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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
February 17, 2017
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; Treasurer Tom Crosby, Madbury; Sandra Keans, Rochester; Bob Jaffin, Rochester

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

Members Absent: Alternate Wayne Burton, Durham; Alternate Tony McManus, Dover; Brian Tapscott, Somersworth; Judy Nelson, Rollinsford;

1. Welcome/Introductions

Vice Chairperson B. Connor welcomed the group. The meeting began at 8:01 AM.

a. Appointment of alternates, if needed

There was a quorum and no alternate appointments were needed.

2. Action Items

a. Approval of Minutes of January 20, 2017 Executive Committee Meeting

T. Crosby **MOVED** to approve the January 20, 2017 minutes. S. Keans **SECONDED** the motion. All were **IN FAVOR**. The motion **CARRIED**.

3. Discussion

V. Parmele suggested that the Committee wait to discuss agenda item *3a. Executive Director Subcommittee* until the Executive Director's arrival. Agenda item *3b. DRAFT RIC Bylaws* was introduced

b. DRAFT RIC Bylaws

S. Sylvia reviewed the changes to the RIC Bylaws, reminding the Executive Committee that the RIC members are the body who will be approving the changes. C. Copeland arrived at 8:05 am. B. Connor opined that a membership of three is limiting. C. Copeland responded that an odd number is strategically used as it doesn't allow for a tie vote.

S. Keans opined that item 2e. on the RIC Bylaws is repetitive. S. Sylvia responded that she will submit this change to the Regional Impact Committee (RIC).

B. Connor suggested a change in language to reflect SRPC's process of presenting their findings. It was decided that this would not be changed. S. Keans suggested that the term findings be replaced as it is a legal term. This will be changed throughout the document. B. Connor asked about the final signature on the document. The document will be signed by the chair of the RIC.

These proposed changes will be voted on by the RIC Committee at their meeting on February 23, 2017.

V. Parmele introduced agenda item *3a. Executive Director Subcommittee.*

a. Executive Director Subcommittee

i. Executive Director Mid-Year Review

C. Copeland shared that the Values Statement was completed and adopted. The Emergency Succession plan was completed. The emergency contacts still need to be filled in and filed.

C. Copeland explained that the Executive Director Subcommittee and staff members had a luncheon meeting to explore business opportunities for SRPC in the future. This type of meeting proved useful and will be a continuing program.

The EDS is tasked with reviewing the Executive Director job description. V. Parmele asked if the EDS has seen this document in the past, which they have.

4. Updates

a. Contracts Updates- C. Copeland

C. Copeland explained that SRPC is in the process of negotiating several contracts. She updated the group on the status on the FY2018-FY2019 UPWP contract. She explained an oversight in the previous UPWP contract, which was corrected. The December and January Financials will be presented to the Executive Committee at the March 2017 meeting. C. Copeland reviewed the status of the current FY2016-FY2017 UPWP contract and the plans for concluding the scope of work in this contract in the remaining four months.

C. Copeland shared that the SHRP2 contract has been extended until September 30, 2017. A new staff member has been hired to work on this contract. Two reports must be prepared for the SHRP 2 program by the time it closes out. She updated the group on other hiring processes. Strafford MPO will be hiring editors to review transportation planning documents and set up templates and style manuals. A discussion ensued concerning Strafford MPO and the UPWP contract.

The groups discussed some bills in the legislature. Programmatic funds through the NH Department of Transportation were discussed.

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

B. Jaffin shared his opinions concerning the NH Rail Transit Authority. C. Copeland asked about the rail line in Newmarket and potential for having a stop there in downtown. B. Jaffin opined that this would not be a realistic place for a stop. A potential stop at Rockingham Junction would make more sense. This would require collaboration between multiple regions.

c. NHARPC Committee Update – V. Parmele

The NHARPC February meeting was canceled. V. Parmele has volunteered to be the legislative tracker.

d. Legislative Bills relevant to SRPC - C. Copeland

S. Keans shared that the broadband expansion bill was passed. B. Connor asked about a bill to repeal the NH Rail Transit Authority. This will be addressed the week of February 20th. A discussion ensued on proposed bills in the house and senate. Toll credits and relevant legislation were also discussed. A bill relevant to a demographic study committee for the state was discussed. S. Keans explained that this bill is relative to aging in the state. It was suggested that RPCs could do this work. C. Copeland added that SRPC was contacted by the Census Bureau as they begin their 2020 census processes. She explained that conservation lands in New Hampshire need to be more accurately calculated and that GIS Planner Rachael Mack is working on this.

5. Other Business

a. Brainstorm for Recruitment

This item was tabled.

B. Connor shared his notes on this agenda item with the Committee.

There was no other business.

6. Adjourn

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

The meeting adjourned at 9:02 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on

By: 
Victoria Parmele, Chair – SRPC Executive Committee