

BARRINGTON  
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ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING

March 21, 2014  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH

**Members Present:** Chairman Brian Tapscott, Somersworth; Bill Connor, Somersworth; Bob Jaffin, Rochester; Vice Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury,

**Staff Present:** Cynthia Copeland, Executive Director; Shayna Sylvia, Community Outreach Intern

**Members Absent:** Alternate, Ed Jansen Jr., Rollinsford; Sandra Keans, Rochester; Kenn Ortmann, Rochester

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

1. **Welcome/Introductions**

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

2. **Action Items-motion required**

a. **Approval of Minutes of January 17, 2013**

B. Jaffin **MOVED** to approve the minutes. B. Connor **SECONDED** the motion. All were in favor except for T. Crosby, who **ABSTAINED**.

b. **January Monthly Minor Revisions**

C. Copeland shared the signed February minors, which were not reviewed in February due to the cancellation of the Executive Committee meeting. C. Copeland shared the March minors and reviewed the projects relevant to the Strafford Region. B. Connor **MOVED** to approve March minors. T. Crosby **SECONDED** the motion, and all were in **FAVOR**.

c. **Telecommuting Policy**

C. Copeland reviewed the Telecommuting Policy, and changes that were made since the original release of the policy. B. Jaffin questioned the policy and opined that out of office work should be specified to distinguish between field work, and working from home. Concerns were also shared by B. Connor about fire wall protection for workers accessing the Virtual Private Network (VPN) from their personal computers. A discussion ensued. C. Copeland reviewed the policy of staff borrowing work laptops, and also shared that herself and Marilyn Barton, HR Specialist/Events Coordinator would review the policy further.

d. **Record Retention**

This agenda item was tabled and will be addressed at the April Executive Committee meeting. C. Copeland requested that a subcommittee be set up to address this issue, as well as health insurance, in order to create amendments to current policies. B. Connor and V. Parmele volunteered to work with C. Copeland and M. Barton on this issue. Creating a social media policy will be the responsibility of this subcommittee as well.

e. **Health Insurance**

This agenda item was tabled and will be addressed at the April Executive Committee meeting.

B. Tapscott introduced the next agenda item.

3. **Discussion**

a-c. **Draft December\January\February Financial Report**

C. Copeland shared the draft financials for December through February. B. Connor asked if the NRPC charge on the February financials was in representation of the Granite State Future project, which it was. C. Copeland shared that a SRPC has hired a consultant to write their Housing Needs Assessment, and that this will be paid, in part, by local cash match. A discussion ensued concerning reimbursement of Executive Committee members for their volunteer efforts on behalf of SRPC. B. Jaffin added that mileage for these efforts could be deducted from an individual's taxes.

C. Copeland addressed a funding error, where a bill for SRPC's UPWP contract had been paid twice, and shared how NH DOT was able to rectify the situation.

C. Copeland added that SRPC has taken on some new contracts such as mapping projects for Farmington, and Nottingham, and how SRPC has been hired to complete Durham's Master Plan. A discussion ensued concerning project rates, Mosaic Parcel Maps and what type of maps are being provided as part of these projects.

B. Connor asked about SRPC's bookkeeper and her weekly schedule. C. Copeland shared that Kathy Foster, SRPC's contracted bookkeeper, comes in about two times a week.

B. Connor **MOVED** to accept the draft financials for January-February. B. Jaffin **SECONDED** the motion, of which all were in favor.

d. **FY 2015 Officers and Executive Committee Candidates**

C. Copeland addressed the Executive Committee to get an idea of the individual interested in remaining on the Executive Committee, and the process for seeking new candidates for dues paying communities who might want to represent their town/city. All current Executive Committee members expressed interest in remaining on the Committee, and most shared that they would be comfortable in their current position. V. Parmele shared that she was willing to give up being Vice Chair, if someone else was interested in this position.

C. Copeland opined that information should be released in April concerning the recruitment of new Executive Committee members. B. Tapscott shared that current members who never attend should be asked whether they want to remain on the committee, and if not, should be instructed to take the necessary steps to remove themselves.

e. **FEMA**

B. Jaffin shared the possible FEMA funding sources available and what type of projects could be done with such funding. He highlighted possibilities for use of funding for both SRPC, and Strafford MPO. V. Parmele questioned how Strafford MPO would be able to take in and use such funds. A discussion ensued.

d. **SRPC Assessment Exercise**

SRPC shared the request that committee members continue to work on, and fill out this section of the NADO assessment. V. Parmele shared that she has many question on the assignment. C. Copeland shared that she would be happy to meet with her to review the assessment section. B. Connor asked if this assessment was required for certain sources of funding. C. Copeland responded that it is not.

B. Tapscott introduced the next agenda item.

4. **Non Public**

The committee did not go into non-public.

B. Tapscott introduced the next agenda item.

5. **Updates**

a. **Executive Director Report**

C. Copeland shared that SRPC has hired two new interns to work on the Master Plan and do field work in the Summer, Colin Lentz and Elizabeth Durfee. She shared that they will be working on a small grant proposal in order to experience the grant writing process. C. Copeland shared that she will be going to DC for an Association of Metropolitan Planning Organizations for a meeting of congressional staff on the infrastructure committees that will be handling the MAP 21 reauthorization.

The Executive Director Review Committee shared their recommendation concerning the salary increase of the Executive Director

Bob Jaffin **MOVED** to recess the meeting. T. Crosby **SECONDED** the motion, which passed unanimously.

The meeting recessed at 9:00am.

B. Connor **MOVED** to end the recess. T. Crosby **SECONDED** the motion, which passed unanimously.

The meeting resumed at 9:41am.

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

B. Jaffin shared the happening of the last NH Rail Authority and New England Coalition meeting. Updates included that there is a timeline for service on the Capitol Corridor, that the NH Rail Transit Authority is too large and that there is a need for a smaller organization, and extending commuter rail into southern New Hampshire in Rockingham County. He also discussed the citizens role in addressing legislatures to express the want/need for passenger rail. There was discussion on expanding Manchester, Concord, or Nashua. A discussion ensued concerning rail in the state and the opportunities and ideas for rail that are currently being addressed, as well as whose role it is to get these processes started, and which organization should be involved. B. Connor shared a news article concerning rail and the potential expansion of passenger rail in and beyond the region. A discussion ensued

considering the process of ensuring this expansion happens, and what this would mean for the region/area. B. Connor shared that he intends to contact the local committee for information on current rail ideas/goals. B. Jaffin added that he would like a copy of this information for the next NH Rail Authority and New England Rail Coalition meeting.

B. Tapscott introduced the next agenda item.

**c. New Hampshire Association of Regional Planning Commission Committee Update (NHARPC)**

B. Jaffin shared that he is on a subcommittee which has decided to do one event a year aimed at the commissioners rather than the directors. This event is slated for next spring. The interaction and engagement of the commissioners is the focus of this event. V. Parmele asked if there was any resistance to this. B. Jaffin replied that to his knowledge, there was not any resistance. He expressed that commissioners need to be more involved in NHARPC. B. Jaffin shared that there are education opportunities for commissioners, and this type of event would allow for that.

B. Connor asked about the bill for the paint stewardship program. B. Jaffin shared that he wrote a letter in support of that bill. He explained that it was a recycling approach to safely dispose of paint. B. Jaffin shared that he would find out about this bill at the next meeting. He also discussed the bottle tax bill and how it was inexpedient to legislate.

A discussion ensued about the costs of volunteering and traveling to meetings, etc.

B. Tapscott introduced the next agenda item.

**d. Regional Impact Committee (RIC)**

B. Connor shared that the Regional Impact Committee approved the Somersworth Sunningdale project and the Middleton Golf Resort which was approved by the Middleton Planning Board, so Middleton will be having a new golf resort and spa.

B. Tapscott shared that the 177 houses for the Sunningdale project that are proposed to be built. V. Parmele asked if the design being used is the original one that was planned around conserving the most land. B. Tapscott replied that it is supposed to be. V. Parmele asked about neighbors to the Sunningdale area. The abutting residents are not too happy about it. The increase in children in the area is a concern as well when thinking about taxes. A discussion ensued. B. Jaffin shared that the preliminary concepts for Granite Ridge Marketplace will probably be brought to the Regional Impact Committee in the near future. A discussion ensued about the potential designation of the property as a TIF district, potential on and off ramps for easier access to the new development, and the presence of a Lakes Region

information center as this area is the entry to the Lakes Region. The use of 125 was also discussed in relation to this new development, and the use of other multiple routes. B. Connor addressed

6. **Other Business**

7. **Adjournment**

**MOVED** to adjourn. **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 11:17 am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Community Outreach Intern

Minutes approved on \_\_\_\_\_,

By:  June 20, 14  
Brian Tapscott, Chairman - SRPC Executive Committee