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**FINAL MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
December 16, 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; Judy Nelson, Rollinsford

**Members Absent:** Alternate Wayne Burton, Durham; Alternate Tony McManus, Dover;

**Staff Present:** Shayna Sylvia, Communications & Outreach Specialist;

**Staff Absent:** Cynthia Copeland, Executive Director

**1. Welcome/Introductions**

Vice Chair Bill Connor welcomed the group. The meeting began at 8:00 AM.

**a. Appointment of alternates, if needed**

There was a quorum and no alternates needed to be appointed as voting members.

**2. Action Items**

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

B. Tapscott **MOVED** to approve the minutes of November 18, 2016 Executive Committee meeting. T. Crosby **SECONDED** that motion. B. Connor suggested a language change to the minutes in a section addressing the SRPC Bylaws. With the changes, all were **IN FAVOR**. The motion **CARRIED**.

**b. Acceptance of the Draft November Financials**

T. Crosby **MOVED** to accept the draft November financials. J. Nelson **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED**.

**c. Concurrence with December Monthly Minors**

The Committee reviewed the monthly minors for December.

T. Crosby **MOVED** to concur with the December Monthly Minors. B. Tapscott **SECONDED** the motion. All were **IN FAVOR**. The motion **CARRIED**.

**d. Nomination of the Regional Impact Committee Members**

B. Connor introduced the next item. S. Sylvia reviewed the current membership on the Regional Impact Committee (RIC), and explained that a recruitment went out prior to the E.C. meeting. Commissioners volunteered to serve on the RIC. S. Sylvia explained that the Executive Committee was tasked with deciding which interested volunteers would be members, and which would be alternates. A discussion ensued concerning the nomination process and membership.

B. Tapscott **MOVED** to nominate Wesley Merritt and Elena Piekut as members, and Fred Kaen as an alternate. S. Keans **SECONDED** the motion. The members of the Regional Impact Committee will include Sandy Keans, Wesley Merritt, and Elena Piekut. The alternates will include Victoria Parmele, Bill Connor, and Fred Kaen. All were **IN FAVOR**. The motion **CARRIED**.

S. Sylvia asked the Committee for their input on the voting process for the Regional Impact Committee meetings. She explained that a quorum is only two members, but suggested that if only two members were present an alternate be appointed as a voting member for the duration of the meeting. A discussion ensued concerning quorum requirements.

A change to the bylaws was suggested that would list a quorum as three members, with only one absent member spot being filled by an alternate so that a quorum would consist of three members, or two members and no more than one alternate. B. Connor shared that an update to the bylaws would need to be noted and should occur before the RIC meeting. The bylaws will not be updated before the upcoming meeting.

**e. Acceptance of FY2016 Draft Audit**

S. Sylvia explained the Executive Committee did not take a vote to approve the FY2016 Draft Audit at the end of the auditor's presentation in November.

T. Crosby **MOVED** to accept the FY2016 Draft Audit. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED**.

J. Nelson shared that the auditor's presentation was very useful.

**3. Discussion**

**a. Executive Director Review Subcommittee – J. Nelson**

J. Nelson reminded the Committee that the *SRPC Values Statement* was accepted at the December Commission meeting. She explained that the subcommittee is now working on the

*Emergency Succession Plan.* The next meeting of the subcommittee is January 10, 2017. The group is looking to finish this document in the next couple of months.

V. Parmele arrived at the meeting at 8:18 am. B. Connor turned the meeting over to Chair V. Parmele at 8:18 am.

#### **4. Updates**

##### **a. Contracts and Project Updates- C. Copeland**

S. Sylvia shared that SRPC hired a new Regional Planner who will be focused in economic development and working with EDA funding to support and manage the Economic Development District. SRPC is applying for a grant to support current and future work in the area of Brownfields. S. Sylvia reviewed some other contracts SRPC is working to establish. She shared that Rachel Mack has completed a GIS plan for the organization and is using that to guide her work at SRPC, and with the SRPC communities. S. Sylvia explained that Principal Regional Planner Kyle Pimental applied for a leadership program through Primex.

##### **b. NH Rail Transit Authority – B. Jaffin**

B. Jaffin stated that there was nothing to report.

##### **c. NHARPC Committee Update – V. Parmele**

V. Parmele gave an update of the last NHARPC meeting explaining that the focus was on determining NH Association of Regional Planning Commission's (NHAPRC) role in following legislation in 2017. The group decided not to have a lobbyist this year. A guest speaker from the NH Municipal Association (NHMA) talked about how they follow legislation. This could be a resource for the NHARPC. The NH Planners Association (NHPA) also holds a monthly meeting to follow and discuss bills. V. Parmele explained that she volunteered to be a liaison between NHARPC and NHPA.

J. Nelson thanked V. Parmele for taking on this role. V. Parmele explained that NHARPC is focusing their efforts more on education in the coming year. One way they plan to educate others is by updating their website.

A discussion ensued concerning the role of the NHARPC.

B. Connor addressed the right to know bills that have been posted and how they address non-public sessions. B. Connor opined that the Executive Committee should keep an eye on these bills. A discussion ensued concerning the bills and the best process for tracking bills that are of relevance to regional planning.

B. Jaffin shared that if members of Strafford Regional Planning Commission want to get involved in tracking bills that it might make sense to have training available to SRPC Commissioners for how to testify and follow the bill process. A discussion ensued as to how SRPC Commissioners

can best represent the Commission through testifying for or against different bills. S. Keans opined that the Committee could take advantage of the NHMA process. The Committee is interested in training and programs of the NHMA and sharing information about such programs will all communities in the region. B. Jaffin suggested creating a template and guidelines for partners of SRPC who may want to testify on behalf of SRPC so that they understand the process and protocols.

**d. Executive Director Review Calendar – C. Copeland**

The most recent meetings will be added to the calendar.

**5. Other Business**

B. Jaffin shared that the RIC nomination process should occur yearly. This could be added to the organizational calendar. The Committee opined that this process could occur along with officer appointments at the start of the fiscal year.

V. Parmele asked about the project of regional impact. S. Sylvia shared that she would be sending out materials the following week.

T. Crosby **MOVED** to adjourn the meeting. B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED**

The meeting adjourned at 8:45 am.

Minutes Respectfully Submitted by,

Shayna Sylvia

Communications and Outreach Specialist

Minutes approved on

1/20/17

By:



Victoria Parmele, Chair – SRPC Executive Committee



