

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
October 20, 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; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Katrin Kasper, Lee; Michael Bobinsky, Somersworth; Dave Landry, Dover (Katrin voting member)

Members attending on Zoom: Joe Boudreau, Rochester

Staff attending in person: Mark Davie, Jen Czysz

Staff attending on Zoom: Megan Taylor-Fetter

2. Action Items

a. Approval of the September 15, 2023 Minutes

T. Crosby motioned to approve the September 15, 2023 minutes seconded by K. Kasper. There was no discussion. All members voted in favor.

b. Approval of the September 8, 2023 Non Public Session Minutes:

T. Crosby motioned to approve the September 8, 2023 minutes seconded by K. Kasper. There was no discussion. All members voted in favor.

c. Approval of the September 15, 2023 Non Public Session Minutes:

T. Crosby motioned to approve the September 15, 2023 minutes seconded by M. Bobinsky. J. Boudreau abstained. There was no discussion. All members voted in favor.

d. Acceptance of the Draft August 2023 Financials

J. Czysz reviewed the August 2023 financials as follows:

Balance Sheet: Account balances are lower than we would like at this point in the fiscal year due to 2 factors: late payments from NHDOT and BEA, that are now resolved, and running at a deficit in the first quarter of FY24.

Accounts Receivable: Of the \$157,408 due at the end of August, \$76,532 were the current month's invoices. Another \$31,371 was received in September, leaving a past due balance of \$49,505. This includes the July UPWP invoice of \$32,500 that is expected to be received in early October. DOT implemented new invoice procedures effective July 1 that initially slowed down the processing of payments. This has since been resolved and we expect processing times to return to normal with the recently invoiced September expenses.

Profit and Loss: August, like July, operated at a loss (\$10,808). Year-to-date, the net loss at the end of August was \$37,044. Factors impacting the profit and loss include not achieving billable targets for the UPWP and environmental projects, compounded by higher indirect rates due to vacation time over the summer and a period of heavier grant writing. This has been reviewed with project managers to help monitor and increase billable time as we enter the 2nd quarter of the fiscal year.

P. Nelson asked if SRPC could create their own products to provide service to our communities; to operate as subscription based rather than a contract potentially creates a predictable revenue stream. Have a base set of what dues covers.

J. Czysz stated that a circuit rider is essentially that. Tax mapping is similar. If we went to subscription based, that would be a risk of losing dues paying members.

The group engaged in discussion and exchanged ideas on different opportunities for revenue and if that would affect the indirect rate.

M. Bobinsky motioned to approve the August 2023 Financials as presented. T. Crosby seconded the motion. There was no discussion. All members voted unanimously in favor. The motion passed.

e. Approval of SIMPLE IRA Employer Contribution for CY2024

J. Czysz stated that Strafford RPC has offered a Simple IRA retirement plan option since 2000. The plan has been unchanged since it was amended and restated in 2004. Retirement benefits are available to SRPC employees who earn at least \$5,000 a year. SRPC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit, before completion of the annual Participant Notice that must be distributed to all eligible employees.

There are three options to choose from:

- Current: Matching contribution equal to salary reduction up to 3%;
- The Committee could choose an amount; or
- Automatically contribute 2% without staff contribution.

The group engaged in discussion on other options and the cost to SRPC. Under simple IRA cannot do more than 3% and have a lot of rules. Could look at other plans.

M. Bobinsky approval of the Simple IRA employer contribution to match up to 3% salary reduction for Calendar year 20024. T., Crosby seconded the motion. All members voted in favor. Motion passed.

3. Updates and Discussion Items

a. NHARPC Member Appointments

The New Hampshire Association of Regional Planning Commissions (NHARPC) is the affiliation of the nine regional planning commissions (RPCs) in the state of New

Hampshire. The members of the association are the Commissioners of the nine RPCs, and services are provided by RPC staff. Each region is entitled to 4 seats: (1) the executive director, (2) commissioner full voting members, (1) commissioner alternate. Currently, Don Hamann serves as a voting member, Leslie Schwartz an alternate. Leslie has not been able to participate and recommended a new alternate, in addition to our vacant full member position.

Meetings are held in Concord quarterly. Each region has three total votes. K. Kasper volunteered to serve as a full member. A vote will be held at the Commission meeting following.

b. Awards, Contracts and General Business Update

The committee was in consensus that they preferred the table presentation over the list.

J. Czysz highlighted the awards and contracts as follows:

Indirect Rate: As of July 1, 2023 SRPC's approved indirect cost rate is 111.63%. as of the end of August, we are operating at 118.4%.

Recently Completed Contracts:

- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter (finalized)
- Strafford and Farmington Tax Maps
- Great Bay 2030 – Year 1: Great Bay Adapts (signed in October)
- Brownfields Assessments, grant started 10/1/2023
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (finalized)
- Newmarket Comprehensive Master Plan Update including Housing Chapter HOP grant

Contracts in Process:

- Safe Streets for All – FHWA
- Milton & Farmington USDA Community Facilities Technical Assistance Grant – pending final contract execution
- NHDES Coastal Resilience grant: Newmarket Waterfront Design Master Plan Chapter (pending Governor and Council approval)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans (pending engineering procurement)

Submitted Pending Decisions:

- National Fish and Wildlife Foundation – Wagon Hill Living Shorelines Phase 2 (LOI submitted)
- CMZ Bipartisan Infrastructure Law – Wagon Hill Living Shorelines Phase 2 (LOI selected for full proposal – waiting to hear on NFWF LOI)
- Somersworth – Granite Y Childcare CDBG Grant Application
- NHDES 319 – Sunrise Lake Implementation (LOI submitted)

- NHDES 604(b) – Milton Three Ponds Watershed Plan (LOI submitted)
- NHDES 604(b) – Cocheco River Management Plan (LOI submitted)
- Newmarket Phase 3 HOP Grant: outreach and GIS support for form-based zoning code changes
- New Durham Contract Planner
- NOAA Climate Resilience Regional Challenge (LOI submitted)
- Great Bay 2030 – Year 2
- Farmington Stormwater Drainage Study Update (LOI submitted)
- Installation of Signage Throughout the Watershed (LOI submitted)
- Milton Three Ponds Watershed Management Plan (LOI submitted)

In Development:

- NHCDFR Transformative Planning Grant
- NHDES Coastal Flood Risk Summary Update
- NHDES Project of Special Merit

c. Monthly Minors

C. Lentz reviewed the monthly minors. There were no major changes.

d. Other Matters

There were no other matters discussed.

e. Adjournment

A motion and a second to adjourn. All in favor. Meeting adjourned at 9:00 AM