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MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
October 21, 2016  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH

**Members Present:** Vice Chair Bill Connor, Somersworth; Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bob Jaffin, Rochester; Alternate Tony McManus, Dover; Alternate Wayne Burton, Durham

**Staff Present:** Cynthia Copeland, Executive Director; Rachel Dewey, Data Analyst, Colin Lentz, Regional Transportation Planner

**Members Absent:** Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Judy Nelson, Rollinsford

1. **Welcome/Introductions**

Vice Chair B. Connor welcomed the group. The meeting began at 8:02 AM.

a. **Appointment of alternates, if needed**

B. Tapscott **MOVED** to appoint Alternate Tony McManus to a voting member for the duration of the meeting. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

2. **Action Items**

a. **Approval of Minutes of September 16, 2016 Executive Committee Meeting**

B. Tapscott **MOVED** to approve the September 16, 2016 minutes. T. McManus **SECONDED** the motion. All were **IN FAVOR**. The motion **CARRIED**.

b. **Acceptance of Draft September Financials**

C. Copeland shared that September was the end of the first quarter of FY2017. She reviewed the current financials explaining different line items as necessary. Grant Finder was renewed and the payment cycle for SRPC's server was completed. C. Copeland discussed billing with NHDOT and with the SHRP2 project.

C. Copeland explained the profit and loss statements. She reviewed the remaining reports in the financials.

B. Tapscott **MOVED** to accept the draft September financials. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

**c. Concurrence with October Monthly Minors**

C. Lentz joined the meeting to review the October Monthly Minors. He gave a detailed review of projects within the region, in addition to statewide projects. He explained changes in the Transportation Alternatives Program (TAP) and Road and Weather Information Systems. C. Copeland asked C. Lentz to provide copies of the PL funds memo to the group for further discussion.

T. McManus **MOVED** to concur with the October Monthly Minors. B. Tapscott **SECONDED** the motion. All were **IN FAVOR**. The motion **CARRIED**.

**d. Approval of SIMPLE IRA Employer Contribution for CY2017**

C. Copeland reminded the Committee that SRPC's pension plan is a SIMPLE IRA. She explained that the Executive Committee is tasked with approving the rate at which the Commission matches employee savings.

T. McManus asked if this is a continuation of the current rate and process. C. Copeland explained that it was. T. McManus **MOVED** to approve the 3% match rate for SRPC's Simple IRA program. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

C. Copeland noted that all staff members are currently enrolled in this program.

**e. Approval of FY2017 Billing Rate Structure**

C. Copeland reviewed the FY2017 Billing Rate Structure document highlighting each position and rate. C. Copeland reminded the group of the changes they made to the billing rate last year and explained that a different process needed to be used for this year considering specific contracts. The structural position changes have allowed SRPC to better organize staffing levels. The rate for non-dues communities would be a \$5 increase from the rate for the dues paying communities, which is different from last year's difference of 10%. B. Connor asked for clarification on this, and C. Copeland explained. W. Burton asked for C. Copeland to clarify what the billing rate reflects in terms of hourly, fringe, etc. A discussion ensued concerning how these rates are calculated.

B. Tapscott **MOVED** to approve the FY2017 Billing Rate Structure. W. Burton **SECONDED** the motion, of which all were **IN FAVOR**. The motion did not carry.

**f. Approval of Draft Value Statement**

The Draft Value Statement is close to being finalized. This item was tabled as B. Jaffin was not present at the sub-committee meeting to share his input. The statement will be brought to the Executive Committee in November.

The Continuity of Operations plan group met this week to move that effort forward.

B. Connor asked about the Executive Director Review Calendar and the Organizational Calendar. He asked that the confirmation of appointment process which occurs prior to each new fiscal year for E.C. membership be added to the organizational calendar.

### 3. Discussion

#### a. Executive Director Draft FY2017 Goals

##### i. Executive Director Review Subcommittee – J. Nelson

C. Copeland gave an update on what the review committee discussed. The Subcommittee was assisting on other organizational matters in addition to working on the value statement.

### 4. Updates

#### a. Contracts and Project Updates- C. Copeland

C. Copeland explained the process for creating the new UPWP contract and the relation with the MPO's receipt of PL funds. PL funds are distributed based on a negotiations between the NHDOT and the MPOs within the state. C. Copeland explained the history and process behind the allocation of PL funds. The final allocation is still being negotiated. C. Copeland explained how urbanized areas play into allocation.

C. Copeland noted that the EDA short term planning grant contract is being processed. This contract will require 50% match. C. Copeland explained some ideas concerning securing match for this contract.

C. Copeland shared that M. Sullivan submitted his resignation and that he took a job as the Director of Planning and Development for the Town of Wolfeboro. M. Sullivan will be contracting with Northwood through the end of the calendar year.

B. Tapscott **MOVED** to recess. B. Jaffin seconded the motion, of which all were **IN FAVOR**.

The meeting recessed at 8:58 pm.

B. Tapscott **MOVED** to reconvene the meeting. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting reconvened at 10:30 am.

**b. NH Rail Transit Authority – B. Jaffin**

B. Jaffin shared that he is now on the advisory board for the NH Rail Transit Authority. There is still a strong focus on the capitol corridor. B. Jaffin shared that there is success with rail in the knowledge corridor, in and around Vermont and parts of NH. B. Jaffin explained that he is a study coordinator for TRANSCAER (Transportation Community Awareness and Emergency Response).

Discussion ensued concerning free training for first responders related to rail. B. Jaffin opined that anyone with active rail in their community should express interest. The group discussed train accidents and taking a pro-active approach. B. Connor asked B. Jaffin to put together information to send to municipal officials.

Interest in rail in the region and state was discussed.

**c. NHARPC Committee Update – V. Parmele**

There was no meeting to report on.

**d. Executive Director Review Calendar – C. Copeland**

The calendar will be updated for the next meeting.

**5. Other Business**

6. *Local Solutions for the Strafford Region, which defines who we are*, is the title of our regional master plan.

There was no other business.

**7. Adjourn**

S. Keans **MOVED** to adjourn the meeting. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 10:53 am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on 11/18/2016

By:   
Bill Connor, Vice-Chair – SRPC Executive Committee