

BARRINGTON  
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DOVER  
DURHAM  
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LEE  
MADBURY  
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NEW DURHAM  
NEWMARKET  
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NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
September 20, 2013  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH**

**Members Present:** Chairman Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester; Secretary/Treasurer Tom Crosby, Madbury; Alternate, Ed Jansen Jr., Rollinsford; Vice Chair Victoria Parmele, Northwood; Kenn Ortmann, Rochester

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

**Staff Present:** Marilyn Barton, Human Resource Specialist/Events Coordinator; and Shayna Sylvia, Community Outreach Intern

Chairman B. Tapscott welcomed everyone. The meeting began at 8:00am.

**1. Welcome/Introductions**

Introductions were made around the room. There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

**2. Action Items-Motion Required**

**a. Approval of Amended Minutes of June 21, 2013 Executive Committee Meeting**

K. Ortmann **MOVED** to approve the minutes as presented. B. Jaffin **SECONDED** the motion. Discussion included B. Connor's suggestion to fix the spelling error of executive on page one of the notes. All were in favor. The motion was **CARRIED**.

**b. Approval of Minutes of July 19, 2013 Executive Committee Meeting**

K. Ortmann **MOVED** to approve the minutes as presented. B. Connor **SECONDED** the motion. T. Crosby abstained, while all others were in favor. The motion was **CARRIED**.

c. **Approval of Minutes of August 16, 2013 Executive Committee Meeting**

B. Jaffin **MOVED** to approve the minutes. T. Crosby **SECONDED** the motion. V. Parmele abstained, while all others were in favor. The motion was **CARRIED**.

d. **September Monthly Minor Revisions**

For purposes of discussion K. Ortmann **MOVED** to endorse the Executive Director's recommendation of approval of these changes as proposed. S. Keans **SECONDED** the motion, which **PASSED** unanimously.

e. **Approval of FY2015 Commission Dues**

For the purposed of discussion K. Ortmann **MOVED** that the rates should stay the same for the FY2015 Commission Dues. T. Crosby **SECONDED** the motion. K. Ortmann asked for the rationale behind the opinions that dues should be modified, as he was not in attendance during the discussion at the last meeting. A discussion ensued concerning Executive Committee member's rationales for lowering the dues rates, or keeping them the same, and whether lowering them would improve participation.

S. Keans shared that she believed C. Copeland had planned on talking with towns to see if a change in rates would affect their choice to pay dues. K. Ortmann asked if the vote could be delayed for this action item. It was stated that a vote needed to occur as the dues rates have to be brought to the full commission on Thursday, September 26<sup>th</sup>. V. Parmele opined that lowering the rates may not play a factor in the amount of communities who choose to pay dues. A discussion ensued.

K. Ortmann thanked B. Jaffin for the idea of formally asking communities about the dues process, and would like C. Copeland to pursue the issue. All were in **FAVOR** of the proposal to keep dues the same for the time being, except B. Jaffin, who **OPPOSED**. The motion was **CARRIED**.

f. **Approval of SRPC Billing Rate Structure for FY2014**

K. Ortmann recommended that instead of the agenda item saying approval of FY 2015 Commission Dues and SRPC Billing Rate Structure for FY2014 that it may be more precise to say a motion to recommend the previous to the entire commission. B. Tapscott agreed. K. Ortmann **MOVED** to present the proposed SRPC Billing Rate Structure for FY2014 as presented. V. Parmele **SECONDED** the motion. B. Tapscott reiterated the vote that the SRPC Billing Rate Structure for FY2014 be forwarded on to the full commission, of which all were in favor. The motion was **CARRIED**. K. Ortmann noted a possible error on the SRPC Billing Rate Structure where he believed the rate headings were incorrect and should be comparing FY 2013 and FY2014, not FY 2015.

Chair B. Tapscott introduced agenda item number three.

### **3. Discussion**

#### **a. FY2013 Achievements**

B. Tapscott read over the FY2013 Achievements document. K. Ortmann expressed Rochester's satisfaction with recent grant awards and noted his appreciation for staff who were able to accomplish so much while dealing with opposition towards the Granite State Future Project. V. Parmele opined that the work staff is doing with Granite State Future will emerge as a great data resource for SRPC's municipalities once completed.

B. Tapscott read over the Goals to Strive for in FY2014 document. The group questioned the definitions for the acronyms for REMI and Community Viz. REMI stands for Regional Economic Models, Inc. B. Jaffin commented that on goal number seven there may be a typo, questioning if commendations should be changed to recommendations. B. Jaffin asked for the definition of Community Viz. S. Sylvia shared that Community Viz is a program used for scenario planning, and that Dan Camara had lead the effort in researching and choosing that software.

Goal number ten was discussed as SRPC recently hired Kathy Foster to serve as the financial consultant on a part time basis. This occurred after the goal to hire a bookkeeper for financial management of agency was listed as a goal for the organization. B. Tapscott questioned Marilyn Barton, who confirmed that SRPC had contracted with an outside bookkeeping firm. V. Parmele addressed the protocol for letting go of employees that had been discussed in July, and asked if there had been progress in creating this type of protocol. K. Ortmann shared that this goal could be added the FY2014 goals. B. Jaffin opined that it did not need to be added, as it is an internal process that should concern HR. The committee agreed an update should be presented to the E.C.

B. Jaffin addressed funding for a plotter and alternatives to buying a new one. B. Connor addressed goal number 6 concerning funding for exit 10 and a complete streets upgrade of Route 108 from Dover to Rochester, stating that a definite route should be decided upon. B. Jaffin shared that this is a long-term goal and that a full proposal has not been created. K. Ortmann commented that the goal is to have these projects funded, and that the E.C. does not have a direct effect on funding. A discussion ensued.

B. Jaffin addressed the GACIT hearing in Somersworth and shared that K. Ortmann gave a great presentation that was clear, direct and focused on issues related to transportation. S. Keans endorsed B. Jaffin's statement.

B. Tapscott welcomed E. Jansen. Goal number six was addressed again as K. Ortmann and B. Jaffin supported modifying the language. B. Jaffin suggested the

wording be changed to “assume the role, as the lead organization, in obtaining funding and approval for the projects listed”. B. Tapscott shared why the Exit 10 proposal failed the last time, and how the municipalities need to be a part of the new plan for Exit 10. B. Connor asked if this item could be on the agenda in the future. S. Keans opined that the state now needs to become involved with this process. K. Ortmann suggested it be put on the agenda once the GACIT process has been completed. He added if it does not end up in the ten year plan for this round, that then work can be done to ensure it is addressed in the following ten-year plan. It was recommended this issue be addressed after the GACIT process comes to a close. V. Parmele addressed goal number eleven and whether SRPC was after certain grants, or if the goal was to go for grants in general. K. Ortmann questioned whether these goals were to be brought to the full commission; the consensus was that no, these are internal goals. K. Ortmann reiterated the consensus that employee termination needs to be addressed.

**b. Review of NADO assessment exercise**

S. Sylvia shared that the NADO assessment included the previous answers shared, showing the comparison of E.C. and SRPC Staff responses, and the goals and discussion points from the August meeting’s group brainstorm. K. Ortmann asked if staff completed the assessment before or after the E.C. did. S. Sylvia shared that staff completed the assessment after, per request of the E.C. K. Ortmann stated that results seem to be similar and requested this assessment be done with the full commission. He questioned whether it was on the agenda for the Commission meeting on September 26th. It was shared that this exercise was not planned for next week’s Commission meeting. K. Ortmann suggested that this exercise occur at the November Commission meeting. B. Jaffin suggested having smaller groups complete the exercise instead of taking up a big block of time at a commission meeting for everyone to complete the assessment at once. A discussion ensued.

**c. SRPC Executive Director Goals**

It was decided that this item would be added to the agenda for the next Executive Committee meeting so C. Copeland could go over the document. K. Ortmann opined that the document still be reviewed. V. Parmele shared that she would like to hear C. Copeland review the document. B. Connor shared that some of these goals were an outcome of previous E.C. discussions at their meetings last year. K. Ortmann added that there are only three primary goals for January 2013-2014, which include staying focused, ensuring the Commission speaks with one voice externally, and focusing on more cost effective planning areas. B. Jaffin opined that these goals could be more directed. B. Connor agreed that the goals could be refined. A discussion ensued. K. Ortmann related these goals to the review of C. Copeland and expressed the need for discussion of these items.

K. Ortmann **MOVED** to recess, T.Crosby **SECONDED** the motion.

Recess began at 9am.

K. Ortmann **MOVED** to end recess, T. Crosby **SECONDED** the motion.

Recess ended at 10:25am.

**d. Executive Director Annual Review**

B. Tapscott stated that he could bring in the City of Somersworth's form used to review individuals, and that it could be modified or used in conjunction with the current review form C. Copeland included in the meeting packet. K. Ortmann stated he would be happy with whatever format the review committee chose to use. A discussion ensued as to what type of form to use for the review.

B. Tapscott opined that a review committee should be set up, a meeting with C. Copeland be scheduled, and an agreement take place on the type of form to be used. Members believed the review should be completely annually, which has not happened in the past. K. Ortmann suggested that it might be beneficial to have new members on the review team. B. Jaffin expressed interest in participating on the review team. A discussion ensued as to who should make up the review team and procedure for the review.

B. Jaffin questioned M. Barton asking if staff go through a mid-year review process. M. Barton shared that this does not occur. B. Jaffin opined that this type of mid-year review would be beneficial for both staff and Executive Director. T. Crosby shared that the staff are not responsible to the E.C. but to C. Copeland and that the focus should be on her, not staff. The review committee will include B. Jaffin, B. Tapscott, and T. Crosby. A discussion ensued as to the timeline for the review and choosing of an evaluation method.

**4. Update**

**a. NH Rail Authority and New England Rail Coalition-S.Keans**

S. Keans was not able to attend the last meeting for the New England Rail Coalition, but reiterated the good news with the announcement of the TIGER grant for NH North Coast.

**b. NHARPC Committee Update**

K. Ortmann shared B. Jaffin's interest in becoming the second commissioner for SRPC for the NHARPC. T. Crosby expressed interest as well but his schedule does not allow for as much flexibility as B. Jaffin's does. K. Ortmann made a **MOTION** to

appoint B. Jaffin as the second Commission member to be designated as a representative to the NHARPC. B. Connor **SECONDED** the motion, which passed unanimously.

K.Ortmann summarized the last NHARPC meeting and how the focus was on the future direction that the organization wants to take. B. Jaffin and C. Copeland were also in attendance. B. Jaffin will be participating on one of the smaller committees working to create a mission statement for NHARPC. B. Jaffin shared that there is a need for more commission members to participate on behalf of the regional planning commissions.

B. Connor asked about the legislative tracking committee and Nancy Johnson who was hired to track what is going on in the legislature as far as bills for the NHARPC. B. Jaffin shared that this was discussed at the meeting. A discussion ensued about this position, the updates occurring, what is expected from N. Johnson, and what information is being received as a result of this working relationship.

## **5. Other Business**

B. Connor shared that during the GACIT hearings MAP 21 was discussed and added how funding has been cut for transportation enhancements, scenic byways, and SRTS. B. Jaffin added that smaller programs that were previously funded separately have been combined into larger map items in MAP 21, but the state has been given more flexibility in spending that money. He shared that MAP 21 is currently in the beginning phases of being replaced, as it was only a two-year program.

B. Jaffin opined that before this round of elections the Executive Committee should ask the Director to hold a meeting with all 37 Representatives and Senators that represent Strafford County in order to gain an overall sense of understanding between both parties. B. Jaffin added that Rockingham held an event like this and it was very beneficial. S. Keans agreed. V. Parmele asked if SRPC has hosted this group before, to which S. Keans responded not in a long time. S. Keans shared that it is our job to help keep our representatives informed. There needs to be an understanding and a nexus between what the community wants and what the representatives are asked to vote on. This is not a political move; it is a way to create an open line of communication.

B. Jaffin asked why Strafford County has not hosted an event like this when Rockingham has had such success with this type of meeting. S. Keans suggested that this occur sometime in between October and November. B. Jaffin opined that media coverage of this type of event would be essential. B. Jaffin expressed his goal for the legislators to understand how SRPC sees funding at the county level. Partnering with a local business was suggested as well, as Unitil partnered with Rockingham for their event.

S. Keans shared that the legislature also has a say in the Ten Year Plan, and so open communication with them is important. B. Jaffin opined that our Senators are willing to be involved. B. Tapscott shared that Cynthia and the staff would need to arrange this. T. Crosby

stated that invites should be handwritten. V. Parmele agreed that an event like this would be beneficial to the Commission. B. Jaffin suggested we share our goals with the legislators and ask for their input and their goals. The focus would be on the legislators, the Executive Director, and the Commission members. This would open the lines of communication. M. Barton said she would discuss this with C. Copleland. A discussion ensued.

B. Tapscott shared the resolution the City of Somersworth passed supporting Exit 10.

**6. Adjournment**

V. Parmele **MOVED** to adjourn, B. Connor **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 11:10am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Community Outreach Intern

Minutes approved on September 20, , 2013

By:   
Brian Tapscott, Chairman – SRPC Executive Committee