

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
May 19, 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; Tony McManus, Dover

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

Members Absent:; Alternate Wayne Burton, Durham; Judy Nelson, Rollinsford; Sandy Keans, 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 April 21, 2017

Brian Tapscott **MOVED** to approve the minutes of April 21, 2017. Tony McManus **SECONDED** the motion, of which all were **IN FAVOR**. The minutes were approved.

b. Concurrence with May Monthly Minors

Shayna Sylvia explained that Regional Transportation Planner Colin Lentz was not available to explain the minors. She added that any questions from committee members could be forwarded along to him.

Bob Jaffin **MOVED** to concur with the Executive Director's approval of the May Monthly Minors. T. McManus **MOVED** to second the motion, of which all were **IN FAVOR**.

c. DRAFT FY 2018 SRPC Budget for recommendation to the full Commission

T. Crosby turned the meeting over to Victoria Parmele.

T. McManus **MOVED** to recommend the DRAFT FY 2018 SRPC Budget to the full Commission. B. Jaffin **SECONDED** the motion. Cynthia Copeland reviewed all adjustments made to the first draft budget. She explained current and upcoming contracts and how they will impact the budget over the course of FY 2018. All were **IN FAVOR**.

3. Discussion

a. Executive Director Subcommittee

i. 501 c(3) – B. Jaffin, V. Parmele

B. Jaffin shared that he attended the 501 c(3) workshop, along with V. Parmele and C. Copeland. He opined that it was a very useful training and that the organization should move in the direction of becoming a non-profit. T. Crosby agreed that SRPC should become a non-profit so that if an opportunity requiring non-profit status arises, the organization is in a good position to take advantage. V. Parmele and C. Copeland concurred that that training was extremely useful. The Executive Director Subcommittee (EDS) will meet during the week of May 22- May 26 to discuss non-profit status and other organizational topics.

i. Progress Report – J. Nelson, V. Parmele, B. Jaffin, T. Crosby

This agenda item was covered under the previous agenda item.

4. Updates

a. Contract Updates – C. Copeland

C. Copeland explained that with the close of the fiscal year there are several projects that are being closed out, inclusive of the Newmarket Groundwater Modeling Study, the 2016-2017 UPWP and the Targeted Block Grant. She elaborated on indirect cost rate negotiations with NHDOT regarding the 2018-2019 UPWP and the 2016-2017 UPWP. A discussion ensued concerning SRPC's indirect cost rate. This has been a topic of discussion at the EDS meetings. C. Copeland provided an explanation of paid time off and health insurance benefits for permanent and temporary employees.

C. Copeland shared that there is one new contract with Nottingham for supplemental traffic counts.

b. NH Rail Transit Authority and New England Rail Coalition – B. Jaffin

B. Jaffin explained that the House Transportation Committee has recently been more involved with the NH Rail Transit Authority (NHRTA). The NHRTA is seeking additional public input, as they believe they are not receiving enough currently. Topics at the NHRTA's meeting included integration of rail with highway, air, and marine. B. Jaffin opined that it is important to remember that the enabling legislation for the NHRTA was specifically enacted to require a study of the capitol corridor. This may drive northern communities from taking an interest in the rail initiative. The idea of passenger rail being the focus of new rail in the state was discussed at the meeting. B. Jaffin opined that this meeting was very important.

c. NHARPC Committee – V. Parmele

V. Parmele explained that she was not at the last meeting. C. Copeland shared that the NH Municipal Association offered the RPCs space for one article in each of their six yearly issues of *Town and City* magazine. The NHARPC members agreed to write an article on MS4 for the fall issue. B. Jaffin asked if there were ideas for future articles. Some of these topics included performance measures and brownfields. V. Parmele asked about the May 11 legislative breakfast. C. Copeland explained that there was good conversation with attendees.

d. Legislative Bills Relevant to SRPC

There was a brief discussion of how the legislative update is being compiled, and bills still under consideration.

5. Other Business

B. Jaffin suggested SRPC look into having Policy, TAC, or E.C. meetings at the Community Education Conference Center at Frisbie Hospital.

The EDS will meet on Tuesday, May 23.

6. Adjournment

B. Tapscott **MOVED** to adjourn. B. Jaffin **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 June 16, 2017

By: Victoria N. Parmele

Victoria Parmele, Chair – SRPC Executive Committee