

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting**
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
June 16, 2023
Meeting Minutes

1. Welcome/Introductions

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

Members attending in person:

William Fisher, Farmington; Don Hamann, Rochester; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Katrin Kasper, Lee; Joe Boudreau, Rochester; Michael Bobinsky, Somersworth; Dave Landry, Dover

Staff attending in person: Jennifer Czysz

Staff attending remotely: Colin Lentz

2. Action Items

a. Acceptance of the May 19, 2023 Minutes

D. Hamann motioned to accept the meeting minutes of March 17, 2023 as written. T. Crosby seconded the motion. All members voted in favor. The motion passed.

b. Acceptance of the Draft May Financials

J. Czysz reviewed the Draft May Financials as follows:

Balance Sheet: The checking account balance remains healthy. The savings account is lower than last year given the timing of issuing dues invoices and receipt of payments in advance of their July 1 due date. This year we issued the dues invoices about a month later than last year.

Aging Summary: \$88,266 of the \$154,568 total receivables is the current billing period. Payments totaling \$56,510 were received in June, leaving a past due balance of \$9,791.45. Milton has paid the second half of their dues.

Profit and Loss: May closed with a profit of \$2,151. Year to date however we are still operating at a loss of \$44,180. The June billing will be the largest of the year. Given the timing of processing payroll and invoicing, the first month's invoice of any contract typically represents only 2-3 weeks of time, whereas the final invoice represents 6-7 weeks of time. As a result, expenses run ahead of revenue. While the June billing will improve our overall net position at the end of the year, we will likely still incur a loss for the year as our actual indirect cost rate is over that of our approved rate.

B. Fisher motioned to accept the Draft May Financials as presented. T. Crosby seconded the motion. All members voted in favor. The motion passed.

c. Recommend adoption of the FY2024 Budget

J. Czysz stated that both the expenses and revenue sheets have been updated based upon new information about project contracts and related costs. The full commission will need to vote to adopt the budget following the committee's recommendation.

M. Bobinsky motioned to recommend adoption of the FY2024 Budget to the full Commission.
B. Holstein seconded the motion. All members voted in favor. The motion passed.

3. Updates

a. Awards, Contracts, and General Business

J. Czysz reviewed the contracts as follows:

Staffing: We are fully staffed! But do have a few people on leave or working a reduced schedule.

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 (pending Notice to Proceed)
- BRIC21 Hazard Mitigation Plan Updates for Madbury, Northwood and Rochester (approved by G&C, work will begin July 1)
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update (contract signed ready to roll)
- Somersworth HOP Grant - Master Plan and Audit (now underway)
- Rochester Recreation Master Plan Chapter (contract to be signed, kick off mtg soon)
- FY24 Coastal Technical Assistance (pending G&C, July 1 start)
- FY24-25 UPWP/FTA 5305e Connecting Transit Access and Local Land Use Planning (pending G&C, July 1 start)
- COAST CommuteSmart Seacoast Assistance (complete)
- Strafford Tax Maps
- TBG FY24-25 Funding draft materials submitted to OPD

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans – SRF (loan materials due 6/30)
- Safe Streets for All – FHWA
- Great Bay 2030 Adapt to Climate Change
- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter
- Brownfields Assessment
- Farmington HOP grant

Submitted Pending Decisions:

- New Durham HOP grant
- NHDES Coastal Resilience grant (Newmarket Waterfront Design Master Plan Chapter)

In Development:

- Milton & Farmington USDA Community Facilities Technical Assistance Grant
- NHCDFA Transformative Planning Grant
- Newmarket Comprehensive Master Plan Update
- 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)

b. Executive Director Review

Jen Czys explained that later this month, she will separately send her self-assessment to committee members. The committee will follow the same method as two years ago. Megan will set up a similar evaluation survey that will be sent to staff and EC members.

The group discussed the options and in conclusion decided that the committee members and staff would each complete an evaluation survey and Jen will complete a self-evaluation. Once the results of the survey and the self eval are done, the members will schedule a time to meet, discuss the results and Megan will compile the notes into the manager eval form for signatures.

c. June Monthly Minors

C. Lentz reviewed the June monthly minors that included changes to the following regional and statewide projects:

- Newfields-Newmarket (29393)
- Program – Bridge maintenance and preservation on Tier 3/4 Highways
- Milton, NH – Lebanon, ME (40658)
- Dover, NH – South Berwick, ME (41433)
- Northwood – Nottingham (41495)
- Barrington (43547)
- Milton (43551)
- Program (Municipal Bridge Rehab & Replace)
- Program HSIP

There were no concerns expressed relative to these changes.

4. Other Business

There was no other business

5. Adjourn

B. Fisher motioned to adjourn, M. Bobinsky seconded the motion. All members voted in the affirmative. Meeting adjourned at 9:00 A.M.