

BARRINGTON  
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LEE  
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ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

FINAL MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
July 21, 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 Bob Jaffin, Rochester; Secretary/Treasurer Tom Crosby, Madbury; Brian Tapscott, Somersworth; Judy Nelson, Rollinsford; Sandy Keans, Rochester; Alternate Peter Nelson, Newmarket

**Staff Present:** Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist; Colin Lentz, Regional Transportation Planner

**Members Absent:** Tony McManus, Dover

## 1. Welcome/Introductions

Chairperson Victoria Parmele welcomed the group. Introductions were made around the room. The meeting began at 8:05 AM.

## 2. Actions Items

### a. Approval of the Minutes of June 16, 2017

Brian Tapscott **MOVED** to approve the draft amended minutes of June 16, 2017. Judy Nelson **SECONDED** the motion. V. Parmele suggested three technical edits. All were **IN FAVOR**. The motion **CARRIED** and the minutes were approved with the recommended changes.

Peter Nelson asked about his status on the Committee and whether he could vote on action items. Shayna Sylvia explained the difference between being a member and an alternate on the Committee, explaining that alternates can be appointed as voting members if the group is one member short of a quorum. This appointment would last for the duration of the meeting.

### b. Approval of the non-public minutes of June 16, 2017

J. Nelson asked about voting on non-public minutes. A discussion ensued concerning the approval of non-public minutes. It was determined that a vote on non-public minutes is necessary.

Cynthia Copeland provided a copy of the non-public minutes. J. Nelson **MOVED** to approve the non-public minutes of June 16, 2017. Tom Crosby **SECONDED** the motion. B. Tapscott noted that there was an

error in the minutes relative to a motion he made. This error will be corrected. T. Crosby explained that a motion made by Executive Committee members during the June 16 meeting was not worded correctly. This motion must be amended in both the non-public minutes and public minutes of the June 16 meeting. A discussion ensued concerning corrections to both sets of minutes and the requirements per RSA 91-A: 3 II (a).<sup>1</sup>

J. Nelson **MOVED** to reconsider the vote on the public minutes of June 16, 2017. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**. The motion was **APPROVED**. S. Keans **MOVED** to approve the public minutes of June 16 minutes. B. Tapscott **SECONDED** the motion. The group continued the earlier discussion on non-public processes and votes. A motion within the public minutes will use the word "recommendation" rather than "approval". All were **IN FAVOR** to approve the minutes with the proposed changes. The motion **CARRIED**.

J. Nelson **MOVED** to approve the non-public minutes of June 16. B. Tapscott **MOVED** to second the motion. A discussion ensued concerning the non-public minutes. A change will be made to replace a motion that was seconded by T. Crosby but incorrectly noted as being seconded by B. Tapscott, and a motion currently placed within the non-public minutes will be removed, as it actually took place during the public session. All were **IN FAVOR**, and the motion **CARRIED**.

#### **c. Concurrence with draft July Monthly Minors**

C. Copeland reviewed the changes in funding for statewide bridge maintenance. Colin Lentz joined the meeting to review the July Monthly Minors and explain the changes in funding. S. Keans asked about the \$2 million being added to the bridge maintenance program. This funding is for bridges on state routes across all of New Hampshire. P. Nelson asked about tracking projects outside of the region. C. Lentz explained that Strafford MPO tracks regional projects and statewide projects.

B. Jaffin **MOVED** to concur with the draft July Monthly Minors. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

#### **d. Acceptance of draft June Financials**

C. Copeland reviewed the draft June Financials. She explained what was billed out and which payments the organization is awaiting. The financials included budget information from the previous fiscal year for comparison. C. Copeland shared information regarding new data applications, and data collection equipment purchased in June.

S. Keans asked about the promissory note. The promissory note is in place. The organization is pursuing a line of credit.

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

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<sup>1</sup> For the record a motion and second to withdraw the original vote towards approval of the non-public minutes should have been made before the next motion to reconsider the vote on the public minutes occurred.

**e. Approval of draft FY 2018 Billing Rate Structure**

C. Copeland reviewed the FY 2018 Billing Rate. She explained how the rates are calculated and that the billing rate for non-dues paying communities is \$5 more per hour. S. Keans asked what the organization pays per person for health insurance. A discussion ensued concerning the rates. C. Copeland responded that she would provide the exact numbers to the Committee.

J. Nelson **MOVED** to approve the FY 2018 Billing Rate. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

J. Nelson **MOVED** to recess the meeting. B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**.<sup>2</sup>

The meeting recessed at 8:59 a.m.

**f. Concurrence with 2018 SRPC Operational Procedures**

**3. Discussion**

**a. Executive Director Subcommittee (EDS)**

**i. Progress report**

**ii. FY2018 Executive Director Organizational Goals**

**4. Updates**

**a. Contract Updates**

**b. NH Rail Transit Authority and New England Rail Coalition**

**c. NHARPC Committee**

**d. Legislative Bills relevant to SRPC**

**5. Other Business**

**6. Adjourn**

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on 8/18/2017

By: Victoria Parmele  
Victoria Parmele, Chair

<sup>2</sup> When the Executive Committee returned from recess they lacked a quorum to proceed with the meeting. The following items were not discussed.

## SRPC Executive Committee

The SRPC Executive Committee is composed of the following members:

- Chair: [Name]
- Members: [List of names]

The committee is responsible for the following duties:

- [List of duties]

The committee meets on a regular basis to discuss and decide on matters related to the SRPC's operations.