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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
February 19, 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; Sandra Keans, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester; Kenn Ortmann, Rochester; and Alternate Wayne Burton, Durham

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

Members Absent: Vice Chair Victoria Parmele, Northwood; Alternate Judy Nelson; Rollinsford

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 January 15, 2016 Executive Committee Meeting**

K. Ortmann **MOVED** to approve the January 15, 2016 Minutes. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

b. **Approval of the non-public minutes of January 15, 2016**

K. Ortmann **MOVED** to approve the non-public minutes of January 15, 2016. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

c. **Acceptance of Draft January Financials**

DRAFT

C. Copeland asked if there were any questions. B. Connor asked Treasurer, Tom Crosby if he approved of the financials. T. Crosby stated that he did. K. Ortmann asked about the Durham Septic Project billing, and C. Copeland responded that the invoices are being processed.

B. Jaffin **MOVED** to accept the draft January Financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

d. Concurrence with February Monthly Minors

Cynthia reviewed the regional and statewide project changes. K. Ortmann **MOVED** to concur with the Executive Director's approval of the February monthly minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. Updates

a. Contract and Project Updates-C. Copeland

C. Copeland shared information with the Executive Committee concerning a grant program that SRPC is applying to. Three staff members are contributing to the submittal of this grant application, which is related to incorporating art, health, public safety, and culture. The project that is being proposed complements a transportation project that NHDOT has allocated funding to. Plans for the proposed grant project incorporate the idea of complete streets. A discussion ensued concerning the project specifics. The question of maintenance of new infrastructure associated with the project was discussed.

i. Grant Tracker Resource

S. Sylvia shared that SRPC received a right to know request concerning grants that SRPC has applied to since 2012. She explained the document she prepared showing all funding sources SRPC applied to, whether SRPC received funding, and the timeline of the funding for the years between 2012 and 2016.

The individual requesting the information has not met with SRPC staff due to schedule constraints. S. Keans asked about the time that was spent on this process, and opined that the current information is sufficient and that no more work should be done. The current legislation concerning charging for right to know requests was discussed.

This grant tracker document will be helpful for SRPC's records.

K. Ortmann asked if there is follow-up after SRPC is notified that they have not received a grant that they applied to. C. Copeland shared that SRPC will often follow up with the applicable agency and noted the SHRP2 Round 5 grant as an example.

C. Copeland added that SRPC is still awaiting NHDOT approval of the SHRP2 funds. She explained the details and timeline for this process.

C. Copeland shared that the original speaker contacted to speak at the Annual Meeting has not responded. C. Copeland requested permission to find an alternate speaker. K. Ortmann **MOVED** to approve this. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

ii. Continuity of Operations Plan Update-C. Copeland

C. Copeland explained that she and the team working on the Continuity of Operations Plan are making progress. Kyle Pimental, Principal Regional Planner is working on the applicable hazards. The group working on this will meet the week of February 22nd-February 26th.

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

B. Jaffin shared a letter with the group concerning the inclusion of the NH Capitol Corridor rail expansion project in the State's 10-Year Transportation Improvement Plan. B. Jaffin shared that as a NH Rail Transit Authority and SRPC Executive Committee member he does not support the letter with its current content. He cited the use of toll credits, the lack of information of the involved cities participating, no mention of private involvement and the language only addressing rail in the capitol corridor and not throughout the state as reasons why he did not support the letter. B. Jaffin shared that he would draft changes for the E.C. to approve and eventually send out. K. Ortmann **MOVED** accepting B. Jaffin's offered to outline suggested improvements to the letter. A discussion ensued concerning the timeline and specifics of the letter. T. Crosby **SECONDED** the motion. The motion did **NOT CARRY**.

B. Jaffin will draft a letter for further discussion.

c. NHARPC Committee Update-K. Ortmann

I. NHARPC Legislation Review Process

K. Ortmann reviewed a document entitled *NHARPC Legislation Review Process*. He shared that the NHARPC struggled with the timing of the legislative process, and with regional planning commissions having different philosophies about supporting or endorsing legislation.

These topics have been addressed in this document. K. Ortmann explained that the NHARPC has decided to limit their focus relating to the number of bills they track.

NHARPC tracks bills that focus on regional issues. The Association thought it would be good to use the information from the Granite State Future (GSF)

process to review goals and identify important bills based on GSF goals and visions.

K. Ortmann explained the new process NHARPC is following in defining bills to track and support in general. A discussion ensued concerning educating individuals on bills.

II. LSR Update

K. Ortmann reviewed a list of bills and the NHARPC position currently. A discussion ensued concerning the bills the NHARPC has chosen to watch, and the Association's position. The group decided that the NHARPC will not always be able to have input, so they have chosen to focus on the most important issues.

C. Copeland noted that the NHARPC should discuss the bills related to education and proposed in part by W. Burton as they support GSF goals. W. Burton explained one of the bills he is working on relative to a partial tuition scholarships for state schools. A discussion ensued concerning this bill.

d. Executive Director Review Subcommittee

I. Subcommittee Update-J. Nelson

K. Ortmann shared that he would be reporting as Judy was not present. The Committee is continuing to work on the logistics of the Executive Director review and employee agreement.

II. Executive Director Review Calendar-C. Copeland

It was decided that a separate organizational calendar could be established for the larger Executive Committee.

C. Copeland asked B. Connor about a letter he had submitted concerning the past and future chairpersons of the SRPC Executive Committee. This issue will be addressed in detail at the next meeting.

4. **Other Business**

a. **Commissioner Survey**

i. **Resource Handout for Commissioners-S. Sylvia**

S. Sylvia shared that she had drafted a handout concerning training resources for new Commissioners. This was based on the input received from the SRPC Commissioner Survey.

K. Ortmann shared that he would not be at the next E.C. meeting. C. Copeland shared that J. Nelson would not be available either.

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

The meeting adjourned at 9:00 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on _____

By:



Brian Tapscott, Chair – SRPC Executive Committee

