

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
September 18, 2015
Community Center Conference Room #1A
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Sandra Keans, Rochester; Alternate Judy Nelson, Rollinsford

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

Members Absent: Bob Jaffin, Rochester; Alternate Wayne Burton, Durham; Secretary/Treasurer Tom Crosby, Madbury

1. **Welcome/Introductions**

Chair Brian Tapscott welcomed the group. The meeting began at 8:00 AM.

2. **Actions Items**

a. **Approval of Minutes of August 21, 2015**

B. Tapscott asked for a motion to approve the minutes of August 21, 2015. B. Connor **MOVED** to approve the minutes. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**. J. Nelson asked about quorum requirements and it was clarified that there was a quorum.

b. **Acceptance of DRAFT August Financials**

C. Copeland reviewed the August 2015 financials explaining the status of unpaid invoices for contracts and dues payments. A discussion ensued concerning dues payments.

B. Connor **MOVED** to accept the DRAFT July Financials. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with the September Monthly Minors

C. Copeland explained that the September minors included in the packet were already signed off on by Strafford Regional Planning Commission due to NHDOT time constraints regarding close of the federal fiscal year for the approval. C. Copeland reviewed the projects included in the minors.

K. Ortmann **MOVED** to concur with the Executive Director's approval of the September monthly minors. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

d. Health Trust Member Agreement and Cobra

C. Copeland explained that an approval was needed on the entire membership agreement from HealthTrust including a sub-agreement for employees continuing with COBRA, through Health Trust, after leaving the Commission. C. Copeland requested a motion of approval for her sign off on the HealthTrust application and membership agreement, and the HealthTrust COBRA Administrative Services agreement. A discussion ensued concerning the vote and who is responsible for approving these agreements. K. Ortmann opined that it may be useful for the full Commission to vote on this document at the Annual Meeting. Administration of COBRA was discussed. C. Copeland explained that this approval was an administrative function of the Executive Committee.

K. Ortmann **MOVED** to approve these documents. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

e. Executive Director Review Calendar

C. Copeland reviewed the E.D. Calendar and reminded the Executive Committee of upcoming events on that calendar. The group brought up the Executive Director Review Committee. This will be discussed under another agenda item. K. Ortmann **MOVED** to adopt the schedule. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

f. FY2016 Draft Executive Director and Organizational Goals

- g. C. Copeland reviewed the FY2016 Draft Executive Director and Organizational Goals document. B. Connor asked about requirements for the EDD Board of Directors. A discussion ensued concerning the recruiting process. J. Nelson opined that there may be too many goals. C. Copeland shared that the setup of goals helps her maintain a "to do" list. K. Ortmann agreed that the way the goals are set up is helpful in that items can be checked off. The group agreed on the current format of the goals. C. Copeland shared that the layout is helpful in keeping

track of all goals from a variety of staff projects. She added that SRPC is planning to hire staff to work in transportation planning as a data analyst.

V. Parmele asked about one of the goals concerning the development of new planning programs. C. Copeland explained that we are working to broaden the skill set of SRPC staff, and she shared which staff members are responsible for each new program. C. Copeland shared that the organization now has a new grant finding tool which will be helpful in finding funding for these new programs. A discussion ensued concerning the use of this tool.

C. Copeland reviewed the rest of the goals, sharing information concerning services for dues versus non-dues paying communities, and UPWP stipulations for transportation planning field work.

B. Connor suggested that Commissioners assist the Executive Director to help her achieve her goals, specific to funding opportunities.

K. Ortmann **MOVED** to approve the FY2016 Draft Executive Director and Organizational Goals. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

h. Nomination of Strafford Regional Planning Commission to the Advisory Board (NH Rail Transit Authority)

The group discussed who the nominee from Strafford Regional Planning Commission to the Advisory Board for the NH Rail Transit Authority should be. B. Connor asked if the recommendation needed to go before the Policy Committee as well, which it does not. Representation requirements for this Advisory Board were discussed.

K. Ortmann **MOVED** to nominate B. Jaffin to represent SRPC on the Advisory Board to the NH Rail Transit Authority. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

A discussion ensued concerning having the same individual be the representative on both the Advisory Board and the Board of Directors. B. Connor **MOVED** to approve V. Parmele as an alternate to B. Jaffin on the Advisory Board for the NHRTA. B. Tapscott **SECONDED** that motion, of which all were **IN FAVOR**. S. Keans asked if it was permissible to have an alternate to the original nominee. C. Copeland responded that she would find out if this was allowable. It was suggested that Victoria could be an informal alternate if an alternate is not permissible.

3. Discussion

a. Membership and subcommittees of the Executive Committee

B. Connor opined that Executive Committee members are responsible for working to fill committee vacancies through recruitment efforts. B. Connor added that Dover may be interested in having representation on the Executive Committee. A discussion ensued

concerning alternates to the Executive Committee, and the option for more alternates. This is currently allowable per the bylaws. K. Ortmann suggested there could be a language change in the bylaws, For instance the bylaws could include wording such as “up to six additional alternates.”. K. Ortmann shared that increasing the size of the group might make it more difficult to ensure a quorum. There was consensus that increasing the number of alternate does not change the quorum requirements in the bylaws.

K. Ortmann **MOVED** to recess. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting recessed at 9:00 am.

K. Ortmann **MOVED** to reconvene the meeting. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting reconvened at 11:20 am.

B. Connor suggested increasing the number of Executive Committee alternates to four, instead of the current two. The bylaw language could be modified if need be. K. Ormann reiterated that the bylaws currently allow more than two members. C. Copeland opined that the language not be changed as it might make it more difficult if Commissioners are not interested in joining the Executive Committee. Voting with and without quorum requirements was discussed.

Several recruitment options were discussed. C. Copeland suggested making a general announcement rather than notifying specific communities. She added that she would make this announcement. B. Tapscott suggested sending out a memo. Recruitment of Commissioners by Commissioners was discussed. C. Copeland suggested the memo say we are looking for two extra alternates. S. Kean opined that a number should not be included in the memo. The group agreed that they want individuals who are going to be able to make it to a majority of the monthly meetings.

i. **Dues**

C. Copeland shared that an invitation to join a subcommittee focused on strategies for changing the ways dues are calculated would be extended to Commissioners at the next Commissioner meeting.

ii. **Executive Director Review**

The group discussed how the Executive Review Committee would function for the next review of the Executive Director. Executive Committee members shared strategies used in their municipalities and how they work. B. Connor shared a form that has been used in the past to review the Executive Director. C. Copeland responded by sharing the processes she has used in the past, which is similar to how SRPC staff members are

evaluated. K. Ortmann suggested using the process that worked last year in order to easily get back on track with the review process. This process focused on the goals.

K. Ortmann **MOVED** to use the same process as last year with the whole Executive Committee present. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

It was decided that the Executive Director Evaluation (Non-Public session) would occur at the November meeting. The Executive Director will be present at the December meeting (Non-Public session) where the Executive Committee will share their evaluation results with her.

C. Copeland shared that she will send the FY2015 Executive Director and Organizational Goals document to the Executive Committee members.

b. SRPC Quarterly Meetings

C. Copeland shared that work is being done to determine speakers for the next two Commission meetings. C. Copeland shared that the FY2015 Annual Report will be on the agenda for the November meeting and described some other ideas for presentations at the November and January E.C. meetings. K. Ortmann suggested inviting Eversource to talk about their plans relevant to energy and how it will affect Great Bay. This is an issue of regional interest.

c. Veteran's Recognition

It was decided by the Executive Committee members that there would be a moment of silence at the November Commission meeting in order to recognize Veterans.

4. Updates

a. Contract Updates

C. Copeland gave an update on negotiations with NHDOT for the SRP2 contract. Additionally, SRPC has signed contracts with Lee and New Durham for mapping.

The Town of Farmington may look for double the hours they originally requested in the initial contract for Regional Planner Liz Durfee to provide municipal planning services.

C. Copeland updated the group on plans to hire two temporary planning staff. S. Keans asked how these contracts are incorporated into the budget. C. Copeland explained that the budget has been updated for approval at the September Commission meeting.

The group discussed other municipal contracts.

b. NH Rail Transit Authority

B. Jaffin was not present to give an update.

c. **NHARPC Committee Update**

K. Ortmann shared that the next meeting is on October 8th. LSRs are beginning to be released and they will be discussed at the next meeting.

5. **Other Business**

There was no other business.

6. **Adjournment**

K. Ortmann **MOVED** to adjourn. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 12:20 pm.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on October 16, 2015

By:



Brian Tapscott, Chairman – SRPC Executive Committee