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FINAL MEETING NOTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
November 17, 2017
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Victoria Parmele, Northwood; Sandy Keans, Rochester;

Members Absent: Tom Crosby, Secretary/Treasurer, Madbury; Judy Nelson, Rollinsford; Tony McManus, Dover; Peter Nelson, Newmarket; Brian Tapscott, Somersworth

Staff Present: Cynthia Copeland, executive director; Shayna Sylvia, communications & outreach specialist;

1. Welcome/Introductions

Chairperson Victoria Parmele began the meeting at 8:18 a.m. There was no quorum.

a. Appointment of alternates, if necessary

There were no necessary appointments.

2. Action Items

There was no quorum, so no action could be taken on the agenda items.

a. Approval of the Minutes of October 20, 2017

There were no changes to the minutes.

5. Other Business

Sandy Keans asked about the additional meeting materials that were sent out to members via email. Shayna Sylvia explained that she sent out the most recent version of the "2018 SRPC Operational Procedures" which will be changing over the next several months, as they are being executed and modified in collaboration with NHDOT.

S. Keans shared that she has seen SRPC's ad for auditing services. She believed the ad was for the current financial consultant Kathy Foster's position. It was not. Cynthia Copeland added the SRPC must go out to bid every three years for auditing services for a period of three weeks per the federal regulations. The organization is also out to bid for a new server. C. Copeland explained that SRPC will need to go out to bid for K. Foster's position per the new procurement procedures. S. Keans expressed concern over hiring

a new bookkeeper when K. Foster is doing such a great job in her current position. C. Copeland discussed the requirements for the proposal process and NHDOT's role. A discussion ensued about billing process with NHDOT.

C. Copeland shared that she and K. Foster attended a National Association of Development Organizations (NADO) webinar for how to develop an indirect cost rate, which has assisted with the development of the FY 2019 indirect cost rate. This webinar was recorded and is available to staff. The FY 2017 rate was adjusted and has been approved by the Executive Director. The next step is for the organization to request the funds left over from the FY 2016 – FY 2017 UPWP contract.

Both S. Keans and V. Parmele reiterated their concern about replacing K. Foster and applauded her work over the years. C. Copeland also praised K. Foster's work.

2. Action Items

b. Acceptance of Draft October Financials

C. Copeland reviewed the financials and noted the differences in fixed assets between FY 2017 and FY 2018. C. Copeland explained that the citizen's bank account is closed. The organization will keep their credit card at Citizen's Bank.

C. Copeland updated members on the doubling of reimbursement payments on an organizational loan. She explained the notes on the aging, which show payment dates from partner organizations. It was noted that the Town of Northwood had fired their town administrator. This information was shared considering SRPC's contract with the Town for planning consultation services; there has been no change in services provided.

C. Copeland reviewed changes in contracts, including contracts which are closing and beginning. She shared that Farmington, Lee, Rollinsford and Northwood have signed up for MapGeo. C. Copeland explained the match for EDA funding. It was noted that SRPC was in the budget to work with the Town of Durham on zoning changes. This will be verified.

C. Copeland explained that the actual versus budget comparison report on the financials is new and was recommended by the auditor. C. Copeland opined that she and K. Foster prefer to adjust the budget over the year. However, budget revisions are not made per prior Executive Committee action. This makes an actual versus budget comparison challenging.

time and that the process requested by the auditors is different.

C. Copeland reviewed the net income for the year and stated that the organization is in good shape.

c. Concurrence with November Monthly Minors

C. Copeland explained that there is one statewide project which has a funding change in construction. The change was a small technical change. V. Parmele asked about the Route 108 Durham-Newmarket project. A discussion ensued concerning the project timeline.

d. Concurrence with Amended SRPC Procurement Procedures

C. Copeland explained the process for changes to the "2018 SRPC Operational Procedures" including the procurement procedures. She shared that this document was modified from a template provided by another planning commission, and was recently edited by Ken Mayo.

S. Keans asked how the "2018 SRPC Operational Procedures" compares to other regional planning commissions' (RPC) procedures. C. Copeland responded that SRPC's document is more extensive and is in compliance with federal and state regulations. A discussion ensued about the RPCs having consistent procedures and working together.

C. Copeland shared that a conflict of interest statement must be included in the "2018 SRPC Operational Procedures." This is being developed.

e. Concurrence with Amended 2018 SRPC Operational Procedures

This item was combined with item d, where most of the discussion took place.

5. Other Business

C. Copeland explained House Bill 1616, which would allow RPCs to accept funds from governmental sources, with the restriction that funding sources from governmental sources outside of the state receive prior approval from the general court. A discussion ensued concerning this bill and the repercussions this would have for RPCs. S. Keans opined that it would negatively affect NHDOT as well. The process by which this bill would be enforced was discussed. S. Keans suggested that MPO committee members contact their legislators to express concern.

3. Discussion

a. Executive Director Subcommittee (EDS)

i. Progress report

There was nothing to report at this time.

4. Updates

a. Contract and Project Updates

This was covered during the review of the Draft October Financials.

6. Adjournment

The meeting adjourned at 9:00 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 12/15/17
By: Victoria M. Parmele
Victoria Parmele, Chair
SRPC Executive Committee

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