

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  
April 21, 2017  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH

**Members Present:** Secretary/Treasurer Tom Crosby, Madbury, Brian Tapscott, Somersworth; Sandy Keans, Rochester; Judy Nelson, Rollinsford; Alternate Tony McManus, Dover

**Staff Present:** Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist; Colin Lentz, Regional Transportation Planner

**Members Absent:** Chair Victoria Parmele, Northwood; Alternate Wayne Burton, Durham; Bob Jaffin, Rochester

**1. Welcome/Introductions**

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

**2. Actions Items**

**a. Approval of the Minutes of March 17, 2017**

Brian Tapscott **MOVED** to approve the minutes of March 17, 2017. Sandy Keans **SECONDED** the motion, of which all were **IN FAVOR**. The minutes were approved.

**b. Concurrence with April Monthly Minors**

Colin Lentz joined the meeting. He reviewed the April Monthly Minors, which included statewide programmatic funding changes. Cynthia Copeland suggested that C. Lentz discuss the SADES Stream Crossing effort with the Policy Committee, as implementation on behalf of the NHDOT is potentially utilizing the data outcomes of this program. C. Copeland elaborated on this program and the effort between NHDES, NHDOT and other partners.

C. Lentz explained funding changes related to the Safe Routes to School program.

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

T. Crosby **MOVED** to concur with the Executive Director's approval of the April Monthly Minors. B. Tapscott **MOVED** to second the motion, of which all were **IN FAVOR**.

**c. Appointment of Vice-Chair for Remainder of FY 2017**

T. Crosby **MOVED** to recommend Bob Jaffin as nominee for Vice-Chair for the duration of the 2017 fiscal year. B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**.

**d. Appointment of E.C. Members for Remainder of FY 2017**

B. Tapscott **MOVED** to appoint Tony McManus as an E.C. member for the duration of FY 2017. Judy Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

**e. Recommendation of FY 2018 Executive Committee Officers, Members, and Alternates to the full Commission**

S. Sylvia updated the Executive Committee, explaining that she had reached out to the Commissioners and two members expressed interest in participating on the Executive Committee. A discussion ensued concerning the slate of officers and members for FY 2018. T. McManus **MOVED** to recommend the FY 2018 Executive Committee Officers, Members, and Alternates slate to the full Commission. B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**.

**3. Discussion**

**a. Executive Director Subcommittee**

**i. Executive Director Self-Evaluation Form**

J. Nelson explained that the Executive Director Subcommittee (EDS) waived the process of C. Copeland completing a self-evaluation form for FY 2017. The EDS has been meeting with C. Copeland on a monthly basis. The EDS will bring forward information for C. Copeland's annual review in June.

**ii. 501 (c)(3)**

C. Copeland explained that Victoria Parmele, B. Jaffin and she would be attending a training about becoming a 501 (c)(3) on Saturday, May 6, 2017. The

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

group will report back to the Executive Committee. A discussion ensued concerning different classifications of non-profits. T. McManus will provide input during the 501 (c)(3) exploratory process.

J. Nelson shared that the EDS has been discussing line of credit options for the organization. A discussion ensued concerning carryover of funding in contracts and whether it is allowed. The committee discussed the processes that would be involved with opening a line of credit.

**b. First Draft FY 2018 SRPC Budget**

C. Copeland reviewed the first draft of the FY 2018 budget. She explained changes between the FY 2017 and FY 2018 budgets. Some of the newer agreements include contract work with SRPC region municipalities. C. Copeland elaborated on other projects, and their funding and match requirements. S. Keans asked for clarification on the UPWP budget; it reflects half the funding as the UPWP is a two year agreement.

**c. Status of FY Officers and Executive Committee Members for FY 2018**

This item was already discussed.

**4. Updates**

**a. Contract Updates**

C. Copeland shared that SRPC has a new mapping contract with the Town of Milton. She stated that several contracts would be closing at the close of FY 2017. C. Copeland explained the potential for a new CMAQ funding round.

**b. NH Rail Transit Authority and New England Rail Coalition**

There was no update as B. Jaffin was not present.

**c. NHARPC Committee**

There was no update as V. Parmele was not present.

**d. Legislative Bills Relevant to SRPC**

There was no update; updates are provided to Executive Committee members.

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOL  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

## 5. Other Business

S. Sylvia reminded the group that SRPC's Annual Meeting was scheduled for May 25, 2017. C. Copeland explained that there are two meetings of SRPC's partner organizations occurring on the same day. She added that SRPC might need to consider rescheduling their meeting date. The Committee decided they would bring this to the Policy Committee meeting to get a consensus on how to proceed.

## 6. Adjournment

B. Tapscott **MOVED** to adjourn. T. McManus **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 5/19/2017

By: Victoria M. Parmele

Victoria Parmele, Chair – SRPC Executive Committee