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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
July 15, 2016
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; Tom Crosby, Secretary/Treasurer, 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 & Outreach Specialist

Guests: Kathy Foster, Financial Consultant

Members Absent: Alternate Wayne Burton, Durham

1. **Welcome/Introductions**

Chairperson V. Parmele welcomed everyone. Introductions were made around the room. C. Copeland welcomed T. McManus to the Executive Committee. The meeting began at 8:05 AM.

2. **Action Items**

a. **Approval of Minutes of June 17, 2016 Executive Committee Meeting**

B. Jaffin **MOVED** to approve the June 17, 2016 minutes. B. Connor **SECONDED** the motion. V. Parmele asked if there were any comments. B. Connor explained that alternates are allowed to make motions. C. Copeland stated this is a practice of the Executive Committee as it functions as an inclusive body. T. Crosby and B. Tapscott abstained. The motion **CARRIED**.

DRAFT

b. Approval of Non-Public Minutes of June 17, 2016

B. Connor **MOVED** to approve the non-public minutes of the June 17, 2016 meeting. J. Nelson **SECONDED** the motion. T. Crosby and B. Tapscott abstained. The motion **CARRIED**.

S. Keans shared that there may be different procedures regarding non-public minutes come January 2017.

B. Connor provided the non-public minutes and the RSA information to the Chair.

A discussion ensued concerning RSA Section 91-A:3 and the voting procedures for entering into and out of non-public session.

c. Acceptance of Draft June Financials

C. Copeland explained that Kathy Foster was present to review the draft FY2016 financials. She commended K. Foster on her hard work as SRPC's financial consultant.

K. Foster reviewed the FY2016 financials in detail explaining notes made on different contracts and funding sources. She made comparisons with the financials at the close of FY2015 and explained the differences. She explained a billing discrepancy with one contract wherein the funders decided that they would no longer pay indirect costs midway through the contract.

K. Foster shared that the SHRP 2 agreement is now in place for FY 2017.

She finished with a review of the June FY2016 Financials including equipment purchases, contracting fees, and costs associated with new employees.

The Executive Committee thanked K. Foster. B. Connor asked what communities benefit from the PTAPP funding. She responded that Newmarket and Durham were involved in this project.

K. Foster shared that the auditors will probably be coming earlier this year than in past years, and that we have engaged Melanson & Heath again.

J. Nelson asked about the indirect cost rate and funders choosing not to fund indirect costs. C. Copeland explained that this change is based on the new federal OMB Uniform Guidance.

T. Crosby **MOVED** to accept the draft June and FY2016 Financials. B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**.

d. Concurrence with July Monthly Minors

Regional Transportation Planner Colin Lentz reviewed the August Monthly Minors. He explained changes in funding for regional and statewide projects.

B. Tapscott **MOVED** to concur with the Executive Director's recommendation to approve the July monthly minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. Executive Director draft FY2017 Goals

J. Nelson shared that the E.C. approved the Executive Director's annual increase at the last meeting. The Executive Director Review Subcommittee began working on the goals at their last meeting. These goals should be finalized for the August E.C. meeting. One large goal revolves around creating a succession and continuity of operations plan.

J. Nelson shared that the Executive Director Review Subcommittee will meet monthly to finalize the ED goals. This group will report to the E.C. every couple of months.

J. Nelson elaborated on some other goals that were discussed at the last Executive Director Review Subcommittee meeting. B. Connor commended the group for their efforts.

C. Copeland provided an example of organizational core values similar to ones she would like to create for SRPC.

V. Parmele asked if staff would be involved in this process of creating core organizational values. C. Copeland shared that she would like staff input. B. Connor asked about the Executive Director Review Calendar. J. Nelson shared that it would be updated.

4. Updates

a. Contracts and Project Updates- C. Copeland

C. Copeland shared that Strafford MPO staff members have been working hard to get the SHRP 2 program in place which involves lots of collaboration and planning. The program will launch at a stakeholder meeting planned for July 27th.

C. Copeland shared that Strafford MPO has listed a job opening for a Performance Measures Planning Assistant.

There is only one contract that SRPC has applied for that they are waiting to hear back about.

J. Nelson expressed concern over the Executive Director's inability to use her vacation time as it conflicts with producing billing hours in contracts.

C. Copeland discussed projects under the Unified Planning Work Program (UPWP) that need to be completed as part of the contract with the NHDOT and the number of staff who must work in this contract. She shared details with the group concerning the SHRP 2 contract.

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

There was no update to be given.

c. NHARPC Committee Update – K. Ortmann

V. Parmele shared that she attended the last NHARPC meeting. There was discussion on continuing to hold a Commissioner Convening event. V. Parmele shared the she is still trying to determine her role with this group.

i. LSR Update

The LSR Update was included in the meeting packet.

d. Executive Director Review Calendar – C. Copeland

The calendar will be updated for the next meeting.

5. Other Business

C. Copeland explained that she would be the Chair of the Executive Director's meetings for FY2017 starting in August 2016 - June 2017. C. Copeland shared that the E.C. would have a first draft of the billing rate for the August meeting.

6. Adjourn

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

The meeting adjourned at 9:00 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 8/19/16

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