

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
June 16, 2017
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, Brian Tapscott, Somersworth; Judy Nelson, Rollinsford; Sandy Keans, Rochester

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

Members Absent: Vice Chair Bob Jaffin, Rochester; Tony McManus, Dover; Alternate Wayne Burton, Durham

1. Welcome/Introductions

Chairperson Victoria Parmele welcomed the group. The meeting began at 8:05 AM.

2. Actions Items

a. Approval of the Minutes of May 19, 2017

Brian Tapscott **MOVED** to approve the minutes of May 19, 2017. Tom Crosby **SECONDED** the motion. Judy Nelson abstained. The motion **CARRIED**. The minutes were **APPROVED**.

b. Concurrence with June Monthly Minors

C. Copeland reviewed the June Monthly Minors. The majority of the projects included were statewide, with the exception of the Little Bay Bridge and Somersworth, Dover, Rochester Complete Streets – Route 108 projects. The changes in funding are mostly adjustments for inflation.

J. Nelson **MOVED** to concur with the Executive Director's approval of the June Monthly Minors. S. Keans **MOVED** to second the motion, of which all were **IN FAVOR**.

C. Copeland explained that there were technical edits in the draft FY2018 SRPC budget. She asked for the E.C. to re-vote to recommend the amended budget to the full Commission, where a vote of approval will take place at the June 22, 2017 meeting.

J. Nelson **MOVED** to reapprove the FY2018 SRPC Budget with the proposed technical edits. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The group decided to review agenda items 4 and 5 before covering agenda item 3.

4. Discussion

a. Executive Director Subcommittee (EDS)

i. Progress report

The EDS is exploring the organization opening a line of credit with a local lender. This is allowable per the RSAs. J. Nelson **MOVED** to authorize Secretary/Treasurer Tom Crosby and SRPC Chair Victoria Parmele to make inquiries and enter into an agreement with a local bank. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

J. Nelson added that the EDS is making progress in exploring the option of becoming a 501 (c) (3). The group is looking to create a timeline to be presented to the Executive Committee in July. C. Copeland explained that she has reached out to our legal counsel regarding becoming a 501 (c) (3) and has found his services helpful.

5. Updates

a. Contract Updates

C. Copeland shared that SRPC is exploring a grant funding program through the Department of Agriculture, which would allow SRPC to provide technical assistance to communities looking to improve elements of their recreation facilities, programs, and trails. S. Keans expressed interest in Rochester being involved in preliminary meetings about the grant program and process. The exploratory meeting will be on June 29, 2017 at the Rollinsford Town Hall. For this grant, SRPC has focused on an area of the region near the Berwick border so that Southern Maine Planning and Development Commission can also be involved.

C. Copeland explained that Rachael Mack proposed setting up an online map viewing program. This would benefit communities in the region, who would be able to print and download maps for their municipality. C. Copeland commended the work R. Mack has done with updating the regional maps.

b. NH Rail Transit Authority and New England Rail Coalition

Bob Jaffin was not present to give an update. V. Parmele shared that she would be attending a relevant meeting during the week of June 19.

c. NHARPC Committee

The NHARPC meeting has not taken place for the month of June at this time.

d. Legislative Bills relevant to SRPC

The group reviewed the updated list of legislative bills.

6. Other Business

There was no other business.

V. Parmele introduced agenda item 3.

3. Non-Public

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

J. Nelson **MOVED** to enter into non-public in accordance with 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, J. Nelson, and Sandy Keans.

The non-public session began at 8:40 a.m.

At 8: 58 a.m. J. Nelson **MOVED** to exit non-public. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

Judy Nelson **MOVED** to recommend a 2% salary increase for eligible employees on 7/1/17. Tom Crosby **SECONDED** the motion and it **PASSED** unanimously 5-0.

.At 8:59 a.m. T. Crosby **MOVED** to recess the meeting. J. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

At 10:02 a.m. J. Nelson **MOVED** to reconvene. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

b. Legal, RSA 91-A; 3 II (I)

At 10:03 a.m. S. Keans **MOVED** to enter into non-public in accordance with RSA 91-A: 3 II (a). B. Tapscott **SECONDED** the motion, of which all were **IN FAVOR**. This occurred via roll call vote of V. Parmele, T. Crosby, B. Tapscott, J. Nelson, and S. Keans. The non-public session began at 10:04 a.m.

At 10:55 a.m. B. Tapscott **MOVED** to end the non-public session. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

Judy Nelson **MOVED** to approve a Promissory Note, and to give Chair V. Parmele and Sec. Treasurer T. Crosby the authority to sign on behalf of the Commission. T. Crosby **SECONDED** the motion and it **PASSED** unanimously 5-0.

7. Adjournment

At 10:57 B. Tapscott **MOVED** to adjourn the meeting. J. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Cynthia Copeland
Executive Director

Minutes approved on 7/21/17

By: Victoria Parmele
Victoria Parmele, Chair
SRPC Executive Committee