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STRAFFORD
WAKEFIELD

**MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
August 16, 2013
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH**

Members Present: Chairman Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester; Secretary/Treasurer Tom Crosby, Madbury

Members Absent: Alternate, Ed Jansen Jr., Rollinsford; Alternate, Paul Robidas, Somersworth; Vice Chair Victoria Parmele, Northwood; Kenn Ortmann, Rochester

Staff Present: Cynthia Copeland, Executive Director; Shayna Sylvia, Community Outreach Intern; Matt Sullivan, Regional Planner; Marc Ambrosi, Transportation Planner; Dan Camara, Senior GIS/Transportation Analyst; Gregory Jones, Regional Planner; Michelle Mears, Regional Planner; Marilyn Barton; Human Resource Specialist/Events Coordinator

Chairman B. Tapscott welcomed everyone. The meeting began at 8:10am.

1. Welcome/Introductions

a. Communications/Appointments

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

2. Action Items-Motion Required

a. Approval of Amended Minutes of June 21, 2013 Executive Committee Meeting

There is no record of the E.C. member who made the motion to approve the amended minutes of the June 21, 2013 meeting, and no record of who seconded it. The minutes will be resubmitted for approval at the September meeting.

b. Approval of Minutes of July 19, 2013 Executive Committee Meeting

There is no record of the E.C. member who made the motion to approve the minutes of the July 19, 2013 meeting, and no record of who seconded it. The minutes will be resubmitted for approval at the September meeting.

c. August Monthly Minor Revisions

There were no August Monthly Minor Revisions.

Chair B. Tapscott introduced agenda item number three.

3. Discussion item of FY2015 Commission dues

C. Copeland shared a table showing the commission dues by municipality, as well as population per municipality from the 2010 census. She explained that normally population projections are used from the New Hampshire Office of Energy and Planning (NHOEP), but that the individual contractor who normally performs this function has moved out of state. C. Copeland explained that she chose to use the population from the 2010 census for the purpose of the FY 2015 Commission dues sheet. S. Keans asked what the population projections showed. C. Copeland responded that the Strafford Region is growing, but not by much.

C. Copeland reviewed the FY2015 Commission dues sharing which municipalities chose to pay dues and which did not. C. Copeland corrected an error on the FY2015 Commission dues sheet correcting the extra 78 people in Wakefield's population that would affect the per capita rate overall calculation. B. Connor asked if other regions are dealing with communities opting out of dues. C. Copeland responded that overall no, and that the only other region experiencing this is North Country. B. Connor questioned the different per capita rates and whether these rates play a factor in the amount of dues paying communities. C. Copeland shared that Rockingham has a lower per capita rate, but that they use one rate across the board.

C. Copeland stated that the structure for dues has been viable for decades, but that it may not be the most useful long term. A discussion ensued including the possibility of decreasing per capita rates, adjusting rates on a temporary basis, and incentives to get communities to participate while making sure all municipalities receive equal benefits from their dues. C. Copeland addressed B. Tapscott asking about Somersworth's adjustment to their dues and what this would look like. B. Jaffin also expressed interest in negotiating commission dues for Rochester, and in general. B. Jaffin asked whether per capita rates for over 5,000 could go up. B. Tapscott opined that per capita rates should not go up. It was agreed that the primary goal is to have non-dues paying communities rejoin. B. Connor asked how long Dover, Farmington, Wakefield, Brookfield, Milton, and Nottingham have been non-dues paying communities. C. Copeland responded that Dover stopped paying dues in FY 2009, starting in July 2008. The following year Farmington, Wakefield, and Milton stopped in July 2009, FY 2010. Brookfield was in FY 2011, and Nottingham was this year in FY 2014. A discussion ensued.

B. Jaffin questioned whether the RSAs allow Durham to be treated separately from UNH for commission membership. C. Copeland responded that SRPC did look at having UNH as a member community of the commission, and that the other RPCs did not think universities should be eligible to be members. It was thought that the universities would have too much influence. B. Jaffin reiterated his question. C. Copeland replied that for this to happen the RSAs had to be legislatively changed. B. Connor asked if the other regions are economically coming out ahead of our region, and if we were behind due to lack of industry. B. Jaffin responded that we are ahead of other regions. C. Copeland answered that it is hard to determine and that we are competitive with other region. She added that we are leading in percentage growth and new jobs. A discussion ensued.

B. Tapscott asked about the set per capita rates for dues and how these rates were determined. C. Copeland responded that the rates have been in place since 2006/2007 after a study was done with the Executive Committee. It was decided then that a flat rate didn't work. C. Copeland stated that she would run different rates after looking at comparable per capita rates from the other RPCs. B. Jaffin suggested the under 5,000 rate be made higher, for instance to eight or ten thousand. A discussion ensued.

4. Updates

a. NH Rail Authority and New England Rail Coalition - S. Keans

S. Keans stated that there are no updates at this time.

b. NHARPC Committee Update – K. Ortmann

K. Ortmann was not present to give an update. C. Copeland shared that the NHARPC meeting is September 4th at the LGC and that K. Ortmann and B. Jaffin are planning on attending.

c. Executive Director Report

C. Copeland stated that Kathy Foster helped prepare the financials including the balance sheet for the end of July, the profit and loss for July, and the income for July. The financials were then explained including the July revenue of \$6551.66 from dues from municipalities. The match amounts for contracts were included as well.

C. Copeland shared the billing rate structure for 2014 based on staff costs. C. Copeland asked for approval of this document, or explained that a vote could be taken at the next meeting. These rates are primarily used for work done for municipalities such as Farmington and Durham. A discussion ensued about use of these staff rates. B. Connor asked about health insurance and C. Copeland responded that DOT requires benefits to be included under indirect costs.

B. Jaffin asked if there was any indication from the state of having to reduce the billable rates considerably across the board, as he is aware that DOD is requiring this at the federal level. C. Copeland answered that the billable rate for DOT is \$50/hr. for their vendors. B. Jaffin added that lowering rates may be beneficial. C. Copeland explained that billing rates are all inclusive. It

was decided that the approval of the billable rates would be an action item for the September meeting.

B. Connor asked if the new SRPC server was installed and running. C. Copeland responded that it was. C. Copeland announced that Kyle Pimental has been promoted to Senior Planner, and that Michelle Mears has accepted a position as City Planner with the City of Rochester. C. Copeland reviewed her director's reports including updates on grants and work being done. A discussion ensued.

B. Tapscott questioned the process of review for executive directors. C. Copeland responded that a review takes place every one to seven years and that her last review was two years ago and was conducted for multiple years. Suggestions were made for a shorter time-period between reviews. C. Copeland explained the staff process of reviews.

B. Tapscott asked if C. Copeland would have a review ready for the Executive Committee to go over in September, and she responded yes. It was explained that the review process takes place for the beginning of the new fiscal year.

6. Other Business

B. Tapscott shared that Somersworth's third commissioner Paul Robidas has to resign from the Executive Committee due to his new job, which has Friday mandatory meetings. B. Tapscott expressed that this is not confirmed in writing yet.

5. SWOT Analysis with staff and EC Members

SRPC staff were invited to join E.C. members in order to work on *TAB B: Evaluating Your Regional Council Assessment* topics including regional governance, process, open access and boundaries, collaboration, and trust in terms of strengths and assets, ways to improve, and who we (SRPC) want to be. This process was completed by encouraging staff and E.C. members to write suggestions on large post-its provided for each evaluation topic. Responses were reviewed and participants were given an opportunity to add any other ideas.

7. Adjournment

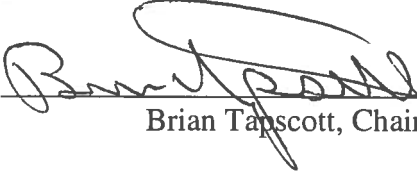
T. Crosby MOVED to adjourn the meeting, B. Jaffin seconded the motion, which passed unanimously.

The meeting adjourned at 10:35am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Community Outreach Intern

Minutes approved on 9-20-13, 2013

By:  9-20-13
Brian Tapscott, Chairman – SRPC Executive Committee