanced out. Through the end of the year the focus remains on billable hours for all.

T. Crosby motioned to approve the February Financials M. Bobinsky seconded the motion. There was no discussion. All members voted in the affirmative. Motion passed.

#### c. Approval of the Emergency Succession Plan

The members were presented with a copy of the updated draft of the Emergency Succession Plan. J. Czysz explained the plan was last reviewed a year ago. Changes made to the current draft reflect current staffing. The plan is to be reviewed annually and updated as needed. In addition to the main document, there is an appendix with critical operational information. J. Czysz explained the content and purpose of the document. There are some staffing changes

including filling the Regional Planner position. Additionally, Shayna Sylvia gave her notice and has accepted a marketing position at UNH.

Appendix D, which contains critical and confidential operational information, only needed one update which is the new IT provider.

J. Czynsz explained that one consideration is to hire two planners and reorganize the job descriptions.

The members discussed the open positions and expressed their appreciation of the accomplishments Shayna has achieved during her time at SRPC.

M. Bobinsky MOTIONED to approve the Emergency Succession Plan, seconded by T. Crosby. All members voted in the affirmative. Motion passed.

### **3. Updates**

#### **a. Awards Contracts, and General Business**

J. Czynsz highlighted the awards, contracts and general business as follows:

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending Notice to Proceed)
- BRIC21 Hazard Mitigation Plan Updates for Madbury, Northwood and Rochester (pending G&C)
- NHDES Source Water Protection grant – Newmarket Open Space Plan (pending G&C)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF - on hold
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- Rochester Recreation Master Plan Chapter
- Safe Streets for All – FHWA
- Great Bay 2030 Adapt to Climate Change
- FTA 5305e Connecting Transit Access and Local Land Use Planning
- Somersworth HOP Grant - Master Plan and Audit

Submitted Pending Decisions:

- Brownfields Assessment

In Development:

- Fiscal agent for CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Great Bay 2030 Initiatives
  - 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

Indirect Rate and Dues: On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. As of the end of January the rate was 119%.

**4. Other Business**

There was no other business.

**5. Adjourn**

T. Crosby motioned to adjourn seconded by P. Nelson All members voted in the affirmative. Meeting adjourned at 8:58 A.M.