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Strafford Regional Planning Commission
Executive Committee Meeting
Conference Room 1A, 150 Wakefield Street
Rochester, NH 03867

FINAL Meeting Minutes
May 18, 2018

Members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Sandy Keans, Rochester; Judy Nelson, Rollinsford; Peter Nelson, Newmarket; Tony McManus, Dover

Guests: Martin Laferte, Farmington

Members absent: There were no members absent.

Staff present: Shayna Sylvia, communications and outreach specialist

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:05 a.m. Introductions were made around the room. Judy Nelson explained that this would be her last Executive Committee meeting as she is resigning from the Commission. Martin Laferte introduced himself, adding that he is Chair of the Strafford MPO Technical Advisory Committee (TAC) and is on several other committees in the Town of Farmington.

a. Appointment of alternates, if necessary

There were no necessary appointments.

2. Non-Public

a. RSA 91-A

A Non-Public session was not needed.

3. Action Items

a. Approval of the Minutes of April 20, 2018

Tony McManus **MOVED** to approve the Minutes of April 20, 2018, pending a review of the recorded minutes. J. Nelson **SECONDED** the motion. T. McManus noted that a vote may be missing from the minutes relative to Tom Crosby's participation via phone at

the April meeting. This was not the case. The motion **CARRIED**. All were **IN FAVOR**. S. Keans asked about banking authorizations, this will be covered later in the meeting.

b. Approval of the Nonpublic Minutes of April 20, 2018

J. Nelson **MOVED** to approve the Nonpublic Minutes of April 20, 2018. Peter Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

c. Recommendation of FY 2019 Executive Committee Officers, Members, and Alternates to the Full Commission

Shayna Sylvia explained that E.C. members received a memo in their packet with the proposed slate of officers for FY 2019. She noted that three Commissioners expressed interest including Marcia Gasses (Dover), Donald Hamann (Rochester) and Martin Laferte (Farmington). S. Sylvia added that M. Laferte is interested in serving as Vice-Chair and noted that SRPC requires officers, members, and alternates shall to have served at least two years as a SRPC Commissioner. This qualification may be waived if the prospective members has public service experience deemed equivalent to two years of service as a Commissioner. While M. Laferte has not been a Commissioner for two years, he is currently the Chair of the TAC Committee and is on multiple other Committees in Farmington.

J. Nelson asked for clarification on recommending the slate of officers and members to the full Commission. The slate is recommended with a noted Chair, Vice Chair, and Secretary/Treasurer. M. Laferte shared why he is interested in serving as Vice Chair of the Executive Committee including his involvement on the Planning Committee in Farmington and his interest in involving the town with what is happening on a regional level.

S. Keans **MOVED** to recommend the FY 2019 Executive Committee Officers, Members, and Alternates to the Full Commission. J. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

d. Acceptance of Draft April Financials

J. Nelson **MOVED** to accept the Draft April Financials. T. Crosby **SECONDED** the motion. S. Keans opined that the formatted budget with notes made the financials digestible and understandable. V. Parmele agreed. S. Sylvia noted that she would share this with Kathy Foster. A discussion ensued concerning purchase of equipment for new staff. S. Keans asked about the number of staffers currently employed. There are currently 10.

S. Keans questioned a budget note referring to the number of traffic count staff. In 2017 there were two teams of two for the field work season, which is opposed to previous years where there was only one team of two. A discussion ensued concerning the field work staff.

M. Laferte asked if there is a maximum number of employees of the organization. There is not, as the amount of employees changes with funding.

J. Nelson suggested that budget questions be directed to the new executive director Jen Czysz beginning in June.

S. Keans expressed concern with staff turnover. J. Nelson shared that J. Czysz is aware of this. A discussion ensued on staff turnover.

The motion **CARRIED**. All were **IN FAVOR**.

e. Banking Authorizations

S. Sylvia read K. Foster's recommendations for motions regarding banking authorizations for the organization.

i. Bank Signatory

T. Crosby **MOVED** to authorize J. Czysz as an additional signor on the account, effective May 29. S. Keans asked if Kyle Pimental would be removed as a signor. Currently the signatories are T. Crosby, V. Parmele, and K. Pimental. A discussion ensued concerning signors. He will be removed after May 29, 2018.

J. Nelson suggested that general language about signors be added to the succession plan. T. McManus suggested that titles be used instead of names so that a vote doesn't have to be taken each time there is a member or staff change.

J. Nelson suggested that J. Czysz report back to the E.C. at the June meeting explaining who the signatories are, and what their role is. This discussion will continue with the new executive director. The current policy to have two signors, one as the Executive Director and one as the Chair or Secretary/Treasurer, will remain in place.

T. McManus opined that a credit card should be in the name of the organization, not in the name of an employee of the organization.

A discussion ensued on financial controls and organizational policies.

The motion **CARRIED**. All were **IN FAVOR**.

ii. Credit Card Limit

J. Nelson **MOVED** to approve a 10,000 limit for the credit card to be issued to a guarantor of Strafford Regional Planning Commission. T. Crosby **SECONDED** the motion. J. Nelson asked if each card has a 10,000 limit, which it does not. The 10,000 limit would be split among the amount of cards the organization chooses to have. A discussion ensued concerning the amount of cards the organization will have. This will be decided by J. Czysz. J. Nelson asked T. Crosby about the 10,000 limit. He said this limit works.

The motion **CARRIED**. All were **IN FAVOR**.

iii. **Additional Cardholder**

J. Nelson **MOVED** to authorize J. Czyns as an additional cardholder, effective May 29, 2018. T. Crosby **SECONDED** the motion. T. McManus voted **NO**. The motion **CARRIED**.

iv. **Signor on the Line of Credit**

T. Crosby **MOVED** to approve J. Czyns as a signor on the line of credit, effective May 29. T. McManus **SECONDED** the motion, of which all were **IN FAVOR**.

4. **Discussion**

a. **DRAFT FY2019 Budget**

S. Sylvia shared that K. Pimental, K. Foster and J. Czyns are working on the budget. This draft FY 2019 budget will be brought to the E.C. at the June meeting.

b. **Signing Limits – using one versus two signors**

T. Crosby suggested that the current policy to have two signors remain. This item will be tabled until the June meeting.

5. **Other Business**

S. Sylvia noted that Rachael Mack's last day is May 18. P. Nelson asked if R. Mack was the principle individual maintaining the MapGeo database, which she is. S. Sylvia suggested that P. Nelson talk with R. Mack and K. Pimental following the E.C. meeting. A discussion ensued concerning staff attendance at the E.C. meeting. A discussion ensued concerning the opening GIS position and involvement from the new executive director, J. Czyns.

S. Keans and T. McManus will also be leaving the Executive Committee come July.

6. **Adjourn**

T. Crosby **MOVED** to adjourn the meeting. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 6/15/18
By: Victoria M. Parmele
Victoria Parmele, Chair – SRPC Executive
Committee