

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

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

**September 21, 2012**  
**Conference Room 1A**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Chairman, Lou Vita, Middleton; Vice Chairman, Brian Tapscott, Somersworth; Kenn Ortmann, Rochester; Sandra Keans, Rochester; Victoria Parmele, Northwood; Alternate Bob Jaffin, and Alternate Bill Connor, Somersworth

**Member Absent:** Secretary-Treasurer, C. Thomas Crosby, Madbury; William Cote, Durham, Alternate, Ed Jansen Jr., Rollinsford

**Staff Present:** Cynthia Copeland, Executive Director and Tammy Butt, Finance Manager

**Guests Present:** Carol Vita, Middleton, Ed Comeau, Brookfield

Chairman L. Vita informed the Executive Committee that a vote to adjourn the August 17, 2012 meeting had not occurred. At the August 17, 2012 meeting **B. Tapscott made a motion to adjourn, S. Keans seconded the motion.** There was no vote.

Chairman L. Vita called for a vote prior to opening the September meeting and it **PASSED unanimously.** The vote adjourned the August 17, 2012 Executive Committee meeting.

Chairman L. Vita introduced the Executive Committee members and Cynthia Copeland, and then began the meeting. Tammy Butt was also in attendance.

**1. Minutes of August 17, 2012 Executive Committee Meeting Public Session**

Chairman L. Vita reminded members of Robert's Rules of Order and stated that a committee member must first make a motion and have it seconded to bring an item to the table for discussion.

**K. Ortmann MOVED to approve the minutes of August 17, 2012. B. Tapscott seconded the motion.** A discussion ensued.

C. Copeland referenced an email from B. Connor to SRPC staff with a cc to Chairman L. Vita. Chairman L. Vita asked to add B. Connor's vote to the August meeting minutes regarding the NHARPC 2012 – 2013 Policies and Priorities. Whereas B. Connor was not participating at the meeting as a voting member, using Robert's Rules, the consensus of the Executive Committee was not to include B. Connor's vote in the August meeting minutes.

Discussion continued and suggestions were made by K. Ortmann and C. Copeland in regard to the establishment of guidelines for the formal seating of alternates on the Executive Committee. C. Copeland stated in the past the Executive Committee was conscious of the assurance for fair representation of all SRPC communities when assigning alternates. K. Ortmann offered a random or rotating schedule for assignment of alternates. The Committee must decide if a quorum exists, will alternates be seated to vote? B. Jaffin suggested an agenda item be added permanently to assign alternates to the table in a member's absence. C. Copeland suggested something in writing should be presented to the full Commission based on this discussion. The Committee agreed that these guidelines should be in writing to aid decision making at future meetings. The written guidelines will be presented for discussion & a vote at the November quarterly Commission meeting.

Chairman Vita invited alternates Bill Connor & Bob Jaffin to the table to fill vacant seats for members Bill Cote & C. Thomas Crosby Jr. Both accepted.

**K. Ortmann MOVED to amend his original motion to approve the meeting minutes; the minutes must be amended to state the adjournment of the meeting of August 17<sup>th</sup> happened prior to opening the September 21<sup>st</sup> meeting. B. Tapscott seconded the motion and it PASSED unanimously.**

## **2. Draft Financial Reports August 2012**

C. Copeland noted for the record that the monthly journal entry taking dues into income is \$6,995.47. The annual audit is starting Monday, September 24<sup>th</sup>. SRPC still hasn't received documented confirmation from the Town of Brookfield regarding non-payment of their dues. All other municipalities have complied by either paying the dues as invoiced, or notifying us of the decision not to pay them. Lastly the Town of Northwood has a receivable balance due of \$2,358.77 which was left, mistakenly, on the books prior to when Finance Manager, T. Butt, started work at SRPC in April. Northwood pays dues semi-annually. C. Copeland clarified this was a mistake on SRPC's part for leaving the outstanding balance in a prior year. As part of the clean-up work in the financial system and audit compliance, the Executive Committee needs to formally vote on writing this amount as bad debt.

**K. Ortmann MOVED to accept the write off of \$2,358.77 as bad debt expense. B. Tapscott seconded the motion, and it PASSED unanimously.**

## **3. Citizens Bank Signature Card for checking account**

T. Butt stated she reviewed rewards programs from two banks at the suggestion of the Executive Committee last month. Recommendation is to approve the Citizens Bank Cashback Platinum MasterCard with the aforementioned cardholders and limits that were previously discussed.

**K. Ortmann MOVED to adopt staff recommendation for the SRPC Citizens Bank Cashback Platinum MasterCard as presented by T. Butt. B. Tapscott seconded the motion, and it PASSED unanimously.**

## **4. FY2014 Draft Dues**

K. Ortmann summarized that typically adjustments to the dues are based on both annual changes in Census Bureau population data and CPI rate. C. Copeland said there wasn't new population data available; therefore, this part of the dues calculation would remain the same. T. Butt clarified the two examples provided in the meeting packets were using June to June CPI rate adjustment of 1.07 and July to July CPI rate adjustment of 1.04. This was to provide the Committee an example of an increased CPI rate as suggested by K. Ortmann in last month's meeting. The recommendation of the Executive Director is

still to keep the dues stationary and not adjust. A discussion ensued regarding which CPI rates to use, i.e. national, northeast, or regional, etc.

**K. Ortmann MOVED to vote on adjusting the FY2014 dues by an increase in CPI rate for the full Commission to vote on next week; if this motion passes then the committee will next decide on which CPI rate to use. B. Jaffin seconded the motion.**

K. Ortmann said his recommendation to adjust for the CPI rate is in correlation with the need to recoup our costs which are rising each year. Chairman L. Vita suggested that with the state of the current economy with many budget cuts in all municipalities, it may be prudent to not adjust the dues again this fiscal year. V. Parmele agreed, adding that the Executive Director's recommendation to leave the dues rates without adjustments also reflects the concern that more municipalities may not be able to afford to pay dues if they continually increase, resulting in losing more dues-paying communities.

**The motion was DEFEATED 3 in favor – 4 opposed.**

**K. Ortmann MOVED to agree with the Executive Director's recommendation to not adjust for population or CPI in the FY2014 dues. V. Parmele seconded the motion, and it PASSED 5 in favor- 2 opposed.**

#### **5. September Monthly/Minor Administrative/Informational Revisions**

**K. Ortmann MOVED that the Executive Committee endorse the Executive Director's recommendation to accept the September Monthly Minor Revisions as presented. B. Tapscott seconded the motion.**

B. Connor asked for more detail about Cultural Resources, Post-Construction Commitments for FHWA Eligible Projects. C. Copeland provided an explanation of both the process NH DOT is following and an example of cultural resources activities for construction projects.

**The motion to endorse the Executive Director's recommendation to accept the September Monthly Minor Revisions as presented PASSED unanimously.**

#### **6. Executive Director Job Description & Goals**

Chairman L. Vita introduced this agenda item and recommended that the officers set up a time to meet with C. Copeland to discuss. C. Copeland stated that C.T. Crosby would be out of the country for approximately two weeks. She initially requested the meeting to discuss the goals of SRPC and get feedback from the officers; she would like it to be a private meeting with the officers. Chairman L. Vita suggested a tentative meeting date be set for the second week after the November elections.

**K. Ortmann MOVED to recess the meeting so that everyone could join the Policy Committee meeting. B. Tapscott seconded the motion, and it PASSED unanimously.**

The meeting recessed at 9:01 a.m.

**B. Tapscott MOVED to reconvene the meeting at approximately 10:40 a.m. K. Ortmann seconded the motion, and it PASSED unanimously.**

Chairman L. Vita reconvened the meeting at approximately 10:40 a.m. with Executive Committee members Parmele, Ortmann, Tapscott and Keans present. Alternates B. Connor, B. Jaffin and Staff members C. Copeland and T. Butt were also present.

## **7. Executive Director Report**

C. Copeland mentioned that the members have copies of the monthly report, and offered to answer any questions. Chairman L. Vita asked how SRPC works in conjunction with other states on projects that might cross over state lines. C. Copeland explained the process we would use for bi-state projects using the Unified Planning Work Program as an example. She also gave an example of the bridge replacement in Somersworth that leads into/from Maine.

B. Connor asked about HUD/Granite State Future's Local Solutions Team, and how this project was going in general. C. Copeland explained we are still working on outreach to communities and public input. We are planning to attend the Newmarket Heritage Festival in September and the Apple Harvest Day in Dover during October. She suggested that if any members had ideas about events where we could attend to ask citizens in our region for ideas and feedback, to please let us know. B. Tapscott suggested craft fairs coming up in Somersworth. K. Ortmann said Oktoberfest is coming up in Rochester as well. B. Connor suggested the members discuss more openly how this project is going, what the Executive Committee's role in the project is, and what challenges and successes we have seen. Chairman L. Vita stated this would be too lengthy of a discussion for this meeting, and Granite State Future is not on the agenda for this meeting. C. Copeland stated that Granite State Future was on the agenda for the September 27<sup>th</sup> full Commission meeting, also Staff has planned an open house event for outreach before the November 8<sup>th</sup> full Commission meeting.

## **8. Policy Setting**

Vice-Chairman B. Tapscott stated that he asked to have this agenda item added for this meeting for discussion purposes as well as to clarify the Executive Committee's vote taken last month agreeing with the NHARPC's Policies & Priorities. He feels that by voting for this agenda item, the members are outside the scope of their duties according to the Executive Committee bylaws. K. Ortmann discussed having the vote added for the full Commission meeting in November. There was some mutual consent that members felt that is where the vote should be, in the full Commission meeting.

**S. Keans MOVED to RECONSIDER the vote from the August 17<sup>th</sup> meeting agreeing with 2012 NHARPC Policies and Priorities, and have this item added to the agenda at the next full Commission meeting. B. Tapscott seconded the motion, and it PASSED unanimously.**

## **9. Updates**

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

S. Keans stated there are no changes from the last meeting. She mentioned that Maine passenger rail is growing and planning to have service all the way up to Canada. The NH Rail Plan is completed and should be available online. It was decided to leave this item on the agenda for any future updates.

### **b. NHARPC Legislative Committee**

Chairman L. Vita asked if this item should be removed from the agenda due to what he understood as a clerical error. K. Ortmann explained that over the past year or more he has represented SRPC on the NHARPC board at their meetings. He reports back monthly to the Executive Committee similar to how S. Keans reports back on the NH Rail Authority. S. Keans stated that this item is listed as an update on the agenda. K. Ortmann further explained at the August Executive Committee meeting, the NHARPC 2012 – 2013 Policies and Priorities was a separate agenda item for the members to vote on - whether or not to approve these documents. (Vote reconsidered above) He had suggested at the August 17<sup>th</sup> meeting to add the policies and priorities document quarterly on the agenda to help clarify any questions any members had. V. Parmele stated the policies and priorities document was moved for the full Commission to review and discuss at the next quarterly meeting. B. Connor asked if there was an update. Chairman

L. Vita conceded to have an update. K. Ortmann stated there hasn't been a meeting of the NHARPC since the August 17<sup>th</sup> Executive Committee meeting. They are scheduled to review LSR's in October. He will present anything to the Executive Committee members at the next meeting that might be of interest or concern.

**10. Other Business**

Chairman Vita requested that all future meeting agendas be reviewed with him to ensure they are presented in a timely manner with every member's input/comments on what they will discuss at the meetings. C. Copeland stated in the past it was a practice of SRPC to have the Chairman review draft agendas. She stated that the Executive Committee, full Commission and Policy Committee agendas will be sent to him.

K. Ortmann suggested having an agenda item added after Other Business but before Adjournment called Future Action Items or something similar to trigger members' thoughts about any other action items for the next meeting. There was no consensus.

**11. Adjournment**

**K. Ortmann MOVED to adjourn the meeting. B. Tapscott seconded that motion. It PASSED unanimously.**

The meeting adjourned at 11:20 a.m.

Minutes respectfully submitted by,

Tammy Butt, MBA  
Finance Manager & Recording Secretary

Minutes approved on October 19, \_\_\_\_\_, 2012

By:  \_\_\_\_\_