

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**FINAL MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
March 17, 2017  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH

**Members Present:** Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury, Brian Tapscott, Somersworth; Bob Jaffin, Rochester; Sandy Keans, Rochester; Judy Nelson, Rollinsford; Alternate Wayne Burton, Durham;

**Staff Present:** Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist

**Members Absent:** Alternate Tony McManus, Dover; Vice Chair Bill Connor

**1. Welcome/Introductions**

Secretary/Treasurer Tom Crosby welcomed the group. The meeting began at 8:05 AM.

**2. Actions Items**

**a. Approval of Minutes of February 17, 2017 Executive Committee Meeting**

Bob Jaffin **MOVED** to approve the minutes of February 17, 2017. Brian Tapscott **SECONDED** the motion, of which all were **IN FAVOR**. The minutes were approved.

T. Crosby turned the meeting over to Chair Victoria Parmele.

**3. Discussion**

**a. Executive Director Subcommittee**

**i. Emergency Succession Plan**

S. Sylvia shared that the Emergency Succession Plan was updated with the proposed changes from the Executive Committee. The only items that still need to be updated include the revised Executive Director job description, and the contact appendix. This document has already been approved.

**b. Status of FY Officers and Executive Committee Members for FY2018**

C. Copeland asked that current Executive Committee members express their interest in involvement on the Executive Committee for FY2018. T. Crosby **MOVED** to nominate Bob Jaffin as the nominee for Vice Chair as documented in the officer slate to be brought to a vote at the May 2017 Annual Commission meeting. All were **IN FAVOR**.

J. Nelson suggested that a whole slate be discussed and nominated in one motion. T. Crosby replied, sharing that he would like to remain on the Executive Committee as Secretary/Treasurer. V. Parmele expressed interest in remaining on as the Chair of the Executive Committee. J. Nelson reviewed the slate. J. Nelson **MOVED** that the slate of officers to be nominated to the full Commission include V. Parmele as Chair, B. Jaffin as Vice-Chair, and T. Crosby as Secretary/Treasurer. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**. V. Parmele shared that she would be open to another member becoming Chair, if interested. B. Tapscott added that he would like to remain on the Executive Committee as a member. S. Sylvia will get in contact with the other members and alternates to determine if they are interested in continuing on the Executive Committee in FY2018. There are seven regular members and two alternate members.

S. Keans suggested Wayne Burton be appointed as a member for the duration of the March Executive Committee meeting. W. Burton asked if there is variety of geographic representation on the Executive Committee. C. Copeland explained that geographic and size representation is ideal for the Executive Committee. W. Burton stated that he would step down from the Executive Committee and opined that a position be offered to a new Commissioner. J. Nelson **MOVED** to appoint W. Burton as a voting member for the duration of the meeting. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

**c. Brainstorm for Recruitment**

C. Copeland explained that S. Sylvia would send out a recruitment email for EC Members for FY 2018. S. Sylvia explained how this process works. The terms of Executive Committee, and the Executive Committee member's Commission terms were discussed. S. Keans shared that she would remain on the Committee, but that she'd be open to stepping down if another Commissioner wanted to participate. W. Burton agreed, while adding that he did not want to leave a vacancy on the Executive Committee. C. Copeland added that she would reach out to those who had previously expressed interest with a personal letter.

#### 4. Updates

##### a. **Contract Updates**

C. Copeland stated that she has been tracking President Trump's budget since January. The budget could effect Environmental Protection Agency funding and National Oceanic and Atmospheric Administration (NOAA) funding. C. Copeland shared that NOAA funds the Coastal program, which supports many SRPC projects such as projects of special merit. SRPC is currently working on three projects of special merit. The Natural Estuarine Reserve Program may also be in danger of being cut. Other NOAA funded efforts include data collection of climate data and storm data. The budgeted status of the Brownfields program is unclear. C. Copeland stated that Economic Development Agency funding may be cut as well. S. Keans suggested that the Governor's budget for New Hampshire be addressed and its effects be monitored as well.

C. Copeland addressed SRPC's budget and explained her processes moving into FY2018, and her work on the FY 2018 budget. W. Burton reminded the group that Trump's budget is only a proposal. B. Jaffin opined that the organization consider non-profit status again, as they have in the past. T. Crosby opined that the organization needs to diversify. Potential new funding sources and ways to access such funding were discussed.

A discussion ensued concerning Trump's budget and where the budget originated from.

A discuss ensues concerning SRPC taking action to look into non-profit status.

T. Crosby **MOVED** that the Executive Director Subcommittee (EDS) explore becoming a non-profit and report back to the Executive Committee within the next 60 days. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

It was decided that this would be shared with the Policy Committee.

##### b. **NH Rail Transit Authority, and New England Rail Coalition -B. Jaffin**

There was no update.

##### c. **NHARPC Committee-V.Parmele**

There was no update.

##### d. **Legislative Bills relevant to SRPC-C. Copeland**

This item was tabled.

#### 5. Other Business

There was no other business.

**6. Adjournment**

B. Jaffin **MOVED** to adjourn. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:00 am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on 4/21/2017

By: Victoria N. Parmele

Victoria Parmele, Chair – SRPC Executive Committee