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FINAL MEETING MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 19, 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

Members Absent: Tony McManus, Dover; Judy Nelson, Rollinsford

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

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:10 a.m.

a. Appointment of alternates, if necessary

There were no necessary appointments.

2. Action Items

a. Approval of December 15, 2017 Executive Committee Minutes

Brian Tapscott **MOVED** to approve the December 15, 2017 Executive Committee Meeting minutes. Tom Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of DRAFT December Financials

B. Tapscott **MOVED** to accept the Draft October Financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

Cynthia Copeland explained that an existing loan to an employee had been paid back in full. She added that the indirect cost rate adjustment for GY2017 has been finalized with NHDOT and the existing remaining UPWP 2016-2017 funds are being transferred to the Commission.

c. Concurrence with January Monthly Minors

C. Copeland shared that there is an upcoming meeting scheduled concerning the Spaulding Turnpike Newington-Dover Project, more information will be shared as it becomes available. A brief discussion ensued concerning funding for this project. Colin Lentz joined the meeting to review the January Monthly Minors, which included a change in the timeline for preliminary engineering funds for the Dover Somersworth Rochester 108 Complete Streets project. There was one other change with FTA funding, which relates to statewide projects. C. Lentz explained that there would be an amendment to the Transportation Improvement Program (TIP) coming in March, and that he would make a map with the included projects. C. Lentz left the meeting.

T. Crosby **MOVED** to concur with the January Monthly Minors. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

d. Recommendation of Draft Amended SRPC Bylaws to full Commission

C. Copeland explained that SRPC editor Ken Mayo had done a technical edit of the SRPC Bylaws, which was provided at the December meeting. She added that the only additional edit occurred in the Executive Committee responsibilities section, under which oversight of the organization's line of credit was added.

The Bylaws were also changed to ensure the Executive Committee met at least six times per year, and to require that changes to the bylaws had a 20 day public review period. S. Keans opined that bylaws were usually updated at an organization's annual meeting, and shared her concern with not having a longer review period. A discussion ensued and the review period was kept at 30 days.

T. Crosby **MOVED** to recommend the Draft Amended SRPC Bylaws, with the proposed change of a 30 day review period, to the full Commission. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

e. Adoption of SRPC 2018 Wellness and Safety Plan

C. Copeland explained that the SRPC 2018 Wellness and Safety Plan and the SRPC 2018 Emergency Succession Plan will be updated and on the agenda each January in order to ensure consistent updates.

C. Copeland shared that K. Mayo has edited both documents, and that the necessary updates were made.

S. Keans asked if changes could be marked or italicized so it would be easier for Executive Committee members to see changes from year to year. C. Copeland responded that this year was a large technical edit and that there will presumably be fewer changes next year. These changes can be provided to members at the December meeting.

P. Nelson arrived.

S. Keans asked about a clause concerning use of cellular devices in a vehicle. This prohibition of this behavior is covered in the employee handbook.

T. Crosby **MOVED** to adopt the SRPC 2018 Wellness and Safety Plan. B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**.

f. Adoption of the SRPC 2018 Emergency Succession Plan

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

4. Discussion

There was no discussion.

5. Updates

a. Contract and Project Updates

C. Copeland shared that staff members are responding for 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.

C. Copeland updated executive committee members on the EDD funding process. SRPC was directed to apply in June for a year of funding. Following that year, SRPC will be eligible for 3-year partnership planning funds in June 2018.

C. Copeland explained that Kyle Pimental, principal regional planner, is finalizing two new contracts for the Coastal program including floodplain mapping with UNH's Cameron Wake, Lee and Geosyntec to have sea-level rise scenarios mapped for the Lamprey and Oyster rivers. He is also working with two homes in the Town of Durham to test permeable reactive barriers to septic tanks.

K. Mayo is working with the City of Rochester on edits to an RFP. James is also assisting with ordinance review for the City.

The Town of Durham will be accepting the future land use chapter of their master plan that SRPC drafted at their January 24 meeting. In the coming year, James may also be working for the town on some of their ordinances.

K. Mayo will be assisting with editing documents from the Coastal Adaptation Workgroup (CAW).

3. Non-Public

a. Personnel, RSA 91-A; 3 II (a)

S. Keans **MOVED** to enter into non-public per RSA 91-A; 3 II (a). T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**. This occurred via roll call vote of V. Parmele, T. Crosby, B. Tapscott, P. Nelson, and S. Keans in the affirmative.

The non-public session began at 8:35 a.m.

At 8:58 a.m. B. Tapscott **MOVED** to leave the non-public session and not to seal the minutes. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

T. Crosby **MOVED** to accept the resignation of the Executive Director with our deepest regret. B. Tapscott **SECONDED** the motion of which all were **IN FAVOR**.

P. Nelson **MOVED** to establish the Transition & Search Committee consisting of T. Crosby, V. Parmele, J. Nelson, & P. Nelson. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

6. Adjournment

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

The meeting adjourned at 9:00 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 2/14/18

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