

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
December 18, 2015
Community Center Conference Room #1A
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Bob Jaffin, Rochester; Sandy Keans, Rochester; Alternate Judy Nelson, Rollinsford

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

Members Absent: Alternate Wayne Burton, Durham

1. Welcome/Introductions

Chair Brian Tapscott welcomed the group. The meeting began at 8:05 AM.

2. Actions Items

a. Approval of Minutes of November 20, 2015

K. Ortmann **MOVED** to approve the minutes of November 20, 2015. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**. The minutes were approved. S. Keans asked if there was a list of attendees on the minutes, which there was.

b. Acceptance of DRAFT November Financials

C. Copeland reviewed the financials including topics such as: billing discussion with our municipalities; profit and loss related to new billing for projects such as the Durham Septic and coastal program project of special merit; the effect of one employee leaving and the

hiring of another; year-to-year budget comparison showing SRPC in the same position as prior year.

K. Ortmann **MOVED** to accept the DRAFT November Financials. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with the December Monthly Minors

C. Copeland shared that the technical edits requested by the Executive Committee for the SRPC approval letter had been made. This included beginning to review the Prospectus, which will be challenging given its existing content and structure. The Prospectus serves as a resource for staff concerning how processes are conducted relative to transportation planning and outreach.

C. Copeland reviewed all projects on the December monthly minors, which were all on a statewide level for the December round. K. Ortmann shared his level of comfort with the new model of reporting minors including the detailed written descriptions and thanked the NHDOT & Commission for updating the reports. K. Ortmann suggested that due to the new way of reporting C. Copeland may not need to review projects in detail during the meeting.

B. Connor asked that the minutes note the change in language in the monthly minors approval letter. The letter now states that the Executive Director “may make recommendations” to the Executive Committee when the language previously said ‘will make recommendations.’

K. Ortmann **MOVED** to concur with the Executive Director’s approval of the December minors with the change in language to the letter. B. Jaffin **SECONDED** the motion. The motion carried.

B. Jaffin opined that in the future the Executive Director could begin this part of the agenda by asking the members if they had any questions versus reviewing the list of projects in detail.

3. Non-Public

a. Personnel, RSA 91-A; 3 II (a)

K. Ortmann **MOVED** to enter a non-public session per RSA 91-A; 3 II (a). S. Keans **SECONDED** the motion. The Executive Committee entered a non-public session via roll call vote of V. Parmele, B. Jaffin, B. Connor, K. Ortmann, J. Nelson, S. Keans, and B. Tapscott at 8:20 am.

A Non-Public session was conducted.

K. Ortmann **MOVED** to end to the Non-Public session. B. Jaffin **SECONDED** the motion. The Executive Committee came out of a non-public session via roll call vote of V. Parmele, B. Jaffin, B. Connor, K. Ortmann, J. Nelson, S. Keans, T. Crosby, and B. Tapscott.

The Executive Committee reconvened at 8:45 am.

It was suggested by the Chair that the Executive Committee skip to agenda Item 5. Updates.

5. **Updates** (*The Executive Committee chose to move Item 5. Updates up on the agenda*)

a. Contract Updates

C. Copeland shared that this week SRPC signed two new contracts. One was with the Town of Milton to prepare a Natural Resource chapter for their master plan, and one was for the City of Somersworth to prepare a Natural Resources inventory. She added that nine contracts will be closing at the end of the month, including the Durham master plan project. She gave an update on staff planning services for Northwood and Farmington.

SRPC is still waiting on NHDOT to process the SHRP2 contract. She explained that the organization is close to selecting a contractor for the EPA Brownfield Assessment Program, which could be completed in less than three years as stated in award agreement.

C. Copeland shared that the organization has a Coastal program project of special merit application due out December 18th. She added that Kathy Foster has put together a grant application process sheet for staff to use in their grant development. She also gave an update on UPWP contract hours.

b. NH Rail Transit Authority, New England Rail Coalition Update, and SRPC Rail Working Group-B. Jaffin

B. Jaffin shared that the NH Rail Transit Authority has called for its first meeting as a new organization on January 22 at NHDOT. B. Jaffin will be attending that meeting. V. Parmele shared that she may attend the meeting as well.

c. NHARPC Committee Update- K. Ortmann

K. Ortmann shared that the NHARPC had a meeting on December 10th, which B. Jaffin also attended. Bills are beginning to move from LSR status to actual language. A subgroup will be meeting to analyze the LSRs and identify ones in which the RPCs are interested.

The Association is looking to write a support letter for LSRs of interest instead of taking a position for, or against the bill. This would allow the NHARPC to take an educational role.

K. Ortmann added the group also discussed the Commissioner Convening. This would be a group effort to set up this conference. The NHARPC would like to invite the new Commissioner of Transportation at NHDOT Victoria Sheehan. Locations and sponsorships for the meeting were discussed as well. The date of the meeting is May 12, 2015.

T. Crosby **MOVED** to recess the meeting. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR**. The meeting recessed at 9am.

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

The meeting reconvened at 11am.

d. Executive Director Review Calendar-C. Copeland

This item was tabled. It will be covered under Item 6. Other Business.

V. Parmele introduced Item 4a. S. Sylvia asked if there was an outcome from the non-public session. K. Ortmann suggested that this be covered under Item 6. Other Business.

4. Discussion (*The Executive Committee chose to move Item 4. Discussion down on the agenda*)

a. Commissioner Processes

i. Training and requirements

S. Sylvia explained that throughout the Commissioners survey the idea of training was addressed multiple times. It was addressed when looking at requirements for Commissioners. S. Sylvia shared that the organization does currently offer a training program for new commissioners. It was also addressed under requirements for E.C. in terms of members understanding the financials and how the MPO functions with the RPC. There were other instances where training was addressed.

The current Commissioner program is just for new commissioners. S. Sylvia asked the group what they were envisioning for more training. S. Keans opined that training is a good idea, and that new Commissioner should be taking this training. C. Copeland shared that she has gotten positive feedback from these trainings. She

added that new Commissioners receive a copy of the most recent Annual Report and Commissioner's Handbook.

J. Nelson opined that the training was helpful and that meeting the staff was helpful as well. She shared that similar training for new E.C. members would prove most useful.

B. Jaffin suggested there could be two tiers of training. J. Nelson suggested laying out expectations for a new member, such as getting involved in SRPC's work in the Commissioner's own community. A discussion ensued concerning serving on local boards or committees as a prerequisite. V. Parmele opined that we need to provide training opportunities and resources. B. Jaffin suggested a mentor program with current Commissioners and E.C. members. T. Crosby shared that a similar program worked well for him on the Planning Board.

S. Sylvia suggested giving interested members a list of more extensive resources. S. Keans suggested interested parties could attend meetings before being elected to make sure they are interested.

C. Copeland shared that there may be an opportunity for individuals with different interests not specifically related to planning. C. Copeland opined that mentoring is also a good idea. She added that staff could do mentoring as well by talking with Commissioners about a project in their community.

The Committee agreed that they would like a briefing from Kathy Foster. V. Parmele shared that the role of E.C. members should be more clear from the beginning of involvement. K. Ortmann suggested a presentation from Kathy would be helpful 6 months out from the audit.

ii. January Commission meeting

C. Copeland shared that SRPC has secured speakers for the January Commission meeting. Ben Frost and George Reagan from the NH Housing and Finance Authority will be presenting on legal updates in the state that affect the municipality. S. Sylvia shared that the survey conveyed that Commissioners wanted information that they could take back to their communities after Commissioner meetings. SRPC staff thought that this would be a good presentation.

C. Copeland shared that the presentation will include a list of new bills. This meeting will be held on January 28th at 4pm. The survey also highlighted the importance of discussion, which will be scheduled for after the presentation to meet this request.

C. Copeland addressed the topic of having the new NHDOT Commissioner, Victoria Sheehan at a Policy meeting. The Executive Committee decided they would rather have her present at the Annual Meeting.

K. Ortmann opined that one meeting a year (of the Commissioner meetings) could be dedicated to training.

A discussion ensued concerning having Commissioner Sheehan at the Annual Meeting.

b. Continuity of Operations plan

C. Copeland shared that she looked at an IT plan template from FEMA and that she would be talking to K. Foster and Matt Sullivan.

C. Copeland reviewed a FEMA template for a continuity of operations plan. This model would not work well for SRPC. C. Copeland shared that she spoke with her son who works on business Continuity of Operations plans and got some further insight.

S. Keans asked what a Continuity of Operations plan was. C. Copeland explained that it is a plan for unexpected events, such as weather and building closures, that establishes operational procedures to keep the business functioning. A discussion ensued concerning this plan.

J. Nelson asked if the group could move on to Item 6. Other Business

6. Other Business

(The business covered is the outcome of the Non-Public Session in Item 3a. Personnel, RSA 91-A; 3 II (a) and related to Item 4d. Executive Director Review Calendar.

J. Nelson shared that during the non-public session, Commissioners absent from the November meeting were brought up to date on the Executive Director review. Today, the group decided that a sub-committee would be formed to meet before the January E.C. meeting. This group is composed of T. Crosby, B. Jaffin, K. Ortmann, and J. Nelson. The sub-committee would like to get a better understanding of the Executive Director's full compensation package. This information will then be made available to the larger Executive Committee. A decision will be made after this subcommittee meeting.

The subcommittee will be meeting on January 7th at 9am.

S. Sylvia asked about the non-public minutes from the November meeting. The minutes will be recorded by V. Parmele.

B. Connor opined that the Executive Committee should add an agenda item in March to address whether current members are planning to stay on the Executive Committee in FY2017. He suggested this could be a yearly agenda item in March.

7. Adjournment

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

The meeting adjourned at 11:30 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on January 15, 2016

By: Victoria Parmele

Victoria Parmele, Vice Chair – SRPC Executive Committee

