

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**

August 17, 2012  
Conference Room  
Strafford Regional Planning Commission  
150 Wakefield Street  
Rochester, NH

**Members Present:** Chairman, Lou Vita, Middleton; Vice Chairman, Brian Tapscott, Somersworth; Secretary-Treasurer, C. Thomas Crosby, Madbury; Kenn Ortmann, Rochester; Sandra Keans, Rochester; William Cote, Durham, and Victoria Parmele, Northwood; and Alternate Bill Connor, Somersworth

**Member Absent:** Alternate, Ed Jansen Jr., Rollinsford

**Staff Present:** Cynthia Copeland and Tammy Butt

**Guest Present:** Carol Vita, Middleton

Chairman L. Vita noted a quorum at 8:00 a.m. and began the meeting.

**1. Minutes of July 20, 2012 Executive Committee Meeting Public Session**

Chairman L. Vita asked if everyone had received and read the minutes of July 20, 2012 and if there were any questions or discussion comments.

**K. Ortmann MOVED to approve the minutes of July 20<sup>th</sup>. C.T. Crosby seconded the motion and it PASSED unanimously 7-0.**

**2. Draft Financial Reports July 2012**

T. Butt noted that the monthly draft financial statements have been enhanced to show a comparison from this year to last year, as well as a comments column to explain any large differences. Milton & Dover have confirmed they are not paying dues this year (FY2013). We are waiting to hear from Wakefield, Brookfield, and Farmington. Ultimately SRPC anticipates \$37,598.50 as uncollectible in dues and respectfully request a motion from the Executive Committee to write this off as bad debt. T. Butt also stated that this topic of recording bad debt will be discussed with the auditor in September.

**K. Ortmann MOVED to accept the write off of \$37,598.50 as bad debt expense. B. Tapscott seconded the motion, and it PASSED unanimously 7-0.**

**3. Approval of 2013 Fiscal Year Billing Rate**

Chairman Vita introduced the next agenda item to have the Executive Committee, approve the FY2013 Billing Rates.

**K. Ortmann MOVED to approve the FY2013 billing rate as presented. C. T. Crosby seconded the motion.**

T. Butt agreed with K. Ortmann's suggestion to add the prior year's billing rate in order to compare to the current year in future billing rate structure reports, similar to the enhanced financial statements. C. Copeland explained how these rates are calculated and used mainly for local or product-driven contracts. Some positions are currently not filled at SRPC, such as Senior Planner, AICP or Technician. However, they were left on the billing rate structure report for future reference.

**The motion PASSED unanimously 7-0.**

**4. Citizens Bank Signature Card for checking account**

Chairman Vita announced the next agenda item to have the Executive Committee sign the Citizens Bank Signature Card for the checking account. T. Butt passed out the form for signatures from all check signers.

**5. PayPal & Credit Card Purchase Order Process Flow Chart**

T. Butt explained that these are two separate issues rolled into one agenda item. Two process flow charts for proposing how to use PayPal and a business credit card for various purchases are in the meeting packet. There is also included in the meeting packet a listing of the types of purchases, as well as what method of payment would be used, who the cardholders would be, limits for each card, and whether or not the card(s) would be used outside of SRPC.

A discussion ensued about cardholders, limits, and when it would be necessary to use a credit card outside of the office.

**K. Ortmann MOVED to authorize a business credit card account with the same three card holders and limits as proposed in the meeting packet.**

Mr. Ortmann suggested that the approval for using the credit cards outside of the SRPC office should first be through the Executive Director, with an Executive Committee member approving the use of the credit cards in her absence.

**S. Keans seconded the motion, and it PASSED unanimously 7-0**

K. Ortmann suggested that the SRPC staff recommend which credit card would be used & why in the September meeting. Since SRPC will be paying the balance in full each month, the interest rate is not a major deciding factor for which credit card to apply for. There are rewards programs beneficial to a business that outweighs other factors such as interest rate.

**6. FY2014 Draft Dues**

C. Copeland reported that the new fiscal year draft dues would need to be reviewed prior to being accepted at the annual Commissioner's meeting in September. She stated that the most recent population data from the Office of Energy & Planning was not available as of yet, so she had therefore decided to keep the 2010 population by community as well as the 2011 Consumer Price Index (U.S. City Average), which is the same as FY2013 Dues.

A discussion arose about using the new June 2012 CPI to update the per capita rate, and keeping the 2010 population source. It was also suggested that the prior year's dues column be added. An updated FY2014 Draft Dues will be presented at the September meeting.

**7. Non-Compete & Non-Piracy Agreements**

C. Copeland stated that this new law affecting non-compete and non-piracy agreements in the workplace had previously been addressed to some capacity in the SRPC Employee Handbook. The sections in the

handbook entitled Conflict of Interest and Outside Employment deal with these same types of issues. New employees have to sign a statement once they receive the SRPC Employee Handbook, acknowledging they read, understand, and agree to adhere to it. Employees sign another statement to return the handbook when their employment has ended at SRPC. Therefore, we are compliant with the new state law.

**8. August Monthly/Minor Administrative/Informational Revisions**

M. Ambrosi summarized the changes in the two main projects in our region: Newmarket Elevator & Sky Bridge, and Rochester Park-N-Ride lot.

**K. Ortmann MOVED that the Executive Committee endorse the Executive Director's recommendation to accept the August Monthly Minor Revisions as presented. B. Tapscott seconded the motion, and it PASSED unanimously 7-0.**

**9. Executive Director Report**

C. Copeland mentioned that the three summer interns are leaving SRPC; this is their last day working with us. There is a lot of training and staff development going on, with more to come over the next 20+ weeks with Tutorial Tuesdays implemented. We are still getting ready for the auditors who will be here in September. Billing for DOT was record-setting this month, with over 1,200 hours billed, which is more than we've ever completed in the past!

**10. 2012-2013 NHARPC Legislative Policies & list of Bills**

This agenda item was deferred to discussion under agenda item 11.b.

**11. Updates**

**a. NH Rail Authority and New England Rail Coalition**

S. Keans stated the statewide plan has been adopted and they are ready to apply for the grants. C. Copeland added that she had a meeting coming up with DOT regarding the rail plan. We are trying to move forward with the plans in our region.

**b. NHARPC Legislative Committee and Priorities**

2012 – 2013 NHARPC Legislative Policies and Procedures documents were included as Agenda item 10, along with a list of House Bills that were provided in last month's meeting packet. K. Ortmann explained that the policies document is used to determine if NHARPC is interested in a House Bill within their region, and the priorities document helps them determine what the NHARPC's position is on the bill.

**K. Ortmann MOVED to recess the meeting so that everyone could join the Policy Committee meeting. C. T. Crosby seconded the motion, and it PASSED unanimously 7-0.**

The meeting recessed at 9:02 a.m. Chairman Vita reconvened the meeting at approximately 11:05 a.m. with Executive Committee members Crosby, Parmele, Ortmann, Tapscott and Keans present. Alternate B. Connor and Staff members C. Copeland and T. Butt were also present.

**11. Updates-Cont'd**

**b. NHARPC Legislative Committee and Priorities**

**K. Ortmann MOVED that the Executive Committee endorse the NHARPC 2012 – 2013 Policies and Priorities. V. Parmele seconded the motion.**

**Chairman Vita MOVED to amend the motion to delay voting on endorsement of the NHARPC Legislative Policies and Priorities until a separate meeting to discuss all of the questions amongst the Executive Committee members is arranged immediately. C. T. Crosby seconded the motion.**

A discussion ensued about whether a separate meeting was needed. K. Ortmann explained how the purpose of their vote today is approval or disapproval of NHARPC 2012 – 2013 Policies and Priorities by the regional planning commission. V. Parmele stated she wanted to clarify the purpose of a separate meeting. She offered to have a discussion with any members on the committee about what is contained in these planning documents.

K. Ortmann recommended that a component of these policies and priorities should be discussed at the annual meeting in May, as well as on a continuing basis throughout the year. He proposed adding this item to the Executive Committee Agenda at least quarterly for the committee to discuss regularly.

**The amended motion FAILED 1-5, with Chairman Vita voting in favor of it.**

**The original motion, to endorse the NHARPC Policies and Priorities PASSED 5-1, with Chairman Vita voting against it.**

**12. Other Business**

Chairman Vita requested the Executive Director's evaluation and goals will be added back onto the agenda as a recurring item for the Executive Committee meetings.

**13. Adjournment**

**B. Tapscott MOVED to adjourn the meeting. S. Keans seconded that motion. A vote adjourning this meeting, which occurred on 9/21/12 prior to opening that day's Executive Committee meeting, PASSED unanimously.**

The meeting adjourned at 11:35 a.m.

Minutes respectfully submitted by,

Tammy Butt, MBA  
Finance Manager & Recording Secretary

Minutes approved on September 21, 2012

By: 