

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission Executive Committee Meeting

150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
September 15, 2023
Meeting Minutes

1. Welcome/Introductions

Members attending in person:

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

Staff attending in person: Jennifer Czysz

Members attending remotely: Peter Nelson, Newmarket

2. Executive Director Review, Non-Public Session per RSA:3 II (a)

T. Crosby motioned to enter into Non-Public Session per RSA:3 II (a), citing personnel reasons. D. Hamann seconded the motion. A roll call vote was taken: W. Fisher, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

The committee entered into Non-Public Session at 8:04

M Bobinsky motioned to come out of non-public session seconded by D. Hamann. A roll call vote was taken: W. Fisher, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson. Motion passed with a unanimous vote in favor.

D. Hamann motioned to seal the non-public minutes seconded by T. Crosby. A roll call vote was taken: W. Fisher, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

At 8:29AM B. Fisher was excused from the meeting and K. Kasper stepped in as alternate.

3. Action Items

a. Acceptance of the August 18, 2023 Minutes

D. Hamann motioned to accept the meeting minutes of August as written. T. Crosby seconded the motion. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

b. Acceptance of the Draft August Financials

The acceptance of the draft August financials were tabled to the October meeting.

c. Recommend Commission Adoption of the FY2025 Dues

J. Czysz stated that at their last meeting, the committee reviewed the three options for the FY24 dues. These include adjusting by population only, as well as the population change plus ½ of CPI, and by CPI. Given increased federal and other grant opportunities with a match component, the FY 2024 dues budget is tighter than in years past. FY 2023 after accounting for pledged match, we had \$38,300 in unrestricted dues funds. This year that is down to \$26,500. These funds are what we use to cover contract overages and local technical assistance.

The committee needs a motion to recommend one of the options for adoption by the Commission at the quarterly meeting on September 21st.

D. Hamann motioned to recommend option 3, adjust by population and CPI. M. Bobinsky seconded the motion. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

d. Approve FY2024 Organizational Goals

J. Czysz provided a list of goals for FY24:

1. Expand SRPC's use of new technology to further service offerings.
 - a. Develop staff skills and new projects that employ scenario planning.
 - b. Develop staff skills and new projects that employ planning concepts visualizations.
 - c. Develop staff skills and new projects that employ transportation modeling.
 - d. Expand use of AirTable and/or other online database systems.
 - e. Identify and build out task automations such as was done for the annual update of the SRPC Data Snapshot's data analysis.
2. Update SRPC's organizational policies.
 - a. Establish a Social Media Policy for use of SRPC's accounts.
 - b. Establish a policy or guidelines for use of ChatGPT and similar AI applications.
 - c. Update SRPC's Operating Policies.
3. Finalize and implement the SRPC IT Plan.
 - a. Complete the Disaster Recovery Plan and Continuity of Operations Plan.
 - b. Replace the current server ideally with a hybrid cloud based and physical server (required to host ArcGIS files).
4. Strengthen staff cohesion and in person engagement.
 - a. Implement mandatory in person workdays.
 - b. Plan in person staff development, trainings, and events.
 - c. Encourage staff to attend Commission and other SRPC meetings in person.
5. Strengthen Commissioner engagement.
 - a. Host an annual SRPC 101 training in the evening open to all commissioners and interested individuals.
 - b. Host quarterly new commissioner orientations as needed.
 - c. Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement, relevance, and opportunities to discuss non-transportation topics more frequently.

- d. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding communities.

The committee members discussed ideas for FY24 goals and requested:

- Commissioners be alerted to other meetings.
- Find a way to announce other meetings.
- Invite EC/Commissioners to TAC meetings.
- Commissioners network with their outside agencies.

D. Hamann motioned to approve the FY24 Organizational Goals seconded by T. Corsby. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

e. Approve mov to .GOV domain name

J. Czynsz stated that as part of SRPC's ongoing efforts to improve cybersecurity, a next step is to switch from a .org to a .gov domain name. This will require some internal logistics to achieve (changes to email and website addresses), The proposed new domain is StraffordRPC.nh.gov.

The group engaged in a brief discussion on the advantages of switching and what the process of making the change will be.

D. Hamann motioned to approve the move to .Gov domain seconded by T. Crosby. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson all voted in favor. Motion passed with a unanimous vote in favor.

4. Updates and Discussion Items

J. Czynsz stated there are two big updates this week. We have received the signed contract form HUD and have also received the USDA Rural Development Grant documents for Farmington and Milton.

J. Czynsz 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)
- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories and Somersworth Natural Resources Master Plan Chapter (contracts previously executed, but UNH has required the PREP staff to use a different contract form, pending those contract changes)
- Brownfields Assessments, limited pre-award costs allowed now to attend the required brownfields conference and conduct the procurement process. Otherwise, grant starts 10/1/2023.
- NHDES Coastal Resilience grant: Newmarket Waterfront Design Master Plan Chapter (pending Town Council approval in September)
- Milton & Farmington USDA Community Facilities Technical Assistance Grant

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

Submitted Pending Decisions:

- Somersworth – Granite Y Child Care CDBG Grant Application
- NFWF Durham Living Shorelines Phase 2
- Newmarket Comprehensive Master Plan Update
- NOAA Climate Resilience Regional Challenge (Thriving NH Coast)

In Development:

- NHCDFR Transformative Planning Grant
- Newmarket outreach to support form based zoning code changes
- NH DES 604(b) and 319 Grants
- NOAA proposals with CAW and Cameron Wake
- Great Bay 2030 Initiatives
 - Advocacy Bootcamp
 - Stream Crossing Signage Project (potential implementation funding in CY2024)
 - Phase II project solicitations

a. September Monthly Minors

C. Lentz provided a brief review of the minors. He stated there are 3 statewide problematics that do not affect projects in our region. He stated that they are expecting an amendment in October from DOT.

5. Other Business

There was no other business.

6. Adjourn

At 8:58 AM, D. Hamann motioned to adjourn seconded by T. Crosby. A roll call vote was taken: K. Kasper, D. Hamann, T. Crosby, B. Holstein, D. Landry, M. Bobinsky, P. Nelson All voted in favor.