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MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 17, 2015
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; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Wayne Burton, Durham; Bob Jaffin, Rochester

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

Members Absent: Alternate Ed Jansen, Rollinsford; Secretary/Treasurer Tom Crosby, Madbury; Sandra Keans, Rochester

1. **Welcome/Introductions**

Chairman B. Tapscott welcomed the group. The meeting began at 8:05 AM.

2. **Actions Items**

a. **Approval of Minutes of March 20, 2015**

V. Parmele **MOVED** to approve the minutes. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

b. **Acceptance of Draft March Financials**

C. Copeland shared that T. Crosby (Executive Committee Secretary/Treasurer) did not have a chance to review the financials as he is on vacation. He will sign off on the financials when he returns. She reviewed the budget and shared that the organization is awaiting payment from partner organizations. C. Copeland explained payment processes and timelines. C. Copeland

elaborated on the financials, sharing that the organization would be sending out the FY 2016 dues invoices within the next month. She shared the net income for the month.

C. Copeland reviewed a note made by the financial consultant Kathy Foster and explained the status of an invoice with one of our partner organizations.

K. Ortmann asked about tardiness with invoices to partner organizations. A discussion ensued concerning payment processes and timelines. C. Copeland reviewed the profit and loss statement. She added that a comparison was provided for the profit and loss for current and prior fiscal years. She discussed changes between the end of FY2014 and the end of FY2015. C. Copeland explained the budget summary and shared that she used this to prepare the FY 2016 Budget.

B. Connor asked C. Copeland if she had a good idea of which communities would be paying dues in FY2016. C. Copeland responded that she would cover this when the group reviews the budget. W. Burton offered to contact the partner organizations that are late on invoices to get an understanding of why the organization isn't getting a payment on certain invoices.

K. Ortmann **MOVED** to accept the draft March Financials. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with April Monthly Minors

C. Copeland reviewed the April Minors. She shared that NHDOT is changing their process for reporting the monthly minors. C. Copeland explained the COAST projects that are listed on the monthly minors and the changes in the budget for these projects. She also stated that the Newmarket bike shoulder project is included in the minors and shared that it is currently under review by NHDOT. The proposed project will soon have public hearings including an off road trail as well as bike shoulders.

B. Jaffin **MOVED** to concur with the Executive Director's approval of the April Monthly Minors. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR**. K. Ortmann noted that the Executive Committee is still interested in receiving more information on the projects. A discussion ensued concerning the minors relevant to COAST. C. Copeland added that the TIP and STIP were approved by FHWA and FTA and that an amendment will be forthcoming.

d. Draft FY2016 Budget

C. Copeland shared the Draft FY2016 Budget. She reviewed the projected annual dues explaining which communities would be paying. C. Copeland explained different contracts and potential contracts that are included on the budget. A discussion ensued concerning mapping contracts with communities. Grants contracts and potential grant contracts were discussed.

She elaborated on the budget for the UPWP contract and the match requirements. Negotiations are almost complete with NHDOT. Matching funds become an issue with the NHDOT requirement. C. Copeland explained that the requested carryover from this year's UPWP contract was denied. The carryover would have supported the performance measure work which is benefitting the state. This may still be possible with an amendment to the FY2016/2017 UPWP in calendar year 2016, according to Bill Watson, NHDOT. V. Parmele asked if the organization should express to the legislature that the work the carryover would benefit the entire state. A discussion ensued.

C. Copeland reviewed the expenses. She explained that the "Cadillac Tax" that will go in to effect in the next couple of years and shared how health insurance plans will be changing. A discussion ensued concerning the "Cadillac Tax." She identified changes in the budget from last year.

Throughout the budget C. Copeland used placeholders for contracts that are not confirmed yet, or for grants that are still in the application process. The Brownfields Grant was discussed. B. Connor asked about GIS software. C. Copeland explained that we are up to date with our GIS software.

C. Copeland asked the group if there are any concerns. C. Copeland shared with the group that the budget will be finalized for the May Annual Meeting. The budget and expenses will be balanced by that meeting.

K. Ortmann **MOVED** to recess. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting recessed at 9:00 am.

The meeting reconvened at 11:00 am.

e. **Organizational and Executive Director 2015 Goals**

This item was tabled and will be discussed at the May E.C. meeting.

3. **Non-Public**

a. **RSA 91-A:3 II (a)**

The necessity for a Non Public session was discussed concerning the review of the Executive Director. K. Ortmann **MOVED** to go in to non-public, Wayne B. **SECONDED** the motion of which all were **IN FAVOR**.

This occurred via roll call vote of K. Ortmann, B. Connor, B. Jaffin, V. Parmele, W. Burton, and B. Tapscott.

The non-public session ended at 11:49 am.

The Executive Director Review Committee suggested a percent salary increase of 2% for the Executive Director. K. Ortmann **MOVED** to approve this suggestion, W. Burton **SECONDED** the motion. B. Jaffin **VOTED** neigh. The motion **CARRIED**. The raise would be retroactive to the date it was retroactive for the previous salary increase (January).

4. Discussion

a. **Executive Director Review Protocol**

K. Ortmann asked if this item could be tabled. B. Connor briefly reviewed the recommended protocol for the Executive Director Review process. He shared that he is looking for input on this drafted document. B. Connor opined that it is important to have a set yearly schedule for this process. This is a function of the Executive Committee that should be completed with a certain set procedure.

B. Connor **MOVED** to table the item and requested feedback for the next meeting. K. Ortmann **SECONDED** this motion for proposing an annual calendar for the Executive Director review, etc. All were **IN FAVOR**. The motion **CARRIED**.

5. Updates

a. **Contract Update**

C. Copeland shared that the organization is updating contracts, and continues to search for new funding sources. She added that she is looking in to becoming a non-profit again. C. Copeland stated that she has been working with an attorney and that this will be addressed again at the June meeting.

b. **Employee Handbook**

V. Parmele asked C. Copeland to speak to the status of the Employee Handbook. C. Copeland shared that she would like to have the attorney review the document by April 30th.

c. **NH Rail Authority**

B. Jaffin addressed the rest of the Committee asking them if they are interested in having staff members work on a TIGER grant application. V. Parmele asked if B. Jaffin already has some ideas for a project. He shard that he did but that urban versus rural specifications are a factor that would affect potential projects. C. Copeland explained that the organization is also interested in applying for the Strategic Highway Research Program (SHRP) II grant.

K. Ortmann asked for clarification on who would be completing the application, staff or other outside individuals, i.e. Bob Jaffin. B. Jaffin opined that this application would not require an excess of staff time. W. Burton asked what types of projects TIGER grant funding supports. C.

Copeland provided examples of funded infrastructure projects. A discussion ensued about the previously funded TIGER project that SRPC was involved in (grant writing assistance), and the type of projects envisioned for this round. B. Jaffin shared some specific examples of projects that could be done in and around Rochester.

A discussion ensued concerning availability of staff to work on a TIGER application and whether it makes sense to put in an application in this round, or in another round. C. Copeland and B. Jaffin agreed on focusing on the rail corridor up to Conway.

The committee decided that it is not realistic to submit a project this year but that the planning can begin for a project for the next round of funding.

d. SRPC Rail Working Group

This item was covered at the Policy Meeting.

e. NHARPC Committee Update

K. Ortmann shared that the NHARPC Commissioner Convening event will be on Thursday May 21st at Lake Opechee. There are 40-60 people signed up already. It would good to have more representation from SRPC.

B. Jaffin asked about the hazard mitigation grant. A discussion ensued concerning the grant for evacuation routes.

B. Connor **MOVED** to table the Executive Director goals. B. Jaffin opined that members should review the goals and note any that they believe aren't necessary. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR**.

6. Adjournment

K. Ortmann **MOVED** to adjourn. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 12:30pm.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on



By: _____
Brian Tapscott, Chairman – SRPC Executive Committee