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SOMERSWORTH  
STRAFFORD  
WAKEFIELD

MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING

May 16, 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; Vice Chair Victoria Parmele, Northwood; Sandra Keans, Rochester; Kenn Ortmann, Rochester

**Staff Present:** Cynthia Copeland, Executive Director

**Members Absent:** Alternate, Ed Jansen Jr., Rollinsford; Bob Jaffin, Rochester; Secretary/Treasurer Tom Crosby, Madbury

Chairman B. Tapscott welcomed everyone. The meeting began at 8:00am.

1. **Welcome/Introductions**

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

2. **Action Items-motion required**

1. **Approval of Minutes of April 18, 2014**

B. Connor **MOVED** to approve the minutes, S. Keans **SECONDED** the motion, of which all were in **FAVOR**. B. Connor asked a question about the rules for coming out of non-public in a meeting, K. Ortmann shared the process. It was noted that there had been no vote to seal the minutes. S. Keans **MOVED** to approve the non-public minutes, K. Ortmann **SECONDED** the motion, of which all were in favor.

**b. May Monthly Minor Revisions**

C. Copeland reviewed the May minors, covering the project changes in the Strafford Region inclusive of a Durham-Newmarket bike lane project, Farmington bridge replacement project, and a statewide highway project. C. Copeland recommended approval of these changes as proposed. K. Ortmann **MOVED** to endorse the recommendation, S. Keans **SECONDED** the motion. All were in **FAVOR**.

**c. Draft April Financials**

C. Copeland reviewed the DRAFT April financials explaining shifts in account funds due to three pay roll periods in the month of May. She shared that there has been a slowdown in processing of payments due to the funders' reporting requirements. K. Ortmann asked about the aging process for payments. C. Copeland responded that payment schedules are slower, but not as slow as they had been in the past. She shared expenses and growth, and the budget status to date. The year to date budget summary was reviewed inclusive of mapping projects for Farmington, Nottingham, and Durham, the Durham Master Plan, and renewal of the Coastal grant

K. Ortmann **MOVED** to accept the April Financials as drafted. V. Parmele **SECONDED** the motion. All were in **FAVOR**.

S. Keans asked if SRPC was fully staffed. C. Copeland responded that the recruitment process is currently occurring. She shared that the process has been going well, but that candidates have been challenged when taking a GIS test that was created by Dan Camara, Senior GIS Transportation Analyst (2006-2014) before he left SRPC.

**d. FY 2015 Budget**

C. Copeland reviewed the budget to be recommended to the full Commission. C. Copeland shared the revenue and how it changed from last year. She shared that there were technical corrections to be made, and that they would be changed for the presentation to the full commission. B. Connor asked about a discussion from the November 2013 Executive Committee meeting concerning non-dues paying communities and how to reach out to them. C. Copeland responded that we have gone out to our non-dues paying communities to do activities and have had contracts with other non-dues paying communities. The status of dues for those that are not currently members was discussed. The status of projects was discussed including the dates for closing of contracts, and status updates for these projects. She shared that SRPC is working with Durham, VHB, and UNH Storm Water Center on the Oyster River build out. V. Parmele asked how this project was initiated. C. Copeland stated that she would inquire. S. Keans asked about the Rockingham Planning Commission item on the budget and why it was still there. C. Copeland responded that it was there in case we received an extension.

B. Tapscott asked about the funding source versus the net outside funding. This was clarified. A discussion ensued concerning UPWP funding and the amount received from NH DOT. Expenses were reviewed. B. Connor asked about the potential for a refrigerator. K. Ortmann stated that with the understanding that under the revenue section that the anticipated health trust reimbursement would be included and that C. Copeland would adjust a portion of the Simple IRA pension expenses line item, he recommended the proposed budget to the full commission. K. Ortmann **MOVED** to forward the proposed budget. S. Keans **SECONDED** the motion. All were in favor.

3. **Discussion**

a. **Commissioner's Handbook-M. Barton**

K. Ortmann asked if this was to be presented at the annual meeting. C. Copeland replied that this report is done in the summer and that if anyone has ideas or comments they should be forwarded to M. Barton.

b. **Healthcare/Affordable Care Act-M.Barton**

Melissa Briggs and Peter Chapel from Health Trust will be giving a presentation on the Affordable Care Act at the June 20th meeting as requested by the Executive Committee. This meeting will be held after the policy meeting.

c. **SRPC Assessment TAB C & D**

C. Copeland explained the process for reviewing the assessment responses received. She shared some of the responses. C. Copeland requested that these responses be reviewed by the group, and also requested that the remaining members fill out the assessment. V. Parmele shared that this review will be helpful in moving forward.

d. **Executive Director's Report**

C. Copeland shared that as the end of the fiscal year is approaching it would be a good opportunity to review the Executive Director goals. C. Copeland shared that Liz Durfee and Colin Lentz were invited to complete a full proposal for EPA grant funding looking at how to deal with the problem of septage in flood areas. She also shared three staff members were at the NH Broadband Conference. She said she would come back to the Executive Committee with an update on the goals. Two people will be hired for staff replacements. V. Parmele asked if one position was for a transportation planner specifically, to which C. Copeland replied no.

B. Connor asked about the inclusion of goals in the Commissioner's Handbook. B. Connor shared that the Executive Director goals should not be included in the handbook. C. Copeland shared that it is more of a yearly report versus a

handbook. K. Ortman shared it is a way to share what we have accomplished over the year. It was agreed that the goals would not be included in this report.

#### 4. Updates

##### a. **Policy Subcommittee-V. Parmele, T.Crosby, C. Copeland**

This group did not meet this month. C. Copeland shared that M. Barton has gone to multiple human resource trainings this month. C. Copeland shared that the employee handbook would need to be updated soon. She shared that there are no proposed changes currently, and that staff concerns regarding the process need to be discussed prior to the update. B. Connor asked if the policies being worked on are operational policies and would need to go before the Policy Committee. C. Copeland responded that they are not, but instead are human resource policies. S. Keans asked about healthcare policies and whether or not the Committee should decide on a policy change before the presentation by Melissa Briggs and Peter Chapel from Health Trust at the next meeting. C. Copeland responded that staff concerns are focused on leave and office hours.

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

B. Jaffin was absent. There was nothing to report.

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

K. Ortmann shared that the annual meeting for NHARPC is scheduled for June 23<sup>rd</sup> in Concord. He shared proponents of a proposed budget including Commissioner training. K. Ortmann shared that the legislative breakfast had the highest attendance ever with over 100 attendees. He added that there were lots of good questions brought up and that it was a great educational opportunity.

NHARPC was able to shared their opinion on bills and educate/advocate for those. K. Ortmann shared that for regular meetings there are plan to provide programming by RPCs in the form of presentations.

#### 6. Other Business

There was no other business.

#### 7. Adjournment

K. Ortmann **MOVED** to adjourn. B. Connor **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 9:00 am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications/Community Outreach Intern

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

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

