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**AMENDED MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
June 21, 2013  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH**

**Members Present:** Chairman, Brian Tapscott, Somersworth; Vice Chair, Victoria Parmele, Northwood; Secretary/Treasurer, Tom Crosby, Madbury; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester

**Members Absent:** Alternate, Ed Jansen Jr., Rollinsford

**Staff Present:** Cynthia Copeland, Executive Director and Shayna Sylvia, Community Outreach Intern

**Guests:** Edward Comeau, Brookfield

Chairman B. Tapscott welcomed everyone. The meeting began at 8:00am.

**1. Welcome/Introductions**

**a. Communications/Appointments**

There were no communications or appointments.

Chair B. Tapscott introduced the next agenda item.

**2. Action Items-Motion Required**

**a. Approval of Minutes of May 17, 2013 Executive Committee Meeting**

**V. Parmele MOVED to approve the meeting minutes of May 17, 2013 Executive Committee Meeting. S. Keans seconded the motion. T. Crosby abstained due to his absence at the prior Executive Committee Meeting. Motion passed with one abstention.**

B. Connor requested a discussion of the minutes from the May 17, 2013 Executive Committee Meeting questioning Strafford Metropolitan Planning Organization's choice to label the Somersworth, NH- Berwick, ME Bridge project, as just the Somersworth Bridge Project. B. Connor opined that from now on the project should be identified as the Somersworth, NH- Berwick, ME Bridge project instead.

K. Ortmann suggested that the terminology from the prior minutes be left as is, but that in future minutes/discussion the terminology Somersworth, NH- Berwick, ME Bridge project be used. S. Keans stated that prior minutes should not be changed as this is not the terminology the Executive Committee member chose to use. K. Ortmann mentioned that as an amendment to the motion to approve the minutes that every time the Somersworth Bridge Project is mentioned, it refers to the Somersworth, NH- Berwick, ME Bridge project. B. Tapscott classified K. Ortmann's suggestion as a friendly amendment. All were in favor of the friendly amendment.

**b. June Monthly Minor Revisions**

C. Copeland stated that there were no Monthly Minor Revisions to review at this time. K. Ortmann asked whether his question from the previous Executive Committee Meeting as to why there were such large increases in cost for certain NHDOT projects had been passed to NHDOT. C. Copeland explained that SRPC staff has not yet heard back from NHDOT. B. Tapscott shared that Somersworth was aware of the increase in cost for the Somersworth, NH- Berwick, ME Bridge project, and that the budget had been adjusted accordingly.

Chair B. Tapscott introduced the next agenda item.

**3. Discussion**

**a. SRPC Mission, Vision, and Goal Review & Discussion**

C. Copeland requested that the Executive Committee move to item number four on the agenda, and return to item number three following discussion of item number four. The Committee agreed with this change.

Chair B. Tapscott introduced the next agenda item.

**4. Updates**

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

S. Keans stated that there are no updates for the Rail Coalition itself, but that the State of NH did have hearings in Nashua on accepting the federal funds. A good crowd was expected.

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

K. Ortmann shared that the NHARPC Annual Meeting would be held later that day, and that the discussion would cover the focus of the group, and the practices of the group in terms of legislation (reactive or active mode). B. Tapscott asked where the meeting was being held. K. Ortmann responded that it would be held in Concord at the Local Government Center. V. Parmele asked whether a pro-active approach had ever been done before. K. Ortmann responded that it had not since he had been involved, and explained that certain planning commissions may be more likely to take a pro-active approach depending upon projects that affect specific regions. A discussion ensued.

**c. Executive Director Report – C. Copeland**

C. Copeland explained that three applicants are being interviewed for the vacant intern position. Two interviews have already been conducted. SRPC volunteer Tammy Gallant will be leaving SRPC after next week. C. Copeland added that SRPC is also hiring for the financial position. The financials were included in the meeting packets. A letter from the City of Dover was received stating their decision to not pay dues to Stafford Regional Planning Commission. C. Copeland shared that the NHDOT accepted SRPC's indirect cost rate for the next two years. The signed UPWP contract was also received.

Chair B. Tapscott introduced the next agenda item.

### **5. Other Business**

Bob Jaffin suggested that it might be appropriate to develop a protocol for the termination of employees ensuring proper steps for the Executive Director to take, that would ensure the protection of information. V. Parmele questioned whether there is any protocol in place currently. C. Copeland explained that the advice of SRPC's attorney was followed in recent termination situations. S. Keans added that since we are a political subdivision maybe the process is different than it would be in private industry. C. Copeland explained that this type of protocol would be part of the HR department. A discussion ensued. C. Copeland explained that this protocol would be looked into. K. Ortmann proposed this topic be an agenda item at the next Executive Committee Meeting. C. Copeland suggested that it be discussed at the September Executive Committee Meeting as it might take some time to develop a protocol.

Chair B. Tapscott explained that agenda item three would now be discussed.

### **3. Discussion**

#### **a. SRPC Mission, Vision, and Goal Review & Discussion**

C. Copeland reiterated the Executive Committee's previous discussion of the mission, vision, and goals for the Executive Committee. C. Copeland explained how at the Executive Director's retreat a speaker from the National Association of Development Organizations shared a regional council assessment that would be useful for the Executive Committee. Members could use this assessment to analyze the Commission's work, to aid in the creation of a mission, vision, and goals. At the Executive Director's Retreat staff from Vermont Regional Planning Commissions' shared their experience with the assessment, and how it was useful in their planning efforts. C. Copeland opined that now was a good time to complete this type of assessment.

Binders were handed out that included an outline explaining the task for the Executive Committee to assess the Commissions' processes, and develop a mission, vision, and goals for their group. The binder included the assessment itself, and existing mission, vision and goals for the organization as a whole included in the *Stafford Regional 2011-2016 Comprehensive Economic Development Strategy*, the *Stafford Regional Planning Commission Regional Master Plan: Toward the Year 2015*, *SRPC Employee Handbook, 2006*, the *SRPC Commissioner's Handbook, 2012* and the *SRPC Bylaws, 2010*.

C. Copeland discussed how the assessment assesses strengths, weaknesses, opportunities, and threats, and could be completed with the use of Turning Technology clickers. C. Copeland explained that the Committee would have to decide whether they want to complete the assessment, how staff and other members of the

organization would be involved, what the timeline would be for the completion of this project, and what the outcome would be.

K. Ortmann opined that this process would require a serious effort on the part of all committee members. It was questioned how this process and outcome would be implemented and what the timeline would be. K. Ortmann suggested that this process be covered at the quarterly meeting if a significant focus was to be placed on this assessment. It would also be pertinent to ensure that the outcome would be used, before the committee decides to go through the process. V. Parmele agreed, adding that there needs to be incentive to keep committee members interested and excited. B. Jaffin added that this process be discussed at the MPO meetings instead of the Quarterly meetings, which have the important outreach component that we do not want to lose. This information could also be included in a quarterly report as well. A discussion ensued concerning the assessment itself, the appropriate forum for completing the assessment, collaboration among commissioners, and the sharing of the outcomes of this process with each other and the public. C. Copeland opined that the assessment would work well for the Executive Committee. It was encouraged for the Committee to review the assessment and outline. Committee member asked to whom the questions in the assessment were geared towards, and how questionable components of the assessment would be answered. K. Ortmann asked if the assessment could be available online. C. Copleand responded that it would be put on the website, and it is online at NADO.

C. Copeland added that she had applied through the Association of Metropolitan Planning Organizations to be a member of a Transportation Resource Board for preparing Risk Management Guidelines. B. Jaffin shared his experience with being on a similar type of board. This committee would focus on encouraging State DOTs to incorporate Risk Access Management into their processes per MAP-21 legislation.

**6. Adjournment**

**K. Ortmann MOVED to adjourn the meeting, B. Jaffin seconded the motion, which passed unanimously.**

The meeting adjourned at 8:55am.

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