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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
November 20, 2015
Community Center Conference Room #1A
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Vice Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Bob Jaffin, Rochester;

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

Members Absent: Chair Brian Tapscott, Somersworth; Sandra Keans, Rochester; Alternate Wayne Burton, Durham; Alternate Judy Nelson, Rollinsford

1. **Welcome/Introductions**

Vice Chair Victoria Parmele welcomed the group. The meeting began at 8:05 AM.

2. **Actions Items**

a. **Approval of Minutes of October 16, 2015**

V. Parmele asked for a motion to approve the minutes of October 16, 2015. K. Ortmann **MOVED** to approve the minutes. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**. The minutes were approved.

b. **Acceptance of DRAFT October Financials**

C. Copeland reviewed the draft October Financials. K. Ortmann asked about totals for the AR/Aging Summary. This was clarified. C. Copeland shared that T. Crosby has reviewed the financials.

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

C. Copeland shared that she would like to review her FY2015 goals document with the group before they enter into the non-public session.

c. **Concurrence with the October and November Monthly Minors**

C. Copeland reviewed the October and November Monthly Minors. C. Copeland explained that there were time constraints on the approval of the funding changes for the October Minors. E.C. members were sent these changes via email and given a chance to comment before they were sent to NHDOT. C. Copeland elaborated on the changes in funding for the Newmarket-Durham 108 Road Shoulder/Bike Shoulder improvements and how this project is currently delayed. She shared that she would contact Ron Grandmaison and ask him for an update on this project. She suggested inviting him to the TAC or Policy meeting to discuss the project. A discussion ensued concerning this project.

C. Copeland reviewed changes in the Farmington project. She explained changes in the Newington-Dover project, another project in Newmarket, and a change in statewide projects. K. Ortmann asked for clarification on the timeline for minors approval, as the approval letter was already sent to NHDOT. K. Ortmann expressed concern that the Executive Committee is not fulfilling their obligation to concur with the Executive Director's approval if the minors are due for approval before the E.C. meeting. He added that this forces E.C. members to concur via email, which would constitute a meeting unallowable due to Right to Know laws. A discussion ensued concerning this process.

It was decided that this issue could be avoided by changing the language presented on the minors form, which derives from the Strafford MPO Prospectus.

K. Ortmann **MOVED** to concur with the Executive Director's approval of the October minors with the change in language to the letter. T. Crosby **SECONDED** the motion. The motion carried.

C. Copeland explained the November Minors. This included two statewide projects. K. Ortmann **MOVED** to concur with the Executive Director's approval of the November minors with the change in language to the letter. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

C. Copeland noted that B. Connor had submitted corrections to the 2013 CEDS Annual Update. He also submitted comments concerning the SRPC Code of Conduct for the Commission. A discussion ensued concerning this organizational document which was approved at the July 17, 2015 Executive Committee meeting. It was decided that this could be reviewed at for revision in a future meeting.

3. **Non-Public**

Cynthia reviewed her FY2015 Goals document explaining her progress over FY2015 and gave the Executive Committee the chance to comment and ask questions if they had any.

K. Ortmann **MOVED** to enter a non-public session per RSA 91-A; 3 II (a). The Executive Committee entered a non-public session via roll call vote of V. Parmele, B. Jaffin, T. Crosby, B. Connor, and K. Ortmann.

a. **Personnel, RSA 91-A; 3 II (a)**

A Non-Public session was conducted.

T. Crosby **MOVED** to end to the Non-Public session. The Executive Committee exited out of a Non-Public session via roll call vote of V. Parmele, B. Jaffin, T. Crosby, B. Connor, and K. Ortmann.

4. **Discussion**

a. **Commissioner Survey Results**

C. Copeland referred back to the conversation regarding the Commissioner Survey at the October meeting. One of the items covered, changing meeting times, was implemented with the November 19th Commission meeting. C. Copeland opined that the timeframe for the meeting seemed to work well. The Commissioners present agreed. The Committee recognized Cynthia and Colin for the Veteran's recognition. The group began to discuss speakers for the next Commission meeting. B. Jaffin opined that education could be focused on at the annual meeting. A discussion ensued concerning speakers and Commission meetings. B. Jaffin suggested inviting the new NHDOT Commissioner, Victoria Sheehan, to give a presentation on her first 100 days as Commissioner.

A discussion ensued concerning the presentation by Eversource at the Commission meeting.

The group covered one more area of the survey. B. Connor addressed the question concerning requirements for E.C. and the Commission. B. Connor opined that the group had already covered this at prior meetings, and had found a way to leave the requirements up to the discretion of the Executive Committee as a whole. This could be implemented through rewording the requirements. V. Parmele expressed that training would be helpful for new and existing E.C. members, especially concerning the financials.

K. Ortmann excused himself from the meeting due to an obligation.

B. Jaffin opined that this type of training suggested by Victoria could be used as a prerequisite for participation on the Executive Committee. B. Jaffin suggested that a potential training program be presented to the Executive Committee for review.

b. Commission Meeting Schedule

This item was covered above.

5. Updates

a. Contract Updates

C. Copeland explained that Strafford MPO is waiting to have incoming SHRP2 funds approved by NHDOT. This will hopefully be approved in late December.

She shared that a Data Analyst has been hired and will be starting soon. This individual will be working in UPWP until the SHRP2 contract is approved.

Cynthia added that the organization has six new contracts since the E.C. met in September.

b. NH Rail Transit Authority

B. Jaffin explained that the NHRTA is not currently in existence. C. Copeland shared that S. Sylvia had replied to David Preece concerning an SRPC spot on the new advisory board for the NHRTA. B. Jaffin would be the appointee, with V. Parmele as an alternate. A discussion ensued concerning the new NHRTA.

c. NHARPC Committee Update

There was no update.

d. Executive Director Review Calendar

The Executive Committee is on track for their review schedule. B. Connor shared that he would like a copy of the review calendar in the meeting packet for every meeting.

6. Other Business

The Executive Committee members reported that they had come up with a strategy for completing the Executive Director's review and shared this strategy. They asked that the Executive Director draft a succession plan for the next review date in April. C. Copeland shared that this would not be feasible for the April time frame. She shared she would have the draft Emergency plan ready in April. B. Connor asked if C. Copeland could share information about

her vacation time, sick time, salary over the years, and other benefits. The Executive Committee would like to have that information before the April review.

B. Jaffin asked if the plan could be titled a 'Continuity of Operations' plan. C. Copeland replied that she would title the plan as suggested.

7. **Adjournment**

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

The meeting adjourned at 10:45 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on December 17, 2015

By:  _____

Brian Tapscott, Chairman – SRPC Executive Committee

