

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

August 15, 2014
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 ;Bill Connor, Somersworth; Bob Jaffin, Rochester; Kenn Ortmann, Rochester; Alternate Wayne Burton, Durham; Alternate Ed Jansen, Rollinsford

Staff Present: Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist

Members Absent: Sandra Keans, Rochester

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

1. **Welcome/Introductions**

Chairman B. Tapscott introduced the next agenda item.

2. **Action Items**

a. **Approval of Minutes of July 18, 2014**

B. Connor requested an amendment to the minutes to include Kenn Ortmann informing the Executive Committee that he was re-elected as Chairman of the NHARPC for fiscal year 2015. It was discussed that this could not be added to the previous meeting's minutes as it was not stated at the last meeting.

S. Sylvia shared that she made a change to the minutes per request of K. Ortmann and that this was reflected in the most recent copy.

T. Crosby **MOVED** to approve the minutes. B. Jaffin **SECONDED** this motion, of which all were in **FAVOR**.

b. Concurrence of August Monthly Minor Revisions

C. Copeland explained that here were no monthly minor revisions for the month of August. K. Ortmann thanked the SRPC Executive Committee chair, and SRPC staff for compiling this letter. C. Copeland shared that it had no yet been sent out, and asked for any edits. S. Sylvia shared that this could be addressed under discussion item 3a, Monthly Minors NH DOT Request Letter.

c. Acceptance of Draft July Financials

C. Copeland explained the DRAFT July Financials including receivables, dues, NH DOT contracts and payments, and the aging summary. A discussion ensued concerning communities that have and have not paid dues.

K. Ortmann **MOVED** to accept the June Financial Report. T. Crosby **SECONDED** the motion. All were in **FAVOR**.

d. Recommendation for FY2016 Dues

C. Copeland shared that she had provided the FY2015 dues and the recommended FY2016 dues. She explained that two factors that change when calculating dues each year are the population and per capita rate. For the FY2016 proposed dues the 2010 census population rate was used. The Office of Energy and Planning population estimates are usually used, but the organization has stopped doing these projections on their own. Last year the RPCs donated money for the running of these projections which are estimated for 2015, 2020, etc. C. Copeland therefore decided to use the 2010 census population as the 2015 statistics wouldn't be the most accurate.

C. Copeland added that she used the June to June for the 2014 CPI changes, which was 2.1%. That number was factored in to the FY2015 dues to show the increase from FY2015 to the proposed FY2016 dues rates. Two different rates were derived using the FY 2015 CPI and the new higher CPI rate.

B. Connor asked about the NH DOT toll credits. C. Copeland responded that this issue is still being discussed by NH DOT. K. Ortmann asked if a recommendation was being requested, which it was.

K. Ortmann **MOVED** to recommend the increases shown in the DRAFT FY2016 dues. B. Jaffin **SECONDED** the motion, of which all were in **FAVOR**. K. Ortmann explained that increased funding and support is necessary for the organization.

e. **Approval of the FY2016 Billing Rate**

C. Copeland corrected an error in the FY2016 billing rate. She shared that she added two positions, Communications and Outreach Specialist, and GIS & Technical Analyst. For the purposes of discussion K. Ortmann **MOVED** to adopt the FY2016 Billing Rate with the proposed change. T. Crosby **SECONDED** the motion, which **PASSED** unanimously.

K. Ortmann asked C. Copeland if she compares the billing rate to that of other RPCs. She shared that she has but that she does not use them as a model as she has a different way of calculating billing rates that take into account the salary of each employee.

3. **Discussion**

a. **Monthly Minors NH DOT Request Letter**

C. Copeland asked if there were any questions or changes regarding the letter. K. Ortmann requested that a response date be added to the letter. This would ensure a response before the next Executive Committee meeting. V. Parmele asked why additional information is not sent out to the MPOs automatically. C. Copeland explained that the interagency meetings usually occur right before the E.C. meetings, so there is not a lot of time for NHDOT to get out minutes/materials from their meeting. C. Copeland explained that the projects covered can be difficult to understand at times. A discussion ensued about communication with state agencies. The changed was agreed upon and the letter will be sent out.

b. **Executive Committee Member Description Update**

C. Copeland shared that the Executive Committee Member Description had been updated per discussion at the July Executive Committee meeting. She reviewed the changes and explained that she had added the bylaws in response to questions from W. Burton and V. Parmele. This description would be shared with new Executive Committee Board members. B. Connor asked about the qualifications for office, which is stated at two years as an SRPC Commissioner. A discussion ensued on whether this should be a qualification or not, whether it has been in the past, other qualification options, attendance of members, and volunteerism. [~32 minutes] The necessity of a group of members with diverse backgrounds was discussed.

The concept of loyalty of members was also discussed. K. Ortmann shared that loyalty and taking an oath could be an important factor for members and potential members. K. Ortmann asked if the bylaws state that you have to pay dues to be on Executive

Committee. K. Ortmann shared that this restriction doesn't exist for Strafford MPO. C. Copeland shared that votes can only be made by dues paying members. K. Ortmann suggested that this be noted in the memberships section as well. C. Copeland shared that these bylaws came from the RSAs. As a non-profit, like North Country Council, the options are slightly different.

B. Jaffin opined that there should be minimum qualifications for being on Executive Committee. K. Ortmann shared that time should be paired with attendance, which is important. C. Copeland opined that keeping track of attendance is not necessary, as the minutes document the attendees. W. Burton suggested that attendance be added under expectations and that an experience level (years as a Commissioner) be suggested for Executive Committee members. C. Copeland explained that she would work on this document and bring it back to the Committee. K. Ortmann asked if cause for termination of Committee members was explained in the bylaws, which it is not.

A discussion ensued over Strafford County and whether they have chosen to have members on Executive Committee and as Commissioners. Past attendance at meetings of these members was discussed. C. Copeland explained that they are supportive of SRPC, exemplifying their support when SRPC applied for designation as an EDD. The bylaws allows for the involvement from Strafford County. C. Copeland suggested that an Executive Committee member make a motion to encourage staff to pursue increasing the relationship between SRPC and the Strafford County Commissioners. B. Jaffin **MOVED** to encourage this action. V. Parmele **SECONDED** this action, of which all were in **FAVOR**. A discussion ensued concerning Strafford County Commissioners that are from non-dues paying communities. It was also questioned whether the County would then have to pay dues. W. Burton suggested addressing the legislative body of the County Commissioners.

c. Executive Director Goals Update

C. Copeland shared that this update would be sent to the committee at a later date. She reviewed the Executive Director Job description and shared that this could be used by the Executive Director Review Committee in the future. B. Connor added that the assessment would occur this fall after the election. The committee is to meet soon. V. Parmele noted the political nature of the issues C. Copeland works with, and opined that this should be acknowledged.

d. DRAFT Annual Report

C. Copeland shared the Annual Report that Marilyn Barton has been working on, explaining that it is a DRAFT. B. Tapscott had a comment on Page 21 and shared that Paul Robidas can be removed from the list of SRPC commissioners and Executive

Committee. B. Connor suggested a memorial page for recently deceased NH politician Ray Burton. The inclusion of this was discussed.

K. Ortmann noted that the acronym list is very helpful. K. Ortmann asked if there was a way to make the mention of chairman gender neutral in the bylaws. It was discussed whether this would be a technical edit to the bylaws or an amendment.

4. Updates

a. **Executive Director's Report-C. Copeland**

C. Copeland shared that she had been working to negotiate a contract with the Town of Northwood and that it was almost in place. This contract is for technical review services for subdivision and site plans. The organization is returning to land use services. Matt Sullivan, Regional Planner will be working in Northwood once a week. C. Copeland explained the importance of this type of work for the experience of SRPC planners.

V. Parmele shared that the Northwood Economic Development Committee (EDC) had commented on M. Sullivan's ideas at their meeting, and that they appreciated his input. K. Ortmann questioned the involvement in this committee. C. Copeland shared that as part of Northwood's dues M. Sullivan would be attending one EDC meeting a month, in addition to his work in land use and with the planning board. C. Copeland added that she would be attending the first couple meetings with M. Sullivan.

K. Ortmann addressed the chair sharing the Commission's move away from land use, and the current return. It is good to meet the needs of the SRPC communities. K. Ortmann shared that caution needs to be taken with this process.

C. Copeland informed the committee that the 604-B grant application for the Clean Water Act had been accepted. This proposal explained SRPC's plan to look at community septic systems, and how to assess where there are failing systems. Durham is interested in carrying out this process in three subdivisions in town. SRPC would use a model from an engineering firm in Rye. Staff would have to pull records to examine septic system information. The NH Department of Environmental Service is very supportive of this.

K. Ortmann asked for clarification concerning the grant funds. C. Copeland explained that funding awarded to another organization was returned, so SRPC was chosen to receive the funding. W. Burton asked which systems would be looked at. C. Copeland explained the work plan. V. Parmele asked if the project included looking at possible solutions to arising problems. C. Copeland explained that the key focus will be on the data collection aspect. B. Jaffin added that Rochester is working on a storm water ordinance revision that ties into building an inventory of information concerning point source and non-point source pollution. W. Burton shared that Appledore Island, part of the Isle of Shoals, is using a self-sustaining waste system where bacteria breaks down

the waste. W. Burton elaborated on rules concerning septic systems in Massachusetts. A discussion ensued about the project and the details concerning septage in the region.

C. Copeland shared that staff are in the editing phase for the Regional Master Plan process and that she found software that would help with editing. This tool, Stylewriter, would help us move forward on a standardized basis. A discussion ensued about the uses of this software and when it should be used. Suggested solutions to editing problems included the use of commissioners as editors. C. Copeland explained that she has the last read on documents before they are released to the public. C. Copeland asked V. Parmele if she could take a look at the editing software and share her opinion at a later date.

C. Copeland transitioned to a discussion on personnel. She shared some recent changes including the summer data collection interns leaving. C. Copeland explained that she would be hiring more interns to utilize UPWP funds. A transportation planner will be hired soon as well.

b. Policy Subcommittee- C. Copeland, T.Crosby, & V. Parmele

The employee handbook update will be occurring over the next year. C. Copeland shared that M. Barton would be supplying the Policy Committee with sections to review each, or every other, month. The goal would be for completion by the end of FY2015. C. Copeland asked T. Crosby and V. Parmele if this worked, which it did.

c. NH Rail Authority and New England Rail Coalition-B.Jaffin

B. Jaffin shared that there was no meeting last month.

d. NHARPC Committee Update-Kenn Ortmann

The NHARPC has drafted a description for a job posting to hire a legislative consultant. The consultant, in addition to following legislation and having somebody help the commission know what bills are coming up, would compile information to go out to member communities. W. Burton addressed the issue of developers and lobbyists, versus cities and towns with their lobbying. He shared how an article in the Portsmouth Herald addressed this in relation to the appearance and construction of buildings in Portsmouth. W. Burton tied this into the development in Durham as well.

K. Ortmann replied that fast moving business and slow moving government make it difficult for continuing momentum in development for communities.

5. Other Business

C. Copeland shared that she has been searching for other non-profit examples. The Southwestern Planning Commission in PA, is a good example and C. Copeland has been reviewing their audit. C. Copeland also addressed W. Burton's request to follow up with North Country Council concerning their non-profit status and how the financial and legal structure work. W. Burton thanked C. Copeland for this. She discussed the Southwest PA model and why it is a good example. B. Connor opined that this is a good thing to pursue considering other funding sources that aren't as reliable.

C. Copeland asked for a report from the flag committee. B. Connor gave an update concerning the ceremony that is to take place on Thursday, September 25th. The details of the ceremony were discussed.

B. Jaffin shared that the realigning of staff has been beneficial to the organization. B. Jaffin shared that he would like to move forward with 501(C)3 status. He shared that it should be addressed at the November meeting as far as letting the commission know whether the organization wants to move forward. Conversation ensued about seeking general council. C. Copeland agreed that the plan needs to go through legal structure. B. Jaffin shared that by November we should be able to share that we are moving forward with the goal of becoming a non-profit, or that it should be taken off the agenda by that point. W. Burton asked about North Country's non-profit status. C. Copeland shared that Southern NH Regional Planning Commission has non-profit status as well. A discussion ensued concerning the best way to approach 501(C) 3 status, and the benefits of this process. Transportation opportunities that would be available as a non-profit were discussed as well.

6. **Adjourn**

K. Ortmann **MOVED** to adjourn. B. Jaffin **SECONDED** the motion. All were in **FAVOR**.

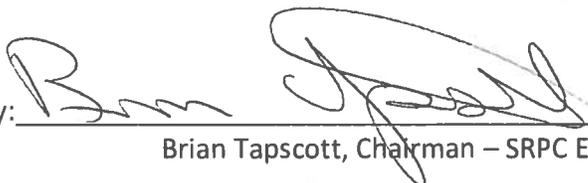
The meeting adjourned at 10:00 AM.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on _____,

By:



Brian Tapscott, Chairman – SRPC Executive Committee