

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**

**January 18, 2013  
Conference Room  
Strafford Regional Planning Commission  
150 Wakefield Street  
Rochester, NH**

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

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

**Guest Present:** E. Comeau, Brookfield Commissioner

Chairman B. Tapscott welcomed everyone and began the meeting at 8:03 a.m.

**1. Welcome/Introductions**

**a. Communications**

Chairman B. Tapscott introduced the first agenda item and asked if anyone had communications to bring to the table. A discussion ensued about the next Commissioner meeting and public forum structure.

**2. Draft financial reports for December 2012**

C. Copeland explained the December revenue includes a few contracts that are quarterly billings. B. Connor asked about the SRPC computer server equipment. C. Copeland stated there is currently a need to replace the server equipment. She & staff are actively researching the cost of a new server as well as other options.

K. Ortmann mentioned he received an email from C. Copeland regarding the SRPC plotter equipment malfunctioning, and she is looking for a cost-sharing solution for a new plotter. He commended her for such an innovative approach to minimizing equipment costs.

**3. Action Items – motion required**

**a. Minutes of December 21, 2012 Executive Committee Meeting**

Chairman B. Tapscott announced the next agenda item, approval of the meeting minutes from December 21, 2012.

*Agenda #3a.*

**C. T. Crosby MOVED to approve the meeting minutes of December 21, 2012. B. Jaffin seconded the motion for the purpose of discussion.**

K. Ortmann stated that the name of the auditor under "Guest Present" and in the paragraph below under item #2. Audit Presentation by Melanson Heath & Co LLC, were two different names. He also mentioned a typo in the same agenda item, second paragraph regarding a dual review, not duel review. T. Butt apologized for the typos and will make the necessary corrections.

K. Ortmann asked about the Chairperson abstaining from each vote as recorded in the meeting minutes. B. Tapscott stated his interpretation of the MPO bylaws and Robert's Rules of Order, mentions the chair abstaining from a vote unless there is a tie. A discussion ensued about the Chairman duties at the Executive Committee meetings. The consensus of the Executive Committee members was to have the Chairman vote along with the members on each motion.

There was a brief pause in the discussion as guest, Ed Comeau, Brookfield joined the meeting.

**The motion to approve the meeting minutes with the discussed two modifications PASSED with six in favor and one abstain vote due to a member not attending the meeting last month.**

**b. Monthly January Minor Revisions**

C. Copeland read the statewide projects on the list of minor revisions, and the two local projects that directly affect SRPC communities. A discussion ensued.

**K. Ortmann MOVED to concur with the Executive Director's recommendation to accept the Monthly January Minor Revisions as proposed. C. T. Crosby seconded the motion. A vote was taken and it PASSED unanimously.**

**4. Discussion**

**a. Executive Director Report**

C. Copeland asked if there were any questions about the ED report she distributed electronically prior to the meeting. K. Ortmann asked about page 4 regarding the Coastal grant. C. Copeland explained the process of the Coastal grant and funding requirements. She anticipates a public hearing necessary sometime in February, either at the Policy Committee meeting or a special Commissioner meeting.

There was a brief pause in the discussion as Alternate, Ed Jansen Jr., Rollinsford joined the meeting.

K. Ortmann wanted to express his thanks to SRPC staff for keeping him informed about the Rochester Park & Ride project. Vice Chair V. Parmele asked about the Lee Park & Ride. C. Copeland stated this would be addressed later at the Policy Committee meeting at 9:00 this morning. Vice Chair V. Parmele asked about a new grant for the Town of Durham and the funding. C. Copeland answered that this particular funding grant was not received.

**b. Voting at Commissioner Meetings**

C. Copeland stated that some Executive Committee members questioned voting rights for dues-paying and non-dues-paying communities at SRPC meetings. She identified the guidelines from the SRPC bylaws and posted them on the wall: non-dues-paying communities do not vote on items considered

regular SRPC business; all MPO community representatives have a vote on any specific MPO items on the agenda. C. Copeland suggested the Chairman could indicate at the meetings whether an agenda item up for vote is specific to SRPC or an MPO item. Chairman B. Tapscott asked if more than one Commissioner from a community was at a meeting, would each person be a separate vote, or is there only one vote per community. C. Copeland affirmed that each person would get a separate vote. However, to determine if there is a quorum, there is only one representative per community counted in the quorum.

**c. Executive Committee FY2013 & 2014 Goals**

T. Butt stated that this has been a work in progress from discussions at past Executive Committee meetings. B. Connor had more feedback to add to the current outline. Vice Chair V. Parmele asked for clarification of an item on page two, bullet item "Are we the infrastructure gurus as fundamental specialty?" and sub-bullet "Four years at federal level to develop policies & funding". C. Copeland said she would look through her notes and get back to the members with clarification. Vice Chair V. Parmele asked to add the word "Some" before the bullet item "Areas to look at" on page 3. K. Ortmann brought up a spelling correction on page 3 for the word "drought".

**d. Proposed Amendments for SRPC Bylaws**

C. Copeland stated she had received questions from Executive Committee members previously regarding removal of officers and replacement of Commissioners. She explained that Article IV of the SRPC bylaws titled Officers pertains to the removal & election of officers and filling vacancies on the Executive Committee. She recommended this section was not appropriate to add more language regarding Commissioners, and suggested adding wording to Article III or adding a new Article V instead, if the Executive Committee deemed appropriate. C. Copeland clarified that municipalities appoint Commissioners to serve as MPO representatives, which is different than electing an officer to conduct Executive Committee business.

C. Copeland said another item for Executive Committee consideration to amend the SRPC bylaws was the Nominating Committee proposal introduced last month to the board. She suggested that if the Executive Committee agrees to recommend this amendment, under Article IV, adding a section seven, would be most appropriate.

**K. Ortmann MOVED to amend the SRPC bylaws for adding a Nominating Committee for purposes of discussion. C. T. Crosby seconded the motion.**

A discussion ensued about the current process and possible changes for recruitment to the Executive Committee.

**A vote was taken on the motion to bring to the full Commission annual meeting a recommended amendment to the SRPC bylaws adding a Nominating Committee, and it DID NOT PASS.**

**e. Existing & Proposed Meeting rules of conduct**

T. Butt stated that this also has been a work in progress from discussions at past Executive Committee meetings. She consolidated the feedback received to create an outline of the consensus. K. Ortmann asked to add a 2/3 majority vote to extend public input time limit or allow more than one comment so it is left up to the attending Commissioners. A discussion ensued. If anyone has more comments or feedback, please contact T. Butt or C. Copeland.

**5. Updates**

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

S. Keans stated the state legislature's progress was going well; and they have added legislature to add freight rail to existing passenger rail regulations.

**b. NHARPC Committee Update – Kenn Ortmann**

**i. NHARPC Policies & Procedures**

K. Ortmann handed out a list of Legislative Service Requests currently under review by the state legislature. NH Association of Regional Planning Commissions is revisiting the Policies & Procedures document. Any future updates will be brought to future Executive Committee meetings.

**6. Other Business**

Chairman B. Tapscott announced the next agenda item. C. Copeland said that the PREP (Piscataqua Region Estuaries Partnership) meeting originally scheduled for January 16, 2013 at 7:00 p.m. was postponed until January 23, 2013 at 7:00 p.m. due to the weather.

**7. Adjournment**

**K. Ortmann MOVED to adjourn the meeting, B. Jaffin seconded the motion. It PASSED unanimously.**

The meeting adjourned at 9:00 a.m.

Minutes respectfully submitted by,

Tammy Butt, MBA  
Finance Manager & Recording Secretary

Minutes approved on February 15, 2013

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

