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FINAL MEETING MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
February 16, 2018

Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Peter Nelson, Newmarket; Brian Tapscott, Somersworth; Sandy Keans, Rochester; Judy Nelson, Rollinsford

Members Absent: Tony McManus, Dover

Staff Present: Cynthia Copeland, executive director; Shayna Sylvia, communications & outreach specialist; Colin Lentz, regional transportation planner

1. Welcome/Introductions

Secretary/ Treasurer Tom Crosby began the meeting at 8:07 a.m.

a. Appointment of alternates, if necessary

There were no necessary appointments.

2. Action Items

a. Approval of January 19, 2018 Executive Committee Minutes

Brian Tapscott **MOVED** to approve the January 19, 2018 Executive Committee Meeting Minutes. Peter Nelson **SECONDED** the motion. Judy Nelson **ABSTAINED**. The motion **CARRIED**.

b. Approval of January 19, 2018 Executive Committee Non-public Minutes

B. Tapscott **MOVED** to approve the January 19, 2018 Executive Committee Non-public Minutes. P. Nelson **SECONDED** the motion. Judy Nelson **ABSTAINED**. The motion **CARRIED**.

Chair Victoria Parmele arrived at 8:09 and transitioned to chair the meeting.

c. Acceptance of DRAFT January Financials

T. Crosby **MOVED** to accept the DRAFT January Financials. B. Tapscott **SECONDED** the motion.

V. Parmele opined that a vote on the motion should be suspended until Cynthia Copeland arrived to review the financials.

T. Crosby **WITHDREW** his motion. B. Tapscott **SECONDED** the withdrawal of the motion, of which all were **IN FAVOR**.

d. Concurrence with February Monthly Minors

Colin Lentz reviewed the February Monthly Minors. He explained that Bunker Creek Bridge over Route 4 had a budget change due to an increase in inflation.

C. Lentz reviewed two paving programmatic, explaining changes in funding due to updated completion schedules. NHDOT will be updating their project database to share with each RPC, which will allow staff to sort by child projects occurring in the Strafford region.

C. Copeland arrived at 8:15 a.m.

P. Nelson inquired about the increase in funding, how it is justified, and what the exact role of the E.C. members is in this process. C. Lentz shared that these "extra" funds are coming from shifts in other programs, or can be explained by restructuring of funds. C. Copeland noted that lengthy explanations of the funding changes are discussed during the monthly NHDOT Interagency meetings. C. Lentz added that Glenn Davison at NHDOT is working on providing more detail to the RPCs. He responded to P. Nelson's question about the role of E.C. members explaining that their role in reviewing the minors is not project prioritization.

C. Lentz addressed an example of why the paving programs saw an increased budget. NHDOT explained at the Interagency meeting that the percentage of roads in "fair and good" condition were project to decrease in coming years. P. Nelson stated that explanations like these are helpful and would allow committee members to better understand the reasoning behind budget and program changes, and how they are affecting regional communities. C. Lentz responded that this could be tracked via performance measures. He added that NHDOT and other regional transportation planning and transit agencies are implementing processes to measure the results of their planning and services. P. Nelson noted his priority as knowing whether projects are timely and on budget.

C. Copeland shared that how the organization educates and advocates about projects is very important. S. Keans explained that project identification happens at a local level, but

that there are different priorities at the state level. P. Nelson opined that members need simplified information about projects, priorities, and changes in funding. Colin elaborated on the tier system that the NHDOT uses. A discussion ensued about a Commissioners role in advocating for projects in their community but also in understanding the regional picture in determining priority of projects. V. Parmele requested that P. Nelson address this topic at the Policy meeting.

C. Copeland shared that attendees at a recent Partnering for Performance New Hampshire (PFPNH) meeting were discussing the level of information that should be included in the STIP management process (e.g. Minors and Amendments). She stated that the important question is how to ensure SRPC is most effective in project development and management. J. Nelson emphasized that the monthly Minors and Amendments primarily deal with federal funds for state-owned roads, and are distinct from strictly local projects and decision-making processes. C. Copeland noted that SRPC plays an important role in integrating the state and local processes and ensuring that local- and state-owned highways are both in good condition.

C. Lentz reviewed the remaining projects on the Minors report, including a local project in Rochester at 202-A, which has a shift in construction funding.

J. Nelson **MOVED** to concur with the February Monthly Minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. Acceptance of DRAFT January Financials

C. Copeland to review the January Monthly Minors. She reported on the organization's financial position, comparing it to the same month in the previous fiscal year. The organization has received its entire indirect cost rate adjustment from the NHDOT. She explained the organization's total liabilities, and shared the difference in equity. Payments have been received and marked in the aging summary. This is affected by payments that the organization is awaiting for work already completed and submitted under previous contracts. She reviewed gross profit and loss, and reviewed office equipment payments.

C. Copeland reviewed the organization's billing position with the UPWP contract. She reviewed notes on other contracts. C. Copeland explained that she would bring any arising concerns related to this budget back to the Committee if necessary.

T. Crosby **MOVED** to accept the DRAFT January Financials. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

d. Adoption of the 2018 Emergency Succession Plan

C. Copeland reviewed the changes to the 2018 Emergency Succession Plan. The changes occurred under the section of the document titled "Authority" where the following

statement was added, "This plan is designed to assist the Commission in the event of a temporary or unplanned absence of the Executive Director. The Executive Director Subcommittee (EDS) has been tasked with executing this plan."

The approval dates in the document were also updated. She explained that another change was made to include the following, "The TSC will consist of at least three members drawn from the Executive Committee. The TSC may choose to invite additional SRPC partners and stakeholders to participate in a portion of the process. " A list of potential partners is supplied. This document will be shared with SRPC's attorney once approved.

B. Tapscott **MOVED** to adopt the 2018 Emergency Succession Plan. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

C. Copeland reminded committee members that this document will be re-adopted every January, along with the Wellness and Safety Plan.

3. Discussion

a. Transition & Search Committee – V. Parmele

J. Nelson and V. Parmele are co-chairs on the Transition and Search Committee (TSC).

J. Nelson shared that the TSC is working through the hiring process. They have received some applicants, but are hoping to recruit for more. The TSC includes T. Crosby, J. Nelson, V. Parmele, and P. Nelson.

b. Brainstorm for Recruitment of Commission and E.C. Members

C. Copeland explained that this agenda item is an opportunity for members on the E.C. to begin thinking about their role, and whether they will remain on the E.C. in fiscal year 2019. E.C. members are expected to share their decision at the March 2018 E.C. meeting. This will allow the organization to recruit for new E.C. members, if need be. T. Crosby shared that he is interested in staying on in his role as Secretary/Treasurer.

A discussion ensued concerning Commission and Executive Committee members. J. Nelson opined that it would be helpful for E.C. member to understand which Commissioner appointments are expiring, and when. The recruitment process of sending letters stating Commissioner term expirations was discussed.

4. Updates

a. Contract and Project Updates

C. Copeland shared that staff members are awaiting a response on two requests for bid, one for the Farmington Master Plan and one for an Accessory Dwelling Unit (ADU) guide for the NH Housing and Finance Authority. The Lee Floodplain contract is being finalized, and application processes for future EDA funding are being clarified with the regional EDA representative. SRPC will also be working with the Town of Durham on their tax map updates. The town adopted the Future Land Use chapter that SRPC drafted as part of the larger Durham Master Plan. C. Copeland explained that Nancy O'Connor and Shayna Sylvia will be integrating environmental justice with the UPWP contract.

S.Sylvia reminded members of the upcoming Commission meeting and tracked RSVPs.

5. Adjournment

J. Nelson **MOVED** to adjourn the meeting. T. Crosby **SECONDED**, of which all were **IN FAVOR**.

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 3/14/18

By: Victoria M. Parmele
Victoria Parmele, Chair – SRPC Executive Committee

