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SOMERSWORTH  
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WAKEFIELD

**MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
July 19, 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; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester

**Members Absent:** Alternate, Ed Jansen Jr., Rollinsford; Secretary/Treasurer Tom Crosby, Madbury; Alternate, Paul Robidas, Somersworth

**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 June 21, 2013 Executive Committee Meeting**

**K. Ortmann MOVED to approve the meeting minutes of the June 21, 2013 Executive Committee Meeting. S. Keans seconded the motion, which passed unanimously.**

**b. June Monthly Minor Revisions**

**K. Ortmann MOVED to endorse the Executive Director's recommendations for the approval of these changes to the projects as proposed. B. Jaffin seconded the motion, which passed unanimously.**

Chair B. Tapscott introduced agenda item number four.

#### **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 shared that the NHARPC group decided it would be a good idea to hold a conference or retreat to assess the work that has been done over the past couple years, and the work that the group wants to do in the future. The meeting is scheduled for July 31, 2013. B. Tapscott inquired as to whether the meeting would be in Concord. K. Ortmann responded that it would be. B. Jaffin expressed interest in attending the meeting and K. Ortmann said he would forward along the information. K. Ortmann also shared more general information on the meeting.

B. Tapscott introduced agenda item number three.

#### **3. Discussion**

##### **a. NADO Regional Council Self-Assessment Tab B**

S. Sylvia handed out the Turning Technology clickers that the Executive Committee members would be using to share their answers from the assessment section they were asked to complete or read over before the meeting. K. Ortmann asked if the assessment section could be discussed before the Executive Committee began the voting process. V. Parmele agreed that a discussion would be helpful. Several members thought that some of the questions were not applicable or understandable. The committee reviewed the assessment section giving members an opportunity to discuss any question that they found confusing. V. Parmele explained she might not have enough insight into the planning commission to address some of these questions, as she is not part of the day-to-day operations. A discussion ensued.

##### **b. Evaluating Your Regional Council Assessment Tab B**

The executive committee completed the Turning Technology PowerPoint on the *Evaluating Your Regional Council Assessment Tab B*. After each question, the answers were dis

played before moving on to the next question. There were 26 questions in total. The questions covered five areas including regional governance, process, open access and boundaries, collaboration, and trust.

C. Copeland shared that the Institute for Economic Advancement is working with the nine Regional Planning Commission Executive Directors going over the processes of the Regional Planning Commission, their collaboration efforts, their work with outside organizations, and other factors. This is funded through National Development of Organizations. C. Copeland also addressed the NHARPC retreat that K. Ortmann discussed earlier. K. Ortmann reiterated B. Jaffin's interest.

C. Copeland explained the budget documents in the meeting packets, which included the Strafford Regional Planning Commission's budgets from FY 2000-FY2014. This was for members to see how SRPC has changed as an organization over time, and how the organization has been fiscally conservative as revenue sources changed. It was explained that nothing goes in the budget revenues unless the contract has been signed or is in process. If a contract is not in place it is shown with a one dollar place holder.

C. Copeland stated that she included her assessment statements (strengths, weaknesses, opportunities, and threats) for the Executive Committee members to review. C. Copeland also shared her goal of having staff complete the assessment for comparison with the Executive Committee results. C. Copeland added that she would also like the commissioners, different committees, the technical advisory committee, and other partners to fill out sections of the assessment. K. Ortmann expressed interest in the idea of comparing the NADO assessment results from different groups. V. Parmele asked how the results would be presented at the end. C. Copeland responded that the *Vermont Association of Planning and Development Agencies: 2011 Statewide Strategic Assessment* would be used as a guide. This document explains how the eleven regional planning commissions in Vermont used the *NADO Regional Council Self-Assessment and Resource Toolkit* to conduct a statewide analysis of the Planning Commissions and other government and partner organizations.

B. Tapscott recommended that the committee return to item four section c.

#### **4. Updates**

##### **1. Executive Director Report – C. Copeland**

C. Copeland explained that she had an action item to discuss. C. Copeland shared that SRPC has received a request for an appointment to a Senate Study Commission on preparation for projected sea level rise and other coastal and coastal watershed hazards. C. Copeland explained that after talking with Cliff Sinnott from Rockingham Regional Planning Commission, she learned that they were appointing a staff member. There were also appointments from our coastal communities of Newmarket, Durham, Madbury, Dover, and Rollinsford. There will be about 35 members on this commission. This commission will be reviewing the National Oceanic and Atmospheric Administration's and other scientific agencies' projections of coastal storm inundation and flood risk. This group will be meeting four times a year. C. Copeland recommended K. Pimental, SRPC staff member, to this committee, or stated that a commissioner could be appointed. K. Ortmann asked which communities in our region are affected by tidal issues. C. Copeland explained that Newmarket, Durham, Madbury, Dover, and Rollinsford are

all affected in the coastal zone. B. Jaffin added that with the Salmon Falls River, many more communities are impacted as they are not that far upstream. K. Ortmann explained his concern that the person appointed have a good connection with the towns that are most directly impacted, and that the input from these towns be taken into account. C. Copeland explained that K. Pimental has worked closely with all of the towns in the past, and is working directly with many of them currently on water and hazard mitigation planning.

**K. Ortmann MOVED to appoint Kyle Pimental to the commission to recommend legislation to prepare for projected sea level rise and other coastal and coastal watershed hazards with the understanding that Kyle Pimental will be working closely with the municipalities who are most affected. V. Parmele seconded the motion, which passed unanimously.**

## **5. Other Business**

B. Tapscott shared that the scheduled meeting days and times for the quarterly Strafford Regional Planning Commission meetings were included in the meeting packets. C. Copeland added that tentatively for the September meeting the agenda will include the draft public review of the Broadband Plan. M. Sullivan and S. Sylvia will present this plan, which is due out at the end of September. Next on the September agenda would be the Water Infrastructure chapter, which K. Pimental and M. Sullivan are both working on. V. Parmele questioned as to whether that is the master plan chapter. C. Copeland responded that yes, it is. C. Copeland added that at least once a month there will be a public review and presentation for one of the chapters for the Master Plan. The Master Plan, in draft form, will be completed by the annual meeting.

K. Ortmann shared that his term was expired and that Rochester had an appointment who wasn't able to attend the meetings. She resigned. There were then two positions that were open and four people applied for the position. K. Ortmann expressed that he appreciated the interest.

C. Copeland added that the written SWOT analysis from executive committee members would be helpful, if members wanted to turn in their comments.

B. Connor asked about the letter to the Governor that C. Copeland has asked B. Tapscott to write concerning the Scenic Byways Council appointments. C. Copeland stated that the Scenic Byways program has been in place for twenty years. The council is currently awaiting appointments from the Governor. C. Copeland expressed that it would be a good idea to write a letter from the Commission, as members have worked on these projects for a long time. K. Ortmann asked if that is the responsibility of the Executive Committee, or the entire Commission, to vote on that matter. C. Copeland said this could be addressed with the Policy Committee as it is a function of the MPO.

K. Ortmann asked if members would be asked to complete another section of the NADO assessment for the next meeting. C. Copeland responded yes.

B. Connor questioned whether the new SRPC handbook to be released in the Fall would be run by the Executive Committee for a review. C. Copeland explained that this document has been a

staff function. B. Connor asked for a discussion. C. Copeland explained the document and asked if members had requests for additions to the document that they be presented now. S. Keans asked if there would be anything in the document that members were not already aware of. C. Copeland responded saying no, it is an annual report with past and present work plans, bylaws and staffing.

**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