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

**November 16, 2012**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Vice Chairman, Brian Tapscott, Somersworth; Secretary-Treasurer, C. Thomas Crosby, Madbury; Kenn Ortmann, Rochester; Sandra Keans, Rochester; Victoria Parmele, Northwood; Alternate Bill Connor, Somersworth; and Alternate Bob Jaffin, Rochester.

**Members Absent:** Chairman, Lou Vita, Middleton; Alternate, Ed Jansen Jr., Rollinsford

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

Acting Chairman B. Tapscott welcomed everyone and began the meeting at 8:00 a.m.

**1. Welcome/Introductions**

**a. Communications**

Acting Chairman B. Tapscott announced the first agenda item and asked if anyone had communications to bring to the table. T. Butt explained that included in the meeting packet were a copy of the letter to B. Cote acknowledging his resignation, along with an email from Chairman L. Vita resigning from the Executive Committee effective November 12, 2012, and another letter to Mr. Vita acknowledging his resignation. Also included in the meeting packet was a copy of the MPO bylaws as requested by B. Tapscott.

**b. Appointments**

Acting Chairman B. Tapscott appointed alternates Bill Connor, Somersworth and Bob Jaffin, Rochester to the table.

The meeting went into nonpublic session at 8:08 a.m. according to RSA 91-A3,II(c): *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

**S. Keans MOVED to leave nonpublic session and return to public session. C. T. Crosby seconded the motion, and it PASSED unanimously.**

**Nonpublic meeting recording stopped, public meeting recording started. Public session reconvened at 8:47 a.m.**

The Executive Committee decided to continue the public session under **Agenda Item #7, Other Business.**

C. Copeland stated safety concerns about the public opposition for the Regional Master Plan project, a Granite State Future. A discussion ensued among the Executive Committee members regarding forward thinking strategies for the Granite State Future project.

Another topic was brought to the table by C. Copeland about the Citizen's Forum and public participation at future meetings. C. Copeland mentioned that each future meeting should include a brief historical aspect of how SRPC was created and what value we add to communities. B. Connor suggested Frequently Asked Questions be handed out at each meeting as well.

C. Copeland brought to the table consideration of replacement of Executive Committee officers. The bylaws state a new Chairman may be voted in by the Executive Committee. B. Tapscott sent C. Copeland an email offering to step up to this position.

**C. T. Crosby MOVED to appoint B. Tapscott the new Chairman of the Executive Committee. B. Connor seconded the motion. There was no discussion. The motion PASSED unanimously.**

## **2. Action Items – motion required**

### **a. Minutes of October 19, 2012 Executive Committee Meeting Public Session**

Chairman B. Tapscott announced the second agenda item, approval of the meeting minutes from October 19, 2012.

**B. Jaffin MOVED to approve the meeting minutes of October 19, 2012. C. T. Crosby seconded the motion. There was no discussion. The motion PASSED unanimously.**

### **b. Monthly November Minor Revisions**

C. Copeland explained the statewide funding changes on the report.

**B. Connor MOVED to approve the Executive Director's recommendation to accept the Monthly November Minor Revisions as proposed. B. Jaffin seconded the motion. A vote was taken and it PASSED unanimously.**

## **3. Executive Director Report**

C. Copeland stated a new intern has accepted an offer for part time work at SRPC to help with public outreach for the Granite State Future project. One outreach event planned on November 20, 2012 will be during Turkey Day at Gerry's Food Pantry held at the Rochester Community Center. Staff will be interviewing citizens while they wait in line for their turkeys. B. Jaffin & V. Parmele offered to stop by and meet with people to assist staff with the interviews.

T. Butt & C. Copeland took an indirect cost rate proposal training webinar. SRPC will have the next proposal ready for NH DOT by December 31, 2012 or as soon as possible after the FY2012 audit

approval by the Executive Committee. C. Copeland said that monthly approximately \$7k in dues are taken into income and about half of this is going towards grant work. Staff is working on several grant applications. C. Copeland explained that she researched regulations about grant proposal costs and found these costs are allowed under Federal Highway Regulations as indirect costs. Historically SRPC billed most grant proposal billable hours to Local Technical Assistance (LTA or dues). T. Butt will perform a one-time general journal adjustment from July 1, 2012 through November 30, 2012 moving any billed staff time for grant proposals out of LTA and into Indirect Administration except in NH DOT UPWP project. Going forward, staff has been instructed to bill their time to Indirect Administration for grant proposal preparation unless there is an active grant that can be billed, such as the NH DOT UPWP contract. C. Copeland reviewed the new grant applications SRPC staff is currently working on which is detailed in her report.

B. Jaffin announced that he is planning to come to the SRPC office in the near future to provide technical expertise to staff with some new FEMA grant applications. The recent acts of nature, particularly Hurricane Sandy, have opened up funding for pre-disaster mitigation funding.

A discussion ensued about SRPC working collaboratively with other RPCs on transportation projects. Executive Committee members offered a desire to pursue beneficial partnerships.

#### **4. Draft Financial Reports for October 2012**

Chairman B. Tapscott announced the next agenda item. C. Copeland stated that due to Hurricane Sandy, payroll was completed earlier than usual. Therefore the month of October unexpectedly had three payrolls processed, adversely affecting the bottom line. Her expectations are that with more efficient work being performed, billable hours will improve as will the financials. T. Butt added that cash flow is good, and Aging of Receivables is exceptional.

C. T. Crosby questioned if the new state regulations in effect now prohibit the carryover of funding. C. Copeland answered affirmatively. She is waiting to hear from NH DOT if tax credits will be allowed in the new contract, and how much the new biannual UPWP contract will be.

T. Butt corrected a statement she made at the last meeting on October 19, 2012 regarding the amount in the reserve account. The correct amount in the reserve is \$30,000 to keep aside anticipated return of funding for any fluctuation of SRPC's Indirect Rate on the NH DOT UPWP contract. This rate is reconciled and adjusted each year according to NH DOT guidelines.

#### **5. FY2013 - 2014 Goal Setting**

Chairman B. Tapscott introduced the next agenda item. C. Copeland stated that she sent out some information regarding goal setting and leadership functions for the members to review in preparation for this discussion. She also explained that in the past she has made efforts to focus more on hazard mitigation and water resources planning than land use and it seems to have been beneficial to SRPC. C. Copeland stated that she feels there are other avenues in regional planning and she would like the Executive Committee to offer some guidance on how SRPC can move forward into the future.

**B. Connor MOVED to approve the Executive Director's proposed goals and planning strategies. C. T. Crosby seconded the motion for discussion purposes.**

A discussion ensued about the opportunities and priorities that SRPC staff could work on going forward. C. Copeland stated she would type out the goals and planning strategies discussed for review at the next meeting on December 21, 2012.

No vote was taken.

**6. Commissioner's Meetings process of conduct**

Chairman B. Tapscott introduced the next agenda item. A discussion ensued about public outreach and Citizens Forum sessions at future meetings. C. Copeland restated an earlier suggestion from another discussion of the Executive Committee that was to have a half hour "open" public comment session prior to public meetings. B. Jaffin suggested staff member presentations should have a time limit for routine items being reviewed in meetings. C. Copeland stated that the reason staff reiterates information in every meeting is due to the fact that not all Commissioners are abreast of the all project details and issues that need to be discussed or voted on. In the future, she will try to balance this concern with the length of presentations concern. C. Copeland offered to type out the agreed upon process of conduct for future public meetings for review at the next Executive Committee meeting.

C. Copeland suggested the addition of a Nominating Committee for future appointment of officers. The bylaws would need to be updated. B. Jaffin asked her to create a formal proposal for the Executive Committee to vote on at the next meeting.

**7. Adjournment**

**B. Connor MOVED to adjourn the meeting. V. Parmele seconded that motion. It PASSED unanimously.**

The meeting adjourned at 11:00 a.m.

Minutes respectfully submitted by,

Tammy Butt, MBA  
Finance Manager & Recording Secretary

Minutes approved on December 21, 2012

By: 