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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
May 20, 2016
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

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

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

Members Absent: Bob Jaffin, Rochester; Alternate Judy Nelson, Rollinsford

1. **Welcome/Introductions**

Chair B. Tapscott welcomed everyone. Introductions were made around the room. The meeting began at 8:05 AM.

2. **Action Items**

a. **Approval of Minutes of April 15, 2016 Executive Committee Meeting**

K. Ortmann **MOVED** to approve the April 15, 2016 minutes. A change was suggested to the minutes regarding attendance; Victoria Parmele was not present for the April meeting. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

b. **Acceptance of Draft April Financials**

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

c. Concurrence with April Monthly Minors

C. Copeland began reviewing regional projects with budget changes. B. Connor asked about current project funding versus proposed project funding. C. Copeland asked Regional Transportation Planner Colin Lentz to describe the changes. C. Lentz explained the rationale for shifting funding from 2017 to 2016.

K. Ortmann **MOVED** to concur with the Executive Director's approval of the April monthly minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

K. Ortmann noted that there was discussion at the NH Association of Regional Planning Commission's Commissioner Convening that related to bonding for transportation projects.

d. FY 2017 Officers and Executive Committee Slate

C. Copeland explained that the current recommended slate of officers represents discussion by the Executive Committee over the past couple of months. She reviewed each member that would be continuing to serve on the E.C., their positions as officers, members, or alternates, and reviewed one new member from the City of Dover. B. Connor recognized K. Ortmann's efforts on the E.C. over the years.

A discussion ensued concerning roles of alternates versus regular members.

K. Ortmann **MOVED** to recommend the FY 2017 Officers and Executive Committee Slate to the full Commission. S. Kean **SECONDED** the motion, of which all were **IN FAVOR**.

e. Recommended FY 2017 Budget

T. Crosby shared that he reviewed and recommended the FY2017 Budget. C. Copeland shared that a large grant award SRPC has been waiting to put into place should be in process within the coming two months. This contract is related to transportation performance measure planning and is factored into the FY2017 budget.

C. Copeland elaborated on the project specifics for this grant award.

T. Crosby **MOVED** to approve the recommended FY2017 Budget to the full Commission. K. Ortmann **SECONDED** that motion, of which all were **IN FAVOR**.

3. Discussion

W. Burton opined that in addition to focusing on transportation it is important to look at the workforce in New Hampshire and how we can create an improved future workforce in the state. W. Burton gave an update on some of the legislative initiatives he is working on relative to tuition support and increasing the number of NH citizens who have a post-secondary education. He expressed interest in collaborating with SRPC on this effort. C. Copeland shared that each RPC would be working with NHOEP to develop population

projections and estimates through 2040. They may be useful for examining migration and population projections in the future.

A discussion ensued concerning partnerships for data exploration between RPCs and other entities.

4. Updates

a. Contracts and Project Updates- C. Copeland

C. Copeland reviewed a new grant agreement that SRPC secured to work on the potential impacts of sea level rise on groundwater supplies. She explained that many projects were closing as the 2016 fiscal year ends. She added that three new staff members were hired and would be starting within the next couple of weeks.

i. Continuity of Operations Plan- C. Copeland

This process is still ongoing.

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

V. Parmele gave an update on a bill to fund rail expansion in the state. The New England Rail Coalition held a conference in Boston which V. Parmele attended. A discussion ensued concerning rail and legislation in the state.

c. NHARPC Committee Update – K. Ortmann

i. LSR Update

K. Ortmann shared that the listing of the bills is included in the meeting packet. Another discussion ensued relative to the 65/25 initiative and other bills currently being reviewed.

K. Ortmann requested that a new SRPC representative be assigned the responsibility of attending the NHARPC meetings and reporting to the E.C. V. Parmele shared that she would take over this position.

K. Ortmann reviewed the activities at the second annual Commissioner Convening sharing that attendees completed a SWOT analysis relative to the future of RPCs in the state.

A discussion ensued concerning the SRPC Annual Meeting.

W. Burton shared that Durham has recently been recommended for multiple awards for planning efforts and documents in collaboration with work by SRPC.

d. Executive Director Review Committee

i. Subcommittee Update

K. Ortmann shared that the subcommittee would be meeting in early June. C. Copeland would be meeting with J. Nelson in the coming week. K. Ortmann explained that the Executive Committee is creating an employee agreement that could be used for an Executive Director of the organization. This process is ongoing

ii. Executive Director Review Calendar – C. Copeland

S. Sylvia explained that she made some minor changes requested by the Executive Committee.

5. Other Business

C. Copeland invited E.C. to view improvements to the office.

B. Connor requested that a photo of the E.C. be taken for the Commissioner's Handbook.

6. Adjourn

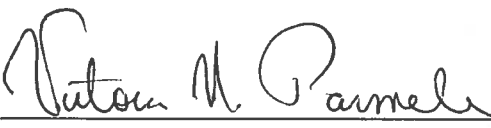
K. Ortmann **MOVED** to adjourn. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:00 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 6/17/16

By: 
Victoria Parmele, Vice Chair – SRPC Executive Committee