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MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
May 15, 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; Bill Connor, Somersworth; Kenn Ortman, Rochester; Wayne Burton, Durham; Sandra Keans, Rochester

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

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

1. Welcome/Introductions

Chairman Brian Tapscott welcomed the group. The meeting began at 8:00 AM.

2. Actions Items

a. **Approval of Minutes of April 17, 2015**

B. Tapscott asked for a motion to approve the minutes of April 17, 2015. Shayna Sylvia noted that she did receive a comment from Bill Connor concerning a change to the minutes to reflect the salary increase for the Executive Director. B. Connor explained where the change should be made. A discussion ensued concerning the procedure of entering into and out of a non-public session, and the approval of non-public minutes. It was noted that the non-public minutes from the April meeting need to be transcribed and approved. Sandy Keans asked for more detail in the discussion from April concerning the Cadillac Tax. Cynthia Copeland explained how the organization was taking steps to avoid paying the tax penalty in future year for health benefits. A discussion ensued concerning this process and what the organization can afford for health insurance plans. C. Copeland shared that she has involved staff by providing education about their healthcare benefits from Health Trust outreach specialists.

B. Connor **MOVED** to approve the minutes with the proposed change, Kenn Ortmann **SECONDED** this motion. C. Copeland noted that her increase in salary has also been clearly noted for auditing purposes with a form to be signed by the Chair and Treasurer. Tom Crosby **ABSTAINED**. The motion **CARRIED**.

b. Acceptance of Draft April Financials

C. Copeland reviewed the income for the month of April. Some sources of income from the March financials were reclassified as income in advance. On the balance sheet C. Copeland noted the receipt of payments from the NHDOT. She explained the aging summary, and noted the amount spent on traffic counts and field work equipment. C. Copeland added that for the PTAPP project SRPC is awaiting invoices from Newmarket and Durham.

For profit and loss C. Copeland compared the budget from 2014 with the current 2015 budget.

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

c. Concurrence with May Monthly Minors

There were no May monthly minors at this time. C. Copeland explained that NHDOT is preparing a major TIP/STIP amendment which will have to be reviewed by the Policy committee. C. Copeland noted that she reemphasized with NHDOT that the Executive Committee is still concerned with the lack of detail included in the minors.

d. Draft FY2016 Budget

C. Copeland asked the group to review the revenue page. This budget reflects full payment by the City of Dover for their dues. The organization will also be receiving a Health Trust reimbursement. She reviewed the section entitled "non-profit and municipal contracts". She also reviewed "State and 'Other" contracts. A discussion ensued concerning the Health Trust reimbursement and how it was noted on the budget.

C. Copeland shared plans to apply for an Economic Development Agency EDD Planning grant. She explained how match would be applied to this grant. B. Connor asked if the EDD required separate books and record keeping. She noted that this is a federal contract and follows the same process as other contracts. K. Ortmann asked C. Copeland about the matching funds for the EDD grant. C. Copeland explained the different sources of match funds, including the match supplied by using the Targeted Block Grant funds. C. Copeland reviewed the rest of the grant funds and contracts.

C. Copeland explained that SRPC did not receive the Hazard Mitigation Planning Grant. B. Connor asked if there are SRPC staff members who work in this area. C Copeland responded

that both Kyle Pimental and Liz Durfee work in this area. T. Crosby asked why SRPC did not receive the grant. C. Copeland explained the scope of work for the proposed grant project; how it involved implementation of Local Solutions, as well as policy work for communities wanting to address hazard mitigation planning.

C. Copeland explained the UPWP funding by category (federal, state, and local) for FY2016-FY2017. S. Keans asked about the breakdown of funding. C. Copeland shared that some contracts carry over, while others do not. A discussion ensued concerning these processes. C. Copeland shared the process SRPC went through in requesting carry over funds to support the performance measure work they are completing to benefit the whole state. This request was denied by NHDOT. It was suggested by NHDOT that the new contract could be amended in Calendar Year 2016.

C. Copeland reviewed the expense sheet. K. Ortmann suggested that the Committee look at the difference between the budget for FY2015 and FY2016, and only focus on large changes for the purpose of review. C. Copeland reviewed the items where there was a large change such as Traffic Model assistance. S. Keans asked if this budget accounts for all of the current staff, which it does. There are ten individuals employed at SRPC.

K. Ortmann **MOVED** to recommend forwarding the budget to the entire Commission excluding the budget item for the Hazard Mitigation Planning grant. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

e. **Organizational and Executive Director 2015 Goals**

B. Connor asked if this document could be reviewed by topic area and not line item. He opined that the goals should be achievable and realistic. K. Ortmann asked if an action was needed. C. Copeland shared that after a discussion with S. Sylvia it was unclear whether every goal needed to be completed for a positive Executive Director review. The Committee shared that goals are to strive for, and that not all need to be completed. K. Ortmann **MOVED** to approve the goals. T. Crosby **SECONDED** the motion. W. Burton asked about the goals and their relation to the budget. The goals being reviewed are for the current fiscal year. K. Ortmann shared that the Committee needs to get back on progress for FY2016 goals. All were **IN FAVOR**.

T. Crosby **MOVED** to recess. B. Connor **SECONDED** the motion. All were **IN FAVOR**.

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

The meeting reconvened at 10:25 am.

B. Connor shared that the election of officers had not yet been covered. C. Copeland explained that this would be covered under the agenda item 'Other Business.'

3. Discussion

a. **Executive Director Review Protocol**

B. Connor distributed a document for the Committee to review. He shared that everything in this document has been archived in the minutes on the website. B. Connor reviewed the history of the Executive Director evaluation process dating back to 2008. K. Ortmann asked that the Committee create an annual calendar for the review process. C. Copeland responded that this could be addressed during this discussion.

B. Connor shared that an Executive Director Review Committee was established in 2011. Using the history of the evaluation process he shared that there is an inconsistent process. To solve this problem B. Connor suggested using a protocol that would address the time of year for the evaluation, how often it should be performed, and how a record of past salary increases should be kept for the Executive Director. C. Copeland shared that there is a record of salary increases in Quickbooks, per audit requirements.

S. Keans asked if there is currently a policy for the E.D. evaluation process. It was suggested that a draft policy and procedure be created. B. Connor opined that the evaluation process for the Executive Director should not be retroactive, but completed on time. A discussion ensued concerning the evaluation process and whether it should be once a year, or every other year. C. Copeland reviewed the bylaws which address supervision of the Executive Director including reviews. K. Ortmann suggested the word annual be added to the bylaws to read 'annual review and fixing of compensation.' Cynthia added that this change could be voted on at the June meeting to bring forward to the Commission. W. Burton opined that the Executive Director could give an update half way through the year and then be evaluated with a raise determination at the end of the fiscal year. A discussion ensued about the budget and retroactive pay for salary raises.

W. Burton reiterated the use of a mid-year review based on the goals. C. Copeland shared that when she started the Executive Committee only met four times a year, and that the budget was adjusted in January. C. Copeland shared the change in process over time concerning the budget. The committee then began meeting 12 times a year with no budget readjustment. She added that it is challenging not to be able to adjust the budget mid-year to account for new contracts. A discussion ensued concerning the budget process.

S. Keans asked about salary adjustment for staff. There is not a separate line item for this on the budget. A discussion ensued concerning the total amount for staff adjustments and how this process is planned for and executed.

B. Connor **MOVED** to approve an evaluation process for the Executive Director for June with any payment increase going into effect on July 1st. The Committee agreed on a 13 month cycle for evaluations. The next evaluation would be in June 2016 for FY 2016. K. Ortmann requested that the salary increase would take effect as of July 1, 2016. K. Ortmann **SECONDED** the

motion. B. Connor shared the evaluation process needs to take place on the decided timeline irrespective of absence of Committee members. S. Keans asked about the time it takes to evaluate the Executive Director opining that it should not take more than a couple of hours. B. Connor shared that there is an evaluation form already in place. A discussion ensued about the form used for the evaluation. All were **IN FAVOR** of the motion. C. Copeland explained that she would meet with the Review Committee to establish a process. K. Ortmann suggested that a master calendar be created. He also opined that the goals need to be established for FY2016. B. Connor shared that the Chair is tasked with maintaining the individuals on the Review Committee

4. Updates

a. **Contract Updates**

C. Copeland shared that SRPC just applied for an EPA grant to work on complete streets. Liz and Colin were trained in this area earlier in the year. SRPC is still waiting to hear back on the Brownfields grant. SRPC is also looking into purchasing grant finding software. She explained that SRPC is looking for other organizations to join in on the software purchase. C. Copeland explained how this works for interested parties. She added that she would send out a letter to potential partners.

b. **Employee Handbook**

C. Copeland shared that she received the review and edits back from the lawyer for the employee handbook. She has met with the Victoria Parmele and T. Crosby and a copy should be ready for the Executive Committee to review in June.

c. **NH Rail Authority**

B. Jaffin was not present to give an update.

d. **NHARPC Committee Update**

K. Ortmann shared the NHARPC has been busy keeping their constituents updated on the progress of bills that the group is interested in, in addition to planning an inaugural commissioner convening event. Close to seventy individuals have signed up for the event. Commissioner Burack from NHDES will be the keynote speaker. The event will be held in Laconia as it is a fairly central location. A discussion ensued concerning the location. This is the first of what is hopefully to be an annual event. C. Copeland shared that she and S. Sylvia will be attending.

V. Parmele asked for more information on the bills that NHARPC is watching. K. Ortmann shared that this information is presented at the NHARPC meetings and that minutes from the NHARPC meetings are online, or that any interested party can attend a meeting. A discussion

ensued concerning the bills that NHARPC is watching. W. Burton shared that the NH Municipal Association newsletter puts out a list of bills they are tracking and that it is a great resource.

5. **Other Business**

C. Copeland shared that the Annual Meeting will be held on May 28th. She reviewed the agenda for the meeting, and shared that packets would be going out soon for the meeting. Officers will be elected during this meeting. Currently everyone is staying in their present roles except for Ed Jansen, who will no longer be an alternate. There is an opening for one alternate.

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

The meeting adjourned at 11:25 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on June 19, 2015

By:  _____
Brian Tapscott, Chairman – SRPC Executive Committee