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FINAL MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
June 17, 2016  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH

**Members Present:** Vice Chair Victoria Parmele, Northwood; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Sandra Keans, Rochester; Bob Jaffin, Rochester; and Alternate Judy Nelson, Rollinsford

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

**Members Absent:** Chair Brian Tapscott, Somersworth; Secretary/Treasurer Tom Crosby, Madbury; Alternate Wayne Burton, Durham

1. **Welcome/Introductions**

Vice Chair V. Parmele welcomed everyone. The meeting began at 8:05 AM.

2. **Action Items**

a. **Approval of Minutes of May 20, 2016 Executive Committee Meeting**

K. Ortmann **MOVED** to approve the May 20, 2016 minutes. B. Connor **SECONDED** the motion. V. Parmele asked if anyone had corrections. There were no corrections. All were **IN FAVOR**. The motion **CARRIED**.

b. **Acceptance of Draft April Financials**

The members reviewed the Financials. K. Ortmann opined that the *A/R Aging Summary* was in good shape.

K. Ortmann **MOVED** to accept the Draft April Financials. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

**c. Concurrence with June Monthly Minors**

K. Ortmann asked about the two documents that make up the minors. S. Sylvia clarified what each of these documents were; one is NHDOT's copy of the changes that they release, and the second is a report SRPC puts together to understand the funding changes.

K. Ortmann shared that he and B. Jaffin had a conversation concerning the wording in the memo that SRPC sends to NHDOT regarding the funding changes. The memo currently says that SRPC as an organization approves the changes, however both B. Jaffin and K. Ortmann suggested that the wording be changed to concur.

K. Ortmann **MOVED** to concur with the Executive Director's approval of the May monthly minors. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

B. Jaffin asked about the difference between approving and concurring with the monthly minors set forth by the NHDOT. A discussion ensued concerning this topic. The group discussed if the wording in SRPC's memo to NHDOT regarding the TIP changes should be reworded. It was decided that some terminology in the letter would be changed. It was decided that the Executive Director approves the minors, and the E.C. concurs.

**3. Non-Public**

V. Parmele introduced the next agenda item which was Non-Public. K. Ortmann suggested that the Executive Committee cover the update items first before entering into Non-Public. There was no objection from members so V. Parmele moved to Agenda Item 5.

**5. Updates**

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

There was a discrepancy with the billing process based on FEMA updates derived from the uniform guidance. S. Keans asked how other planning commissions are dealing with these changes. C. Copeland shared that SRPC is working with the other RPCs to plan for these agreement changes. C. Copeland shared that this will affect the staff billing rate for FY2017.

C. Copeland shared that SRPC was currently working on a proposal for a conservation plan for a local non-profit. She explained which contracts are being closed out for the end of FY2016.

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

B. Jaffin opined that the focus of rail in New Hampshire is strictly on the capitol corridor. B. Jaffin shared that he frequently talks with David Schwanke of Golden Eagle Rail. Schwanke is

focused on expanding rail in terms of freight in the state, which could be followed with a connection for passenger rail to and from Canada. A discussion ensued concerning rail in the state of New Hampshire.

B. Jaffin opined that the advisory members for the NRTA are not receiving notification of the minutes of the meeting being posted, nor are they available online. J. Nelson shared that the minutes might require someone request them before they are shared.

**c. NHARPC Committee Update – K. Ortmann**

The NHARPC Annual Meeting has been postponed until later in June. K. Ortmann shared that he previously proposed that V. Parmele be the Vice Chair of the NHARPC Committee. A discussion ensued relative to who could attend the meeting. K. Ortmann opined that it has been useful for the Commission to be actively involved in NHARPC.

**i. LSR Update**

The E.C. was provided with the LSR Updates.

**d. Executive Director Review Calendar – C. Copeland**

The group is on track with the calendar.

**6. Other Business**

There was no other business.

**3. Non-Public**

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

K. Ortmann **MOVED** to return to the agenda item entitled Non Public pursuant to RSA 91-A; 3 II (a). J. Nelson **SECONDED** the motion. B. Connor shared that he would be willing to take the minutes of the non-public session. A roll call vote was taken by all members present including Victoria Parmele, Bill Connor, Kenn Ortmann, Sandra Keans, Bob Jaffin, and Judy Nelson. All were **IN FAVOR**. The Executive Committee went into non-public session at 8:43 am, and recessed at 8:59 am for the Policy Committee meeting. The Executive Committee reconvened at 10:12 am in non-public session.

**4. Discussion**

**a. Executive Director 2016 Evaluation Discussion**

K. Ortmann **MOVED** to provide C. Copeland compensation for her outstanding performance during FY2016. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

The terms for the compensation will be provided to the financial consultant and certified by an Executive Committee member and signed by the Executive Director for her personnel file. Committee members commended the subcommittee for their work and expressed appreciation that the Executive Committee is back on track and has met their goal.

7. **Adjourn**


K. Ortmann **MOVED** to adjourn. J. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 11:02 am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on 8/29/16

By:   
Victoria Parmele, Chair – SRPC Executive Committee