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MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

April 19, 2013

Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Ste 12
Rochester, NH

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

Members Absent: Alternate, Ed Jansen Jr., Rollinsford and Sandra Keans, Rochester.

Guest: Paul Robidas

Staff Present: Cynthia Copeland, Executive Director and Marilyn Barton, HR Specialist/Events Coordinator

1. Welcome/Introductions

a. Communications/Appointments

Chairman B. Tapscott welcomed everyone and introductions were given around the room. The meeting began at 8:00 a.m.

2. Draft financial reports for March 2013

C. Copeland reviewed the draft financials for March 2013. She noted there was a discrepancy; the draft revenue was \$76,751.42 and the profit and loss showed a higher amount and noted an adjustment would be made in May. C. Copeland reviewed the financials and noted the numbers looked good and staff billed at eighty six percent which is more than the previous month.

3. Action Items – motion required

a. Minutes of March 15, 2013 Executive Committee Meeting

T. Crosby **MOVED** to approve the meeting minutes of March 15, 2013. K. Ortmann seconded the motion. All in favor; motion carried.

b. Monthly April Minor Revisions

C. Copeland stated there was only a statewide project listed due to an increase in engineering and Right of Way. P. Robidas asked for an explanation of the Monthly Minor Revisions. K. Ortmann gave a brief overview of the process.

K. Ortmann MOVED to endorse the Executive Director's recommendation to accept the Monthly April Minor Revisions as proposed. W. Connor seconded the motion. All in favor, motion carried.

c. Executive Committee Slate of Officers for recommendation at Annual Meeting, Thursday,

The Chairman asked for a motion to recommend the slate of officers for recommendation to the Commissioners at their Annual Meeting, Thursday, May 30, 2013. K. Ortmann moved to accept the slate of officers as presented. B. Tapscott noted there needs to be a correction to the list as presented; W. Connor and R. Jaffin are members and not alternates. W. Connor seconded the motion for purposes of discussion.

W. Connor nominated P. Robidas as an alternate of the Executive Committee. Mr. Robidas gave an overview of his professional background.

The Chairman asked for an amended motion to include Mr. Robidas as an alternate in the slate of officers and Executive Committee members for FY 2014 and to change the status of R. Jaffin and W. Connor from alternates to members. W. Connor made a motion for an amendment to the original motion and K. Ortmann seconded that motion. All in favor, motion carried. K. Ortmann noted the original motion still needed to have the final vote. All in favor; original motion carried.

C. Copeland noted the normal process is that we solicit for additional members at the annual meeting and stated we still need to do that. She asked the Committee if they wanted that done ahead of the meeting or at the meeting. R. Jaffin suggested it be advertised at least thirty days ahead of the meeting in the local paper so that all the communities are aware of it; however it was noted those alternates would need to be from a dues paying community, as per the Bylaws.

4. Discussion

a. HUD Granite State Future Update (requested by V. Parmele)

V. Parmele noted she has observed the Commission has been on the defensive of the process of updating the Regional Master Plan. V. Parmele stated work is proceeding and fits perfectly with what a regional master plan is all about and great planning work is being done. V. Parmele stated this process has become more politicized and thought the Planning Commission should take a more proactive approach to or will continue to be on the defensive and may get worse.

A discussion ensued about the implementation process and the fake website that was generated and litany of complaints received during the whole process. V. Parmele asked for input from the Executive Committee on what the role of the Commission should be.

Discussion points included as far as the implementation process, the Planning Commission has done an exemplary job in getting input from everyday people. Further discussion included not being distracted by a small group of people that feel differently about the process, as there are limited resources to deal with this. It was noted there was a positive silver lining to this: More people are talking about planning. It was also stated as planners, we need to be more thoughtful of using phrases that mean one thing to planners and something else to others and that we should listen to what people have to say and not offend.

V. Parmele stated the process has been badly misunderstood and we need to stand up for planning. V. Parmele noted a discussion is healthy and talking about planning principles is a good thing.

b. First Review FY 2014 Budget

C. Copeland reviewed the highlights of the budget revenues and noted changes and corrections and explained that a dollar in the budget is being used as a placeholder until a contract has been signed. She reviewed projects and grants and noted she will present the expenses at the May meeting.

5. Updates

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

There were no updates, as S. Keans was not in attendance. C. Copeland noted she attended the recent CMAQ Committee meeting in late March and noted NH DOT will be purchasing the rail right of way, from Portsmouth to Hampton. C. Copeland stated fifteen years ago NH DOT bought the branch from Hampton to Seabrook. C. Copeland stated the immediate goal was to use this as a bike trail; however those in attendance stated the long-term goal of the right of way should preserve the capacity of commuter rail for the area. R. Jaffin stated this was a major issue and that the Commission should write a letter stating this should be preserved for commuter rail. A discussion ensued about other aspects of the right of way.

b. NHARPC Committee Update – Kenn Ortmann

NHARPC Policies & Procedures-K. Ortmann stated the NHARPC had a nice brochure that he was going to share with the group and noted he would scan it and send it out to the group and would bring it with him at the next meeting.

c. Executive Director Report

C. Copeland reviewed the highlights of the Executive Director's Report. She gave an update regarding Granite State Future and in developing the Regional Master Plan, the number one theme from the input we have received is that people want more public transportation: more bus service, park and rides, more rail and inner city bus service. C. Copeland stated regarding item number twelve on the report, Indirect Cost adjustments, that she is looking for comments from the Committee and to provide them to her prior to May 1, 2013.

6. Other Business

There was a discussion regarding the upcoming Commissioner's Annual Luncheon/Meeting. It was noted it would take place on Thursday, May 30, 2013 and would be held at the Governor's Inn. M. Barton noted invitations would be going out next week. W. Connor asked who decides who receives the Planning Award. C. Copeland stated she did and bases it on a history of successful planning. W. Connor also asked that staff be recognized at the meeting for the projects they have done in the past year.

There was a motion to recess the meeting at 9 a.m. to join the Policy Committee meeting. K. Ortmann made a motion and V. Parmele seconded that motion. All in favor, motion carried.

The Committee returned at 11:10 a.m. It was noted R. Jaffin and V. Parmele were not in attendance and there was no longer a quorum and the meeting could not reconvene or adjourn.

W. Connor asked to add P. Robidas as a member of the meeting to join the table; however it was noted his alternate status would not begin until July 1, 2013.

W. Connor discussed some thoughts he had regarding goals for the Commission and that some should be eliminated; focus on goals that bring in revenue and enhance public relations. K. Ortmann agreed we need to be thoughtful of goals. C. Copeland volunteered to remove any unnecessary goals and would bring that back to the group for their discussion in May. C. Copeland noted the month of May would be very busy, as there was going to be TAC, Policy and Executive Committee meetings and an Annual Meeting. C. Copeland stated she will

have a full budget at the next meeting and will send out ahead of time and those grants in the budget that have a dollar placeholder should have grant amounts by that time.

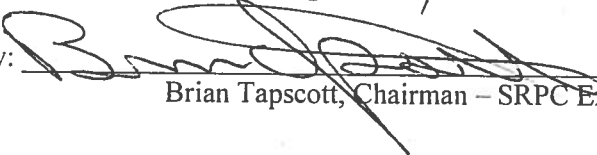
7. Adjournment

As there was no quorum, the meeting was unable to adjourn. K. Ortmann asked that the agenda for May include adjournment of the April 19, 2013 meeting.

Minutes respectfully submitted by,

Marilyn Barton, PHR
HR Specialist/Events Coordinator & Recording Secretary

Minutes approved on May 17, , 2013

By:  _____
Brian Tapscott, Chairman – SRPC Executive Committee