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FINAL MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
January 20, 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; Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bob Jaffin, Rochester; Judy Nelson, Rollinsford; Alternate Tony McManus, Dover;

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

**Members Absent:** Alternate Wayne Burton, Durham

**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 December 16, 2016 Executive Committee Meeting**

B. Jaffin **MOVED** to approve the December 16, 2016 minutes. B. Tapscott **SECONDED** the motion. All were **IN FAVOR**. The motion **CARRIED**.

**b. Acceptance of Draft December Financials**

This item was tabled as the financials were not provided.

**c. Adoption of SRPC Wellness and Safety Plan**

J. Nelson **MOVED** to approve the plan. T. Crosby **SECONDED** the motion. J. Nelson suggested that it might be helpful in the future to have more time to review organizational documents. She added that it might make sense to have documents under the discussion item on the agenda one month, for review, and then as an action item the next month, for the vote.

S. Sylvia explained that the document needed to be approved by a certain date so that other organizational processes could occur. She apologized for the short review time given to the Committee. A discussion ensued concerning whether the document was required and other information pertaining to the plan.

C. Copeland arrived at the meeting. C. Copeland clarified that this plan was already in place and that the version presented to the Executive Committee was updated due to funding specifications. J. Nelson opined that she was more comfortable with the plan now knowing that it was already in place and simply being updated. S. Keans asked if future changes could be italicized so that the Committee would not have to reread the entire document for technical edits. C. Copeland responded that this method could be used in the future. C. Copeland reviewed the changes in the plan. J. Nelson added that the changes could be highlighted and suggested adding a revision date to the plan. All were **IN FAVOR** of the plan, and the motion **CARRIED**.

V. Parmele arrived and at 8:14 am B. Connor turned the meeting over to the Chair.

The Chair, V. Parmele, introduced the next agenda item.

### 3. Discussion

#### a. **Executive Director Subcommittee**

##### i. **DRAFT Emergency Succession Plan**

B. Connor handed out copies of a document he had drafted with his comments on the DRAFT Emergency Succession Plan. B. Connor suggested adding an Authority section to the plan. This will be added. He opined that the Executive Director Subcommittee (EDS) should be established as an official standing committee akin to the Regional Impact and Technical Advisory Committees. Members of the EDS explained that they had discussed this and felt the same way. B. Connor suggested enacting an administrative drill to test the plan. J. Nelson explained that this plan is to be present in the organization and that the involved parties know their responsibilities. C Copeland reiterated that she reviewed this document with the responsible parties. B. Jaffin suggested that all the named participants be required to review the plan once a year. This requirement is included in the plan. It was decided that a drill would not be conducted.

B. Connor asked about lockdown procedures for the organization and building. It was explained that this would not be included in a succession plan. S. Sylvia shared that she represents SRPC on a group of Community Center tenants that is meeting to discuss issues such as building safety and procedures. A discussion ensued concerning building safety procedures.

B. Connor asked if this plan would need to go before the Policy Committee or full Commission for its approval. It does not, as it is an internal document and is strictly an Executive Committee function. B. Connor suggested that the Executive Director notify the EDS if going on vacation for longer than an identified amount of time. J. Nelson agreed but noted that these specification should be included in the job description, not as part of the Succession Plan. B. Jaffin opined that all Executive Committee members should not be notified, suggesting the ones listed in the plan be the ones notified. B. Connor suggested adding a list of acronyms in the appendix.

C. Copeland reviewed the attached appendices which include the Executive Director job description, organizational charts, and emergency contact list. J. Nelson noted an error with the acronym for the Executive Director Subcommittee. This will be corrected. C. Copeland explained the emergency contact list and noted that the contacts would not be kept as part of the plan, but will be kept offsite with SRPC's attorney. B. Connor asked about the primary individuals who need to be notified if this plan was put into place. J. Nelson explained that this included V. Parmele, T. Crosby, and herself. B. Connor opined that this was a great product of the EDS and commended their teamwork.

T. McManus asked if it made sense to list individual's names in the plan. He suggested using position titles or noting that those listed were based on succession. A discussion ensued concerning whether individuals should be listed by name or title. It was decided that the names would remain as those named are responsible for reviewing the plan annually.

B. Connor **MOVED** to make the Executive Director Subcommittee (EDS) as an official committee of the Executive Committee akin to the Regional Impact Committee. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED**.

B. Jaffin **MOVED** to accept the plan as amended. T. Crosby **SECONDED** the motion. The amendments include adding in the authority section and adding in the votes concerning making the EDS an official subcommittee. B. Tapscott voted **OPPOSED**. The motion **CARRIED**.

C. Copeland asked B. Tapscott why he voted against approving the plan. B. Tapscott opined that the plan should identify individuals by position, and not name. Further discussion ensued on identifying people by name versus position. J. Nelson explained that the EDS would keep the plan up to date.

## ii. **Executive Director Mid-Year Review**

C. Copeland explained that she is on track with what the EDS has tasked her to complete. She added that she would make the changes to the plan to finalize it and provided the contact list to be filed with SRPC's attorney.

C. Copeland asked that the EDS review the Executive Director position description. They will work on this at their next meeting.

B. Jaffin **MOVED** to recess the meeting at 9 am. T. Crosby **SECONED** the motion, of which all were **IN FAVOR**. The motion **CARRIED**.

B. Connor **MOVED** to reconvene the meeting. S. Keans **SECONED** the motion, of which all were **IN FAVOR**. The motion **CARRIED**. The meeting reconvened at 10:30 am.

**b. RIC Bylaws**

B. Connor expressed concern that the Regional Impact Committee bylaws might not contain the latest RSAs concerning projects of regional impact. He suggested that the SRPC Regional Impact Committee Bylaws be updated to reflect revised RSAs 36:56 and 36:57. C. Copeland responded that she would make sure SRPC was in compliance, but believes they currently are. C. Copeland explained the only change was timing in which reports had to be finalized after a Regional Impact Committee public hearing. S. Sylvia reminded the Executive Committee that they had wanted to make changes concerning alternates, members, and voting. B. Jaffin suggested changes be brought forth at the next Executive Committee meeting. B. Jaffin asked about changing legislation and how it was reflected in certain SRPC bylaws and process documents. C. Copeland responded that she could provide the Executive Committee with important changes each year when the new Planning and Land Use Regulation Handbooks come out.

**4. Updates**

**a. Contracts Updates- C. Copeland**

C. Copeland stated that SRPC had hired James Burdin. C. Copeland explained that he worked on the Regional Impact Committee (RIC) study that was completed during the week of January 9<sup>th</sup> to the 13<sup>th</sup>. C. Copeland shared that the process was lengthy, but went well. The abutters and applicant were able to share their ideas and concerns. The Executive Committee tasked the Executive Director with finding out if the Town of New Durham can charge the applicant for the work done on the Regional Impact proposal. A discussion ensued concerning whether communities can be charged for SRPC's work on the regional impact study. C. Copeland will contact Steve Buckley at NHMA to further inquire about the RIC process and charging for the review.

B. Connor gave an update on Tara Fields, which was a previous RIC project.

V. Parmele commended the work Colin Lentz, Regional Transportation Planner, did to assist Somersworth in applying for and receiving NHDOT Transportation Alternative Programs funding. C. Copeland shared that UNH also got funded and Dover is next in line to receive funding for their project.

C. Copeland shared that SRPC would be submitting a full proposal to NHDES for septic improvements in the Town of Durham. This is a follow-up to a previous project.

C. Copeland added that Liz Durfee's contract as Town Planner for Farmington has been renewed and SRPC is also working with the Town of Durham on their Master Plan. B. Connor asked if the organizational calendar is still being maintained. It is still being maintained.

C. Copeland will provide the Executive Committee with a more extensive mid-year report in February.

She noted that she has been putting a lot of time into reviewing the UPWP agreement.

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

B. Jaffin shared that he sat in on the Amtrak Downeaster meeting. The theme of the meeting was the last mile. The Amtrak Downeaster talked about attracting shoppers and tourists. There will be workgroups created that address this topic which include bike friendliness, wayfinding and station inventory, and connecting multiple modes of transportation beyond the train station. B. Jaffin shared that Amtrak will be adding signage along the Downeaster route to keep passengers better updated on arrival times. A discussion ensued on the workgroups and the kinds of topics that will be addressed.

B. Jaffin shared that HB 267 has been submitted to repeal the NH Rail Transit Authority. B. Jaffin opined that the Authority is too focused on the Capitol Corridor. B. Jaffin reminded the group that the basis of rail is with the freight industry and that might be an important focus in the future. C. Copeland shared that she could forward David's email to the group. T. McManus expressed concern over the bill in that it could negatively impact the idea of expanding rail in the minds of state officials and decision makers. B. Jaffin opined that the state's concern is paying for rail and that causes many of the problems. A discussion ensued concerning rail in the state and the NH Rail Transit Authority.

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

C. Copeland was in attendance at the meeting. V. Parmele shared that she volunteered to help track bills. C. Copeland shared that NHARPC is shifting their focus to education instead of advocacy and tracking bills. V. Parmele asked C. Copeland what she thought about SRPC Commissioners receiving training to speak in opposition or in agreement with proposed bills. C. Copeland shared her concerns. B. Jaffin suggested each Commissioner go through and identify three bills they feel strongly about. B. Jaffin opined that he would be supportive of the SRPC Executive Committee speaking at public hearings or writing letters about certain bills. C. Copeland explained the LCHIP bill. A discussion ensued concerning the LCHIP bill. B. Connor shared that he was concerned with Right to Know and Non-Public session bills.

**d. LSR Update – C. Copeland**

This item was addressed in the section above (NHARPC Committee Update).

5. **Other Business**

There was no other business.

6. **Adjourn**

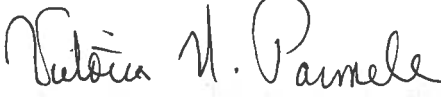
B. Connor **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 11:31 am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on 2/17/2017,

By:   
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Victoria Parmele, Chair – SRPC Executive Committee