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STRAFFORD
WAKEFIELD

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 17, 2014
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chairman Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester; Kenn Ortmann, Rochester; Vice Chair Victoria Parmele, Northwood;

Staff Present: Cynthia Copeland, Executive Director; Marilyn Barton, Human Resource Specialist; Shayna Sylvia, Community Outreach Intern

Members Absent: Alternate, Ed Jansen Jr., Rollinsford; Secretary/Treasurer Tom Crosby, Madbury

Chairman B. Tapscott welcomed everyone. The meeting began at 8:00am.

1. **Welcome/Introductions**

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

2. **Action Items-motion required**

a. **Approval of Minutes of December 20, 2013**

B. Jaffin MOVED to approve the minutes. B. Connor SECONDED the motion, which passed unanimously.

b. **January Monthly Minor Revisions**

For the purpose of discussion, K. Ortmann MOVED to endorse the recommended changes as proposed by the Executive Director. B. Jaffin SECONDED the motion, which passed unanimously. C. Copeland shared the revisions which included increased funding for complex bridge inspection that includes outside funding. She shared that on the Highway Safety Improvement Program they are changing the preliminary design and right of way. B. Connor asked about the outside funding for the bridge project. C. Copeland explained what possible funding sources could be supplying these extra funds. B. Jaffin shared that Maine has set aside funding for the Sarah Mildred Long Bridge in 2014. A discussion ensued concerning the bridge project and funding changes in the monthly minors. K. Ortmann asked about the non-participating classification under the funding section on the monthly minors to which C. Copeland responded that she would find out for next month.

c. Employee Handbook Amendment

M. Barton shared that SRPC is looking to amend the policy for annual leave. She shared the current policy and proposed changes, and the reasons behind the policy changes. She explained when the changes would occur, and when staff would be notified. A discussion ensued concerning the reason for the policy changes, whether there is administrative leave, and differing kinds of leave. B. Connor asked about administrative leave. M. Barton replied that this is available. B. Tapscott questioned if there was a motion to adopt the amendment. S. Keans MOVED to adopt the amendment, B. Jaffin SECONDED the motion, which passed unanimously.

C. Copeland shared that the agendas for the next two E.C. meetings would include a discussion on telecommuting in February and record retention in March.

d. Regional Impact Committee (RIC) Nominations

For purposes of discussion, K. Ortmann MOVED to nominate Tom Burbank, B. Connor, and V. Parmele. S. Keans SECONDED the motion. K. Ortmann asked about the issue of conflict of interest with RIC members when projects take place in a board members community, and whether there are alternates for this type of situation. C. Copeland shared that there are other members on the committee, which includes S. Keans, E. Jansen, and Tom Clark. She explained that the new nominees will be the alternates. K. Ortmann requested that his motion be changed to approval of the nominated individuals as alternates instead of members. A discussion ensued about conflict of interest, terms for RIC members and the process for this, and upcoming RIC projects. V. Parmele abstained, the rest of the Executive Committee members were in favor.

e. FY2013 Audit Report Approval

C. Copeland shared the documents that the committee would be approving. For the purpose of discussion K. Ortmann MOVED to approve the FY2013 Audit Report consisting of the letter to the Board of Commissioners, the audit of the annual

financial statements, and the independent auditors report. B. Jaffin SECONDED the motion, which passed unanimously. B. Connor asked about the expanded audit, to which C. Copeland explained why SRPC has an expanded audit and how it relates with SRPC's finance process. C. Copeland also shared that the Executive Committee members will receive bound copies of the Audit Report at the next meeting.

B. Tapscott introduced the next agenda item.

3. **Discussion**

a. **Commissioner Annual Report Outline**

M. Barton shared the outline for the Commissioner Handbook, which will be retitled as the Commissioner's Annual Report. She included a section on her outline to include input and review by the Executive Committee for the creation and final release of this report. B. Connor asked if suggestions should be forwarded to M. Barton and C. Copeland, to which the response was yes. M. Barton shared that she would need them no later than August 15th, 2014. The discussion process for the Executive Committee members to share ideas will occur in May.

b. **SRPC Audit Recommendations**

C. Copeland shared the audit recommendations. The recommendations included advice on timesheets and the process of using QuickBooks, the signing off on of journal entries and the process for this, measures for identifying fraud risk, the treasurer's monthly review, monthly budget sheets for the Executive Committee, credit card payments, review of eligible and ineligible federal costs, initiating on invoices, and signature rights on bank accounts. A discussion ensued concerning some of the audit recommendations.

C. Copeland added that when conducting the single audit looking at UPWP, recommendations included looking at grants management, control over cash management, equipment management, and matching requirements and procurement and how they should be formally documented. SRPC will make sure the process is changed to reflect these recommendations. Issues with billing and the equipment inventory were shared. These issues are being taken care of through work with staff to document timesheet changes. K. Ortmann suggested that inventory can be computerized with the use of bar codes for scanning of equipment. Postage costs and documenting of postage costs need to be addressed as well.

B. Jaffin questioned the personnel costs of following through every single one of these recommendations. A discussion ensued concerning costs estimates for following out these recommendations. K. Ortmann reminded the Committee that the audit report was clean, and that SRPC can choose which recommendations are more important for the organization.

C. Copeland related that the use of such processes as recommended to the current filing of a right to know request, and that these types of process will be helpful when SRPC has to gather information for a Right to Know request. A discussion ensued concerning Right to Know requests.

B. Connor opined that the right to know requests could be in conjunction with House Bill 1573, which would abolish regional planning commissions and require the election of municipal planning board members. C. Copeland opined this could be the case, and others agreed. B. Tapscott asked if a lawyer had been contacted. C. Copeland responded yes. K. Ortmann asked if this discussion could occur under **Other Business**. K. Ortmann suggested that we postpone item 3c. C. Copeland added that this item was to be tabled regardless. Tapscott introduced the next agenda item.

c. **SRPC Assessment Exercise Update TAB C & D**

This agenda item was tabled. This agenda item is dependent on the Commissioners' completion of the National Associations of Development Organizations Assessment section.

d. **Draft December Financial Report**

There was no Draft December Financial Report.

C. Copeland discussed a potential project with Trout Unlimited for Culvert Assessment Work. K. Ortmann asked for details on the projects. C. Copeland shared that Trout Unlimited is applying for a grant from FEMA for this project. V. Parmele asked about the FEMA funding. C. Copeland explained that this is a mitigation grant. A discussion ensued about FEMA funding, the uses of these grants, who can apply for such grants, how projects must be focused on preventing future severe weather events and natural disasters, and that this is a current goal for SRPC in the next year.

It was discussed that a committee could be formed to develop potential mitigation projects. K. Ortmann requested that this be put on the agenda for the next Executive Committee meeting. B. Connor shared a news story from the Dakotas where rail cars carrying crude oil crashed, causing a disaster site. The result of this was a new program of unannounced railroads inspections. B. Connor asked the committee what our local concerns are and shared that we should have some sort of MPO report, classified as a FEMA update. B. Jaffin shared that this would be a responsibility of DOT, who is currently working on it. B. Jaffin elaborated on this process and the safety of current rail cars.

C. Copeland shared that the executive directors are meeting with the Congressional delegation staff at their February meeting. She added that reauthorization of transportation is coming up again in September. C. Copeland opined that it might be important to share with the congressional delegation the concerns with rail safety

as related with the carrying of crude oil. B. Jaffin agreed. K. Ortmann asked about crude oil versus propane. B. Jaffin shared that crude oil is being transported as a result of fracking.

C. Copeland introduced the subject of the coastal grant. The Coastal grant will be used for the future land use chapter for Newmarket. C. Copeland shared that SRPC applied as a consultant to help Durham finish their master plan chapters, and that the interview will be at the end of January.

C. Copeland made known that SRPC did not apply for the Brownfield grant this round. C. Copeland elaborated on the process of applying, the amount SRPC would receive, match for the grant, and other details. C. Copeland shared that Greg Jones met with Avis Goodwin concerning a health related grant. They received a FEMA health grant for emergency preparedness; this program is currently underway.

C. Copeland told the group that SRPC has currently interviewed two potential interns to replace C. McGaha

K. Ortmann **MOVED** to recess. B. Jaffin **SECONDED** the motion, which passed unanimously.

Recess began at 9:00 am.

K. Ortmann **MOVED** to end recess. B. Jaffin **SECONDED** the motion, which passed unanimously.

Recess ended at 10:18 am.

B. Tapscott introduced the next agenda item.

4. **Non Public**

The committee did not go into non-public.

B. Tapscott introduced the next agenda item.

5. **Updates**

a. **NH Rail Authority and New England Rail Coalition-S.Keans**

S. Keans shared that she was not able to attend the last meeting due to schedule conflicts. She stated that the Executive Committee meetings conflict with the NH Rail Authority meetings and requested a change of meeting times. S. Keans suggested that B. Jaffin take her place on the committee, as he is interested in rail. S. Keans added that the new chair, Tom McMann has been bringing in guest speakers. The conflict of meeting schedules was discussed. C. Copeland shared that she would

check on this. V. Parmele shared that she would be an alternate on this committee. K. Ortmann **MOVED** to thanks S. Keans for her service to this coalition and accept her resignation, as well as appoint B. Jaffin to the NH Rail Authority and New England Rail Coalition, with V. Parmele as a backup. B. Connor **SECONDED** this motion. All were in favor.

b. **New Hampshire Association of Regional Planning Commission Committee Update**

K. Ortmann shared a matrix containing the bills of interest to the NHARPC, the LPC recommendation, and the position taken by the NHARPC. Legislative Policy Sub-Committee. K. Ortmann added that the information currently in the matrix is what the sub-committee had decided in the past and that the final copy will be distributed once it is received. The NHARPC, as a committee, endorsed the recommendation of the sub-committee for the most part. There was one discrepancy with HB 1467 regarding building permits, groundwater withdrawal and permit expirations. A discussion ensued concerning HB 1467, and the outcome of the sub-committee and the NHARPC's support or opposition.

K. Ortmann reviewed the letter of opposition for HB 1573. V. Parmele shared that she attended the hearing for HB 1573, shared her support for the Regional Planning Commissions. She opined that there was an equal split between those that opposed and supported the bill at the hearing. Discussion ensued concerning the opinions shared at the hearing. In relation to the opposition, and the opposition's concerns with Agenda 21, C. Copeland shared that there is an Agenda 22, which focuses on protected classes. A discussion ensued about this new focus and the public response to this.

K. Ortmann asked how the hearing went overall. V. Parmele reiterated that it was a pretty equal amongst those that supported and opposed the bill. A discussion ensued as to the specifics of the bill, and the process of the hearing, and the next steps for the decision of the bill, and attendees. K. Ortmann added that the next meeting for NHARPC is February 10th. A discussion ensued about committee members attending the next meeting.

B. Tapscott introduced the next agenda item.

6. **Other Business**

C. Copeland shared that SRPC has received a Right to Know request from a resident in the Town of Wakefield. A discussion ensued concerning this request, the process SRPC will be taking, and the involvement of Committee members in this process. Committee members shared their opinions on the process.

B. Connor shared that the Executive Director Review Committee has a form to use for the Executive Director Review, which is the same form as used in the previous

review sessions. He opined that this process should be completed in the next month or two. C. Copeland stated that she will fill out the review form.

B. Connor shared that he believes that SRPC staff would benefit from the purchase of a full size refrigerator. A discussion ensued concerning this item being put on the budget for next year.

B. Connor added that the process for nominating E.C. members is adequate, but added that commissioners should be contacted as to whether they want to continue serving. He opined the MPO members should be informed of those being appointed or reappointed, and opined that this could occur at the annual meeting. B. Connor shared that positions have changed over time, and that there should be a proposal for position changes prior to the month before the annual meeting. B. Jaffin reiterated his position on term limits and shared that it could be part of an annual report. A discussion ensued.

B. Jaffin shared that NHARPC has agreed that they would like to hold an annual meeting with all the commissioners of all the RPCs. B. Jaffin asked the group for ideas.

7. Adjournment

K. Ortmann **MOVED** to adjourn. B. Jaffin **SECONDED** the motion, which **PASSED** unanimously.

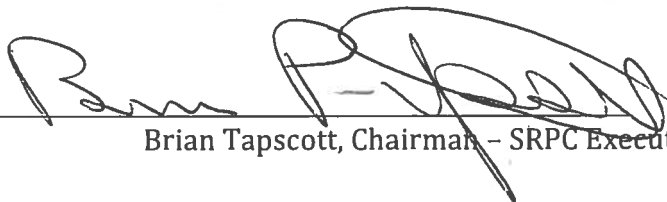
The meeting adjourned at 11:17 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Community Outreach Intern

Minutes approved on _____

By:



Brian Tapscott, Chairman - SRPC Executive Committee

