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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
August 19, 2016
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Victoria Parmele, Northwood; Vice Chair Bill Connor, Somersworth; Secretary/Treasurer Tom Crosby, Madbury; Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bob Jaffin, Rochester; Alternate Tony McManus, Dover; Alternate Wayne Burton, Durham

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

Members Absent: Judy Nelson, Rollinsford

1. Welcome/Introductions

Chairperson V. Parmele welcomed the group. The meeting began at 8:00 AM.

2. Action Items

a. Approval of Minutes of July 15, 2016 Executive Committee Meeting

T. Crosby **MOVED** to approve the July 15, 2016 minutes. B. Jaffin **SECONDED** the motion. V. Parmele asked if any members had comments. B. Connor directed the members' attention to a section of the minutes addressing conflicts with use of vacation time. He requested that this topic be added to the Organizational Calendar so that it may be included on the agenda for a future meeting. A discussion ensued relevant to this topic. The Executive Director Review Subcommittee is currently addressing use of vacation time.

The motion **CARRIED**.

b. Acceptance of Draft July Financials

V. Parmele tabled this item temporarily and introduced agenda item 4b.

4. Updates

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

B. Jaffin shared that the quarterly meeting of the Rail Transit Authority (RTA) was to be held later that day (August 19th). He explained that the RTA advisory board created a Memorandum of Understanding (MOU) which outlines the purpose of the organization. B. Jaffin shared his thoughts and concerns relative to the MOU. A discussion ensued concerning the MOU.

B. Jaffin shared that some major employers in the Seacoast region have expressed interest in rail. He reminded the Executive Committee that the board he serves on for the RTA is advisory only. B. Jaffin elaborated on the potential rail opportunities in the seacoast. B. Connor added that the Somersworth Rail Committee may be a useful resource when exploring these opportunities.

V. Parmele introduced agenda item 3a. Executive Director Draft FY2017 Goals.

3. Discussion

a. Executive Director Draft FY2017 Goals

B. Jaffin explained that the Executive Director Review Subcommittee is making progress in identifying important issues that will be addressed in the Executive Director's goals for FY2017. B. Connor asked about the committee's strategy. The members of the subcommittee recognized the efforts of Judy Nelson, subcommittee member.

B. Jaffin excused himself to attend the Rail Transit Authority (RTA) meeting.

V. Parmele introduced agenda item 2b. Acceptance of the Draft July Financials.

2. Action Items

b. Acceptance of the Draft July Financials

C. Copeland reviewed the balance sheet explaining the difference between FY2016 and FY2017, relative to cash on hand, which is due to pending payments for one of SRPC's contracts. She explained the net income item on the financials. C. Copeland commended Financial Consultant Kathy Foster and staff for diligence related to requested information from one of SRPC's funding partners. SRPC is awaiting the adjustments to the draft indirect cost rates from NHDOT.

T. Crosby **MOVED** to accept the draft July financials. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with August Monthly Minors

C. Copeland invited Regional Transportation Planner Colin Lentz to explain the August Monthly Minors. C. Lentz reviewed regional and statewide projects with funding changes. C. Copeland provided supplementary information regarding funding for the identified projects. This month's report was created using Strafford MPOs project database. B. Connor shared that the current NHDOT report was much easier to understand than past versions. B. Tapscott **MOVED** to concur with the Executive Director's approval of the August Monthly Minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

d. FY2018 Dues Recommendation to SRPC Commission

C. Copeland noted that S. Sylvia drafted the FY2018 dues. C. Copeland explained the increase in the June to June Consumer Price Index change, which effects the increase in the dues rates. This year the increase was minimal as the CPI change was 1%. She reminded the Executive Committee that the dues are still based on the 2010 census population. The newest NHOEP population estimates may be useful for calculating next year's dues rates.

S. Keans asked about the timeline for drafting the dues. C. Copeland explained that this is done in advance as municipalities need the information while they are working on their budgets each year. The dues are normally requested in the first quarter of the current fiscal year for the next fiscal year. A discussion ensued concerning the dues, when they are calculated, and when they are paid. B. Connor shared a document he had drafted concerning his recommendations for dues rates, and his thoughts on including other organizations as dues paying entities.

V. Parmele asked for comments on the document drafted by B. Connor. B. Connor clarified that his focus is on being strategic in looking for new funding sources. A discussion ensued relative to using the New England CPI rate versus the national rate to calculate the dues.

C. Copeland expressed the importance for consistency in calculating the dues rates. S. Keans and T. Crosby opined that the current formula for dues should be used moving forward.

A discussion ensued concerning population numbers used in the dues.

B. Connor **MOVED** to recommend the dues as presented to the full Commission. T. Crosby **SECONDED** that motion, of which all were **IN FAVOR**.

The dues will be included in the September Commission meeting packet.

e. FY2017 Billing Rate Structure

C. Copeland requested that the Executive Committee table this item.

C. Copeland explained that SRPC is waiting on responses to funding questions including the indirect cost rates from the New Hampshire Department of Transportation (NHDOT).

C. Copeland asked for the Executive Committee's permission to complete the Intelligent Transportation Systems (ITS) plan without Rockingham Planning Commission, as they have

declined to fund this project. B. Tapscott **MOVED** to approve this request. T. Crosby **SECONDED** the motion. B. Connor asked for clarification on who was involved in the last plan and opined that all regional communities should be involved in the newest iteration of the plan. All communities were given the opportunity to be involved in the current version of the ITS plan, and this will be the same process moving forward. The motion did **NOT CARRY**.

B. Connor explained that he would feel uncomfortable not including Rockingham Planning Commission in this planning process.

C. Copeland shared that this request would require that NHDOT contact Rockingham Planning Commission.

C. Copeland explained that Rockingham Planning Commission and SRPC used to be a shared MPO.

T. Crosby **MOVED** to recess. B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting recessed at 9:00 am.

B. Connor **MOVED** to reconvene. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The following members were not present for the second half of the meeting: Brian Tapscott, Wayne Burton, Bob Jaffin, and Tony McManus.

The meeting reconvened at 10:50 am.

V. Parmele reintroduced agenda item 3b. Executive Director draft FY2017 Goals

3. Discussion

a. Executive Director draft FY2017 Goals

C. Copeland explained the directive of the Executive Director Subcommittee to create a values and philosophy statement that is due in October. This statement will be brought to the Executive Committee in November for final approval in December.

The Executive Director Subcommittee has also requested that the Executive Director draft a Continuity of Operations plan, which will be finalized for June 30, 2017.

A discussion ensued concerning the Strategic Plan, the Continuity of Operations plan, and the timelines for these two documents. The strategic plan will be addressed in FY2018.

V. Parmele shared that Executive Director Review Calendar will be updated in the coming months.

4. Updates

a. Contracts and Project Updates- C. Copeland

C. Copeland explained that she and K. Foster have been preparing for the mid-cycle UPWP review for NHDOT. This will take place on Monday, August 22nd. At this meeting Strafford MPO will be discussing next year's funding with NHDOT as well, and the SHRP2 agreement.

SRPC staff members Liz Durfee and Kyle Pimental applied for 604b funding. SRPC did not receive funding through this program for FY2017-FY2018.

C. Copeland shared that two communities in the region have asked for quotes for sections of their Master Plans to potentially be completed by SRPC. C. Copeland added that there is also another community who may be planning an update to a chapter of their Master Plan. C. Copeland explained her plan to contact that municipality and convey that SRPC is interested in bidding on that project.

C. Copeland noted that SRPC is awaiting approval on two hazard mitigation plans from the Federal Emergency Management Agency (FEMA). After initial FEMA approval these reports are given back to SRPC staff for edits, given to the municipality for approval, passed through the state, and then returned to FEMA for a final review.

A discussion ensued concerning the quotes for potential master plan contract work with some of SRPC's regional communities.

c. NHARPC Committee Update – K. Ortmann

V. Parmele gave an update from the last NH Association of Regional Planning Commissions meeting. The group is interested in education and outreach for Commissioners and other partners. Currently the Executive Directors are very involved at the meetings, but Commissioner representation on the committee seems to be lacking.

The NHARPC will no longer hire an individual to track bills like they had in the past. They will be using other methods to track bills that are of concern to NHARPC. A discussion occurred concerning tracking bills on behalf of NHARPC.

d. Executive Director Review Calendar – C. Copeland

The calendar will be updated for the next meeting.

5. Other Business

S. Sylvia noted the dates for the upcoming Executive Committee meetings in FY2017.

S. Sylvia elaborated on the September meeting, sharing that SRPC contacted potential presenters. The meeting will be focused on the economic benefits of solar energy.

V. Parmele discussed the value statement that the Executive Director will be completing, sharing that it will be on the agenda for the November meeting. Commissioners and staff will have a chance to provide feedback on this.

B. Connor shared a document that he drafted addressing the ability of alternate officers to vote on action items. This document highlighted the history of alternate votes and summarized the discussion that took place at the last E.C. meeting.

S. Keans expressed concern with the process of alternates voting. A discussion ensued.

It was suggested that the Chair could acknowledge who the voting and non-voting members of the Executive Committee are at the beginning of each meeting. This would allow flexibility for alternates to become voting members for the duration of the meeting in which there was not a quorum.

C. Copeland addressed an issue that B. Connor had raised about making those interested in being a Commissioner aware of the meeting responsibilities. S. Sylvia will draft a document addressing these obligations.

S. Sylvia shared that the FY2016 Annual Report and Commissioners Handbook will be prepared for the December 2016 Commission meeting. It was decided that a subcommittee would be formed to work on this document.

6. Adjourn

T. Crosby **MOVED** to adjourn the meeting. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 11:25 am.

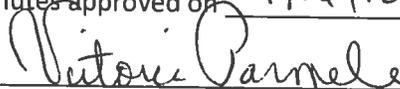
Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on

9/16/16

By:



Victoria Parmele, Chair – SRPC Executive Committee