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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 15, 2016
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Brian Tapscott, Somersworth; Secretary/Treasurer Tom Crosby, Madbury; Vice Chair Victoria Parmele, Northwood; and Bill Connor, Somersworth; Kenn Ortmann, Rochester; Sandra Keans, Rochester; Alternate Judy Nelson; Rollinsford; and Alternate Wayne Burton, Durham

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

Guest(s): Taya Copeland

Members Absent: Bob Jaffin, Rochester; Victoria Parmele, Northwood

1. **Welcome/Introductions**

Chair B. Tapscott welcomed everyone. Introductions were made around the room. The meeting began at 8:05 AM.

2. **Action Items**

a. **Approval of Minutes of March 18, 2016 Executive Committee Meeting**

B. Connor **MOVED** to approve the March 18, 2016 minutes. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR**.

b. **Acceptance of Draft March Financials**

C. Copeland asked if there were any questions. K. Ortmann asked about the aging report, and C. Copeland explained that funds were shifted from revenue to revenue in advance.

DRAFT

K. Ortmann **MOVED** to accept the draft February financials. J. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with April Monthly Minors

The Committee reviewed the regional and statewide projects. K. Ortmann commented on the increase in funding for the Complete Streets 108 project.

K. Ortmann **MOVED** to concur with the Executive Director's approval of the April monthly minors. W. Burton **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. FY 2017 Officers and Executive Committee Candidates

C. Copeland reviewed which current members had responded concerning reappointment on the Executive Committee. A recruitment letter was sent out, with one response from a Commissioner from Dover. W. Burton, J. Nelson, and S. Keans shared that they would be interested in remaining on the Executive Committee. K. Ortmann shared that he would remain on the Commission, but would not be remaining on the Executive Committee.

A discussion ensued over those interested in being on the Executive Committee for FY2017 and in what capacity (officer, member, or alternate). The Committee established that B. Connor would be the Executive Committee Vice-Chair for FY2017.

B. Connor asked about the Annual Meeting specifically addressing votes from members of the Commission on agenda items, versus votes from guests. The Committee discussed this matter.

b. Draft FY2017 Budget

C. Copeland reviewed the FY2017 budget. B. Connor asked about the changes to the budget compared to the FY2016 budget. K. Ortmann asked about contracted funds for FY2016. C. Copeland shared that the EPA Brownfields contract with Credere Associates is a large contract SRPC has in FY2016. W. Burton asked about leveraging of funding from regional dues paying communities. Match funding was discussed.

c. 2016 Annual Meeting Logistics

S. Sylvia shared that the Annual Meeting will be on May 26 from 11:30 am to 2:00 pm. She explained the logistics of the meeting including food and the panel presentation. A discussion ensued concerning guests who were invited. E.C. members suggested potential guests.

d. Draft E.C. Organizational Calendar

S. Sylvia explained the Organizational Calendar, including elements that need to be on the agenda for specific months within the fiscal year.

4. Updates

a. Contracts and Project Updates- C. Copeland

C. Copeland explained that SRPC is waiting to hear about funding for a project with NOAA for a Coastal Program Project of Special Merit. Cynthia shared that SRPC is waiting to hear about another grant application as well, related to public health.

EPA Brownfields was discussed in terms of the cleaning up and repurposing the sites after the assessment phase.

i. Continuity of Operations Plan- C. Copeland

This process is still ongoing.

b. NH Rail Transit Authority and New England Rail Coalition Update-B. Jaffin

There was no member present to give an update.

A discussion ensued concerning money for rail in the state.

c. NHARPC Committee Update – K. Ortmann

K. Ortmann was not able to attend the last meeting.

i. LSR Update

K. Ortmann shared that the listing of the bills is included in the meeting packet.

W. Burton gave an update on the 65/25 initiative sharing that Senate Rules, Enrolled Bills, and Internal affairs will hear HCR 12, urging support of the 65/25 initiative, in the coming weeks.

d. Executive Director Review Committee

i. Subcommittee Update

J. Nelson shared that the established subcommittee first sought to understand the Executive Director's current compensation package as a basis for their review and salary increase decision.

The subcommittee is now looking to create an employee contract between the Executive Director and the organization. J. Nelson shared that this contract could be a tool for the organization to use moving forward.

J. Nelson asked for input on the upcoming E.D. review in terms of who should be completing it. B. Connor opined that the current subcommittee should complete the review processes for FY2016. The findings of the subcommittee will then be brought to the full Executive Committee.

ii. Executive Director Review Calendar – C. Copeland

S. Sylvia explained that she added meeting dates for the Executive Director Review subcommittee to the calendar. These dates can be adapted.

5. Other Business

K. Ortmann asked if the Executive Director calendar and the Organizational calendar are in sync, which they are.

W. Burton asked if SRPC would write a letter of support relating SRPC's regional master plan to the 65/25 initiative and HCR1 2.

K. Ortmann recommended that SRPC write a letter supporting this bill. C. Copeland noted that SRPC would write a letter supporting HCR 12.

6. Adjourn

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

The meeting adjourned at 8:55am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on _____,

By: _____
Brian Tapscott, Chair – SRPC Executive Committee