

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
November 15, 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; Vice Chair Victoria Parmele, Northwood; Kenn Ortmann, Rochester

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

Members Absent: Alternate, Ed Jansen Jr., Rollinsford

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

1. Welcome/Introductions

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

2. Action Items-Motion Required

a. Approval of Minutes of October 18, 2013 Executive Committee Meeting

K. Ortmann **MOVED** to approve the minutes, and B. Jaffin **SECONDED** the motion. B. Connor requested an amendment to the October minutes. His request was to include a formal announcement S. Keans made at the last meeting in the minutes concerning the Executive Director review and the form to be used in this process. A discussion ensued. B. Connor **MOVED** to amend the minutes. K. Ortmann **SECONDED** the motion. The motion carried; B. Jaffin opposed.

K. Ortmann **MOVED** to approve the amended October minutes. B. Jaffin **SECONDED** the motion, which passed unanimously.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

b. November Monthly Minor Revisions

There were no November Monthly Minor Revisions.

Chair B. Tapscott introduced agenda item number three.

3. Discussion

a. SRPC Organization and Executive Director Goals for FY2014

C. Copeland began review of the SRPC Organization and Executive Director Goals for FY2014 document. K. Ortmann questioned the percentages next to the different categories of goals and whether they signified a weight given to the accomplishment of certain tasks. B. Jaffin responded that they did. C. Copeland shared that she viewed the percentages as guiding how much time is to be spent on the goals in each section. B. Jaffin opined that the percentages were for the Executive Director Review. A discussion ensued.

K. Ortmann questioned whether the goals document was a result of the meeting between C. Copeland and the Executive Director Assessment Committee, which it was. V. Parmele asked for an explanation of the process used to come up with the goals document. B. Jaffin shared that it was created by reviewing the goals created by both the Executive Committee and C. Copeland earlier in the year and placing individual goals into Organizational, Executive Director, and Special Focus goal sections.

C. Copeland reviewed the goals with the Committee. On Item B Number 7, K. Ortmann asked about the acronym SADES. C. Copeland shared that it stands for Statewide Asset Data Exchange System. K. Ortmann expressed concern with the goals addressing the continued implementation of SADES and regional data collection and analysis in preparation for performance metrics, as it would be hard to track progress on this goal item. C. Copeland explained that in the future, a portion of the SRPC planning efforts would be focused on performance metrics. A discussion ensued as to how to measure progress on this goal item. C. Copeland shared that SRPC is a participant in a partnership and SRPC's progress is also determined by that of their partners. B. Jaffin added that this option could be addressed quarterly at meetings. C. Copeland explained that this goal defines work in a brand new area, and that progress with this goal could be reported quarterly.

C. Copeland shared Section C (Execute one-time regional planning activities on budget and on schedule) detailing that the tasks for this goal would vary year by year. B. Jaffin reiterated this and how it is determined by grant funding. It was discussed that the goal categories would remain the same, and that the tasks would change over time. C.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

Copeland reviewed the Executive Director goals section. B. Tapscott asked if HR would be part of the process for achieving direction and oversight of staff work efforts, production schedules and resource needs. C. Copeland responded that HR would be involved in these tasks. C. Copeland shared that the tasks in red font may need to be placed in another goal sub-category. B. Jaffin opined that these tasks are fine in the section they are currently in.

K. Ortmann shared that bringing back dues paying communities should be a responsibility of both the Executive Director and the Executive Committee and Commissioners, and so could be included in another section instead of under Executive Director goals. B. Jaffin opined that organization goals are also under the Executive Director responsibilities and that this would not be a staff function. A discussion ensued as to where this task belongs and whose responsibility it is to encourage more communities to participate in the Commission. K. Ortmann suggested that the goal be changed to create a strategy to bring non-dues paying communities back. This could include tasks for the Executive Committee. C. Copeland agreed to this suggestion. V. Parmele asked for an explanation, if any, of the difference between the organizational and Executive Director sections for review of the Executive Director, and the goals of the Executive Committee. B. Jaffin suggested the goals for the Executive Committee could be included in the Commissioner's handbook as an annual goals statement. A discussion ensued.

K. Ortmann asked about the process for updating the handbook. C. Copeland explained the timeline for this, and that it is a function of HR. K. Ortmann asked that the information being discussed be conveyed to Marilyn Barton. A discussion ensued. B. Connor asked if the Executive Committee could review the Commissioner's Handbook before it is finalized. C. Copeland explained that the Handbook is a staff function. B. Jaffin said he would be interested in reviewing the changes in the document. K. Ortmann suggested that M. Barton could attend an Executive Committee meeting closer to the draft of the next Commissioner's Handbook so the Executive Committee could share their thoughts on this document. C. Copeland shared that this process, as discussed, would be started earlier to include new material requested by the Executive Committee.

B. Jaffin offered to draft an email to the Executive Committee asking for input on the Commissioner's Handbook. The committee agreed with this idea and C. Copeland supported this. V. Parmele asked about outreach efforts and for a specific task related to outreach to towns. C. Copeland stated that expansion of outreach to municipalities is a current function and so was not directly addressed in the tasks. SRPC's current outreach efforts with social media and constant contact were praised by B. Jaffin and V. Parmele. C. Copeland shared that SRPC has been offering APA webinars, and advertising those lectures to all SRPC contacts. B. Jaffin added that the National Crime Prevention Council is also hosting webinars. SRPC may want to look in to hosting webinars as well.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

C. Copeland reviewed the rest of Executive Director goals, adding the update of the Commissioner's Handbook. C. Copeland moved on to the special focus goal section, where the tasks are not controlled by SRPC actions. B. Connor asked why we don't have full control over the special focus area tasks. K. Ortmann shared that we do not have full control, but that we definitely have a role in these tasks. B. Jaffin agreed. K. Ortmann expressed Rochester's interest in some of these special focus area goals as well as how getting communities involved, in addition to SRPC's role, would be beneficial. B. Jaffin agreed. A discussion ensued as to how our communities can be involved in these special tasks and how SRPC may be able to organize these communities along with other stakeholders.

C. Copeland went into detail about the Route 108 Complete Streets project and gave an example of SRPC's role as a proponent in these types of projects. B. Jaffin expressed the necessity of stating a position on such special projects. B. Connor shared that we need to have more substantial support for projects at events such as the GACIT hearings. It was suggested that SRPC's role may have been unclear from the speeches given at the GACIT hearing in Somersworth. A discussion ensued.

K. Ortmann addressed the importance of creating the strategic plan based off the SRPC Assessment Exercise and expressed concern that the timeframe may be too short for completion of this document. In response to this, C. Copeland requested to the Chair, B. Tapscott, that she be able to share an update from agenda item 3b at this time. B. Tapscott responded that she may.

b. SRPC Assessment Exercise Update

C. Copeland shared that a group from the National Association of Development Organizations (NADO) will be completing an assessment and review process with 37 organizations in the state who work with the regional planning commissions. These organizations will be interviewed by a team of six individuals and the information will then be distributed to the planning commissions. C. Copeland expressed the need for the assessment to be completed this fiscal year, in conjunction with statewide and SRPC assessment processes. V. Parmele asked what the date is based on. C. Copeland responded that it was based on the close of the fiscal year. C. Copeland shared that she would be willing to extend the deadline to September 2014. B. Jaffin shared that it needs to be completed in the near future. B. Connor questioned the end product and its purpose. B. Jaffin opined that it is a process of quality control and needs to be completed in a timely manner. A discussion ensued.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

C. Copeland shared that this assessment needs to be completed by June due to the significant changes in the way the organization runs. V. Parmele asked what the work product of this assessment would be. C. Copeland responded that it would be a report that is available publicly. B. Connor suggested that Commissioners could complete the next section of the assessment at home and bring it to the Executive Committee meeting.

K. Ortmann asked if the *Organization and Executive Director Goals* needed to be endorsed. B. Taspcott responded that this was the case. K. Ortmann **MOVED** to adopt the document as amended through discussion. T. Crosby **SECONDED** the motion, which passed unanimously. C. Copeland shared with Chair B. Taspcott that she could review the current assessment and comment on the responses thus far. C. Copeland acknowledged the Committee's request to bring the assessment to the full commission and other outside organizations and stated that this will be forthcoming.

4. Non Public

The Executive Committee meeting did not go into Non Public.

B. Taspcott introduced the next agenda item.

5. Update

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

S. Keans shared that she is attending a meeting later in the day for the NH Rail Authority and New England Rail Coalition.

b. NHARPC Committee Update

K. Ortmann shared that the next meeting for NHARPC is Monday, November 18th, and that the agenda includes an overview of the coming legislative session coming up. They will be reviewing Legislative Service Requests that have been submitted thus far. K. Ortmann shared that two legislators will be coming to share bills they have sponsored. The two bills are for a paint stewardship program, and the state economic development plan. Another bill to be discussed is for the repeal of workforce housing provisions. K. Ortmann shared that he has been attending meetings for the Commission On Housing Policy and Regulation, which looks at impediments to housing in the state.

6. Other Business

There was no other business

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

7. **Adjournment**

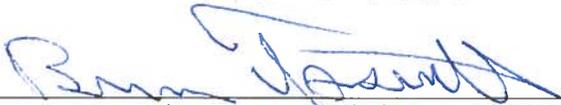
T. Crosby **MOVED** to adjourn. B. Jaffin **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 8:55 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Community Outreach Intern

Minutes approved on December 20, 2013

By: 
Brian Tapscott, Chairman – SRPC Executive Committee