

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
March 20, 2015
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chairman Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Sandra Keans, Rochester; Bill Connor, Somersworth; Kenn Ortmann, Rochester;

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

Members Absent: Alternate Ed Jansen, Rollinsford; Alternate Wayne Burton, Durham; Bob Jaffin, Rochester

1. **Welcome/Introductions**

Chairman B. Tapscott welcomed everyone. The meeting began at 8:05 AM.

2. **Actions Items**

a. **Approval of Minutes of January 16, 2014**

T. Crosby **MOVED** to approve the minutes. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft January and February Financials

C. Copeland explained the financials for both January and February. She shared that the organization is in good shape. She stated that the cash flow is always important to monitor. T. Crosby asked how changes in the structure of NHDOT affect SRPC and the invoice process. C. Copeland explained that NHDOT has fifteen days to respond to invoices. C. Copeland shared the February income amount, which includes match funds.

B. Connor reminded the Committee that they had decided to discuss the new NHDOT funding for UPWP with Bill Watson. C. Copeland replied that she has a meeting scheduled with him for next week.

K. Ortmann asked about the aging report to clarify what the numbers mean for the organization. C. Copeland explained the aging report

K. Ortmann **MOVED** to accept the draft January and February Financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with February and March Monthly Minors

C. Copeland reviewed the February Minors including the administrative modifications for the Newmarket pedestrian project (originally the sky bridge project) in the January Monthly Minors. K. Ortmann asked for project details, which C. Copeland shared. A discussion ensued concerning this project and how plans have changed since the beginning stages.

K. Ortmann **MOVED** to concur with the Executive Director's approval of the January Monthly Minors S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

C. Copeland reviewed the March Minors including the bridge replacement over the Cocheco River in Farmington, and FLAP funding for improving transportation facilities that access federal lands. K. Ortmann asked for more details concerning FLAP funding. C. Copeland explained this concept, and the rest of the March monthly minor projects, which were all statewide.

B. Connor asked for clarification on the term technical assistance, which was mentioned in one of the minors. C. Copeland shared that this most likely refers to assistance supplied to New Hampshire's northern communities by NHDOT.

S. Keans asked who the current NHDOT Commissioner is. C. Copeland replied there is no appointment yet.

K. Ortmann **MOVED** to concur with the Executive Director's approval of the January Monthly Minors noting that the Committee will continue to press NHDOT for more information. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. **NADO Assessment Review/Executive Director Goals**

C. Copeland shared that the FY 2015 Executive Director Goals were adjusted using the input from the NADO assessments. She explained which goals addressed discrepancies between Commissioners in their assessments.

C. Copeland discussed the changes made based on the NADO assessment. She shared that there are differences between the region's northern and southern communities. Many northern regions are not paying dues, which is a concern. Economic Vitality is important for the entire region. A discussion ensued concerning how to encompass some communities that may not be covered under the organizational goal: 'expand prosperity to northern communities'.

C. Copeland reviewed goals related to economic development planning including annual updates, strategy committee membership, potential projects, etc. The idea of supporting northern communities was addressed again by the group including a discussion on how supporting these communities is important.

C. Copeland addressed goals related to transportation planning and SRPC's role as a Metropolitan Planning Organization including data collection, outreach, and planning document tasks. V. Parmele asked about one of the outreach tasks addressing a citizen's advisory group. S. Sylvia explained that the current plan is to conduct outreach events instead of forming a group, but that if participants from different outreach events are interested in continuing to participate in transportation planning, then a group could be formed.

B. Connor opined that some parties who work with SRPC may not be fully updated on what SRPC is doing. C. Copeland asked S. Sylvia to speak to the planning board update process that was recently started.

S. Sylvia responded sharing that she has been sending out updates to the planning boards in each of SRPC's eighteen communities. This idea was derived from a request from Dover to provide updates for their planning board meetings. These updates go out on the first and third Monday of each month. The updates also include a request for planning board members to share news with SRPC

C. Copeland shared the next goal including the completion of multiple planning documents on schedule. She addressed the organization's plans for funding in FY 2015. A discussion ensued concerning projects related with sources of potential and secured funding. K. Ortmann addressed potential and secured funding sources stating that they support necessary work, but that sometimes the outcomes are products that may not be seen as extremely helpful to our member communities. A discussion ensued concerning the importance of marketing SRPC's products to our communities in order for them to see the value for their individual operations. Potential programs that would allow SRPC to partner with communities were discussed. C. Copeland gave the example of the Commercial-Property Assessed Clean Energy program.

C. Copeland addressed goals related with training, facilitation, data gathering and analysis, and the use of these goals in creating collaborative partnerships. C. Copeland informed the Committee of the most recent group formed at SRPC, the Strafford Rail Working Group. K. Ortmann shared that the organization could leverage participation in this group to encourage communities to pay dues in order to see results in their communities, in this case related to rail and economic vitality. A discussion ensued concerning meeting with communities to talk with them about the services SRPC offers to our member communities. C. Copeland shared that we are doing work in our northern communities. A discussion ensued concerning how this work could be leveraged to encourage non-member communities to become members.

C. Copeland advertised the upcoming New Hampshire Association of Regional Planning Commissions Commissioner event. K. Ortmann shared some details about the meeting.

C. Copeland explained changes made to the breakdown of the goals and how they were separated into organizational versus Executive Director goals.

The meeting recessed at 8:56 am.

The meeting reconvened at 10:54 am.

C. Copeland reminded the group that additional tasks were added to the goals based on the input from the NADO assessment. She reviewed the Executive Director's goals including providing direction and oversight to staff, expanding the nature and span of outreach efforts, and creating a strategic planning document. C. Copeland explained the importance of have a plan in place for events like the one which happened in the past month where staff members were not able to get in to the building due to a weather incident. A discussion ensued concerning billable hours and the effect of unforeseeable circumstances. Storage of work documents and how/if staff members have access to materials outside of the office was discussed by the group.

C. Copeland shared that she is looking into funding and billing rate alternatives. Contract negotiations with NH DOT were discussed. C. Copeland shared that she would be

meeting with NHDOT. T. Crosby asked if a representative from NHDOT could meet with the group. C. Copeland responded that she will request that this meeting occur. A discussion ensued concerning negotiations with NHDOT. S. Keans asked about differences in billing rates and how this affects negotiations. A discussion ensued concerning funding and billing rates related with the NHDOT contract.

C. Copeland shared information on dues, revamping the billing structure, and the potential of building a contingency plan. She shared that the employee handbook and human resource function could be outsourced and that this would be cost effective. V. Parmele asked about the Human Resources Department. C. Copeland shared that there would not be a department as this would be outsourced. A discussion ensued concerning this function and the distribution of the work done by the previous HR employee.

Further discussion ensued concerning NHDOT funding.

B. Tapscott asked about the state of the goals considering some unknown factors. A discussion ensued concerning whether the Committee is ready to approve the goals. C. Copeland shared that she will bring the budget to the Committee at the next meeting. C. Copeland thanked the Committee for their input. She shared she would bring the goals back to the Committee. V. Parmele requested that statements addressing the northern communities be changed to address northern and western communities. C. Copeland added that she would make that change.

b. FY2016 Officers and Executive Committee Candidates

C. Copeland asked the Committee members if they were interested in remaining on the Executive Committee. K. Ortmann shared that he may be moving soon, but was interested in remaining on the Committee for the time being. C. Copeland added that other current members may no longer be involved on the Committee in the next fiscal year. T. Crosby shared that he is willing to stay on as treasurer. V. Parmele added that she would stay as vice chair. S. Keans shared that the organization needs to encourage town and city councilors and planning board members to get involved with SRPC. A discussion ensued concerning way to encourage individuals to get involved in planning efforts such as Executive Committee and the Commission.

B. Connor **MOVED** for members to stay in the same positions as they are currently. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR**.

C. Copeland added that SRPC would reach out to our communities to see if other Commissioners were interested in being involved on Executive Committee.

c. Planning Board Update Process

This item was covered under **3 a. NADO Assessment Review/Executive Director Goals:**

4. **Updates**

a. **Contract Updates**

C. Copeland shared that this item was already covered under **3 a. NADO Assessment Review/Executive Director Goals.**

b. **Employee Handbook Subcommittee-V. Parmele, T. Crosby, C. Copeland**

T. Crosby shared that the Subcommittee recommended that SRPC have the attorney review the Employee Handbook. C. Copeland shared that she would be marking up the handbook with comments for the attorney to address and review.

Executive Committee will review and vote on the document. V. Parmele asked about the format of the document. It was decided that unnecessary formatting should be avoided. The section on 'Fast Day' was questioned. The Committee shared that this section should be taken out.

c. **NH Rail Authority and New England Rail Coalition-B. Jaffin**

S. Sylvia explained that this item was addressed at the Policy meeting,

d. **NHARPC Committee Update-Kenn Ortmann**

K. Ortmann gave an update on the LSRs that the NHARPC is watching. K. Ortmann shared that the New Hampshire Association of Regional Planning Commissions would be holding a Commissioners event. C. Copeland elaborated on the event sharing what kinds of trainings and talks will be part of this event, per request of V. Parmele.

5. **Other Business**

B. Connor shared a document concerning the Executive Director Evaluation process and creating a protocol for this review. He would like comments from the Committee.

B. Tapscott shared that the Evaluation Committee met on March 17, 2015. The Executive Director Evaluation will take place at the next Executive Committee meeting.

K. Ortmann asked C. Copeland to clarify what happened at the Technical Advisory Committee with NHDOT. C. Copeland shared that this meeting included a discussion between municipal planners, SRPC, and NHDOT concerning dues and what services they support. K. Ortmann suggested different tiers of funding, i.e. UPWP and full services. S.

Kéans' shared it would be helpful for Technical Advisory Committee members to advocate for the services that the organization is providing.

6. **Adjournment**

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

The meeting adjourned at 11:55 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on _____,

By:  _____
Brian Tapscott, Chairman – SRPC Executive Committee

