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NEWMARKET  
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ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
October 18, 2013  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH**

**Members Present:** Chairman Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester; Secretary/Treasurer Tom Crosby, Madbury; Alternate, Ed Jansen Jr., Rollinsford; Vice Chair Victoria Parmele, Northwood; Kenn Ortmann, Rochester

**Staff Present:** Cynthia Copeland, Executive Director and Shayna Sylvia, Community Outreach Intern

Chairman B. Tapscott welcomed everyone. The meeting began at 8:00am.

**1. Welcome/Introductions**

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

**2. Action Items-Motion Required**

**a. Approval of Minutes of Septemeber 20, 2013 Executive Committee Meeting**

T. Crosby **MOVED** to approve the minutes. B. Jaffin **SECONDED** the motion. All were in favor.

K. Ortmann was not present for the initial vote and commented on two technical changes that needed to be made to the minutes. Changes were made on the paper copy and are to be made on the digital copy of the minutes. K. Ortmann **MOVED** to approve the amended minutes. T. Crosby **SECONDED** the motion, which passed unanimously.

**b. October Monthly Minor Revisions**

C. Copeland reviewed the October Monthly Minor Revisions, which included budget changes to elevator and sky bridge connection with historic mill building project in Newmarket. K. Ortmann questioned whether Newmarket was okay with this change. C. Copeland shared that Newmarket requested this change and recommended the Executive Committee accept the changes as proposed. K. Ortmann **MOVED** to endorse the recommended changes. V. Parmele **SECONDED** the motion, which passed unanimously.

**c. Approval of SRPC Billing Rate Structure for FY2014**

C. Copeland explained that the Billing Rate Structure is an Executive Committee function only and does not need to be brought to the full commission. K. Ortmann **MOVED** to approve the SRPC Billing Rate Structure for FY2014. B. Jaffin **SECONDED** the motion, which passed unanimously.

Chair B. Tapscott introduced agenda item number three.

**3. Discussion**

**a. SRPC Executive Director Goals**

C. Copeland reviewed goals achieved during FY2013. Review included information on contracts, expenditures, and closeouts. She highlighted SRPCs move into the digital age, public outreach for the SRPC master plan and work with the advisory team, recruitment of interns, Marilyn Barton's HR certification and training, and submittal of multiple grants. B. Tapscott asked for total of grants received in FY 2013-FY2014. C. Copeland reviewed the amounts.

B. Connor questioned the date of Tammy Butt's termination. C. Copeland responded that it occurred in June.

C. Copeland reviewed goals to strive for in FY2014. C. Copeland discussed SRPC's goal of gaining an EDD designation for the Strafford Region, and how SRPC is currently working with the Governor's Staff for review of the draft application, which will undergo legal review. She explained what the EDD grant will mean for communities, and how this title allows communities to apply for any EDA grant at any time independent of other qualifications. Other goals discussed included the completion of the draft regional master plan, with REMI and Community Viz scenario planning; and completion of Transportation Planning Review with commendations. In relation to the economic scenarios being processed through the REMI software, B. Connor asked who the chair of the CEDS committee was. C. Copeland responded that there is no chair, and the committee works collaboratively. K. Ortmann questioned the purpose of the scenario planning. C. Copeland explained the significance of the projects, and used the example of a scenario with Granite State Business Park, which could show how an increase in jobs could affect the economy in the region over several decades.

C. Copeland elaborated on goals for transportation funding citing a possible increase in tolls that would be used to fund projects like the Dover side of the Little Bay Bridges, the complete streets upgrade to 108, and Exit 10. T. Crosby asked if the money would stay in the region. C. Copeland explained the money would mostly likely be evenly distributed across the state. K. Ortmann questioned listing funding for these projects as a goal when SRPC doesn't have control over the project. S. Keans agreed. The update to the Metropolitan Transportation Plan and its tie in with the Granite State Future project and the transportation appendix of the master plan was discussed, as well as the Broadband plan and its completion by December 2014.

SRPC's contract with K. Foster was discussed.

Potential grant opportunities with Brownfields and Local Source Water for Rochester were discussed. V. Parmele asked about whether local source water grants provided money for community Master Plans, C. Copeland responded that the money could only be used directly for protection of the quality and quantity of the source water that a municipality uses for their community. C. Copeland addressed the NADO assessment and the goal to have it finished by June 2014.

The next goal included updates to the website, including the addition of GIS online features. Other goals included updates to the employee handbook by M. Barton, and continuation of community assistance via the American Planning Association (APA) webinars SRPC is offering. There was a brief discussion on the webinars, who is invited/who the audience is, and if the content is available after the scheduled webinar.

The need for updated office hardware was discussed, as well as protocol for administrative function. B. Jaffin questioned the goals document nomenclature and purpose. A discussion ensued between C. Copeland and B. Jaffin about the goals and the difference between organizational goals and Executive Director goals. K. Ortmann shared his thoughts on the goal document and how it is useful in assessing SRPC accomplishments. V. Parmele commented on the defining of more specific goals, and how that might be useful. Further discussion ensued. E. Jansen commented on how a key goal for SRPC should be to help communities understand the importance of membership and supporting our planning commission. T. Crosby agreed with this goal. B. Jaffin shared his thoughts on combining some of the goals. K. Ortmann added that the goals should be constructed so that the communities are the audience, not SRPC.

**b. Executive Director Review**

B. Tapscott shared that the Executive Director review committee had met twice, and is planning a meeting for next week. C. Copeland expressed her interest in attending and a discussion ensued concerning meeting times and purpose of the meeting.

K. Ortmann **MOVED** to recess, B. Jaffin **SECONDED** the motion.

Recess began at 9am.

Recess ended at 10:11am.

Chair B. Tapscott resumed the meeting.

**b. Executive Director Review**

The type of format that will be used for the Executive Director review was discussed.

**a. SRPC Executive Director Goals**

The format of the Goals document was discussed. C. Copeland explained that she would like to format/finalize the goals by meeting with the Assessment Committee.

Chair B. Tapscott introduced the next agenda item.

**c. Continuation of the SRPC assessment exercise**

Before addressing the SRPC assessment C. Copeland reviewed the financials, explaining a few new components and asking if anyone had any questions or comments.

C. Copeland shared that the Vermont approach is being used as a guide. She explained that at the NHARPC retreat, two individuals from Vermont shared their experiences with the assessment. The consultants involved in the VT process are coming to NH to do a similar assessment in November. This will include interviewing up to 33 state agencies and partners. Questions will be focused on the value of RPCs, what is working, and what isn't.

K. Ortmann addressed that it will be good feedback to know how the RPCs are seen by outside people, organizations, and communities. C. Copeland addressed K. Ortmann's idea to bring this assessment to the full commission, and how this would occur. B. Connor shared that the last full commission meeting did not have great attendance, and so the big question would be how to get everyone to complete the assessment.

A discussion ensued about the best way to complete this assessment and when. Concerns were addressed about getting individuals to participate and whether or not location plays a factor. The idea of having an additional yearly commission meeting was discussed C. Copeland addressed the constraints with having an extra meeting as compared with the required meetings. B. Jaffin opined that another meeting for

completing the assessment would be useful. K. Ortmann shared that another meeting would be useful in helping communities and partner organizations to better understand SRPC and their connection to economic development. A discussion ensued including what this type of meeting would look like, and the potential for hosting the meeting at a local business such as TURBOCAM or NH North Coast. Staff workload was discussed as a factor for why it would be challenging in the near future. K. Ortmann opined that it is important to engage our communities and create incentive for them to complete the organizational assessment. It was suggested that a smaller group could be formed to work out the details for an additional meeting to get our communities engaged in our organization. C. Copeland suggested engaging individuals with focus interviews. A discussion ensued concerning a fifth meeting, the assessment, and the goals document.

The Executive Director Assessment Committee agreed to address this issue further at their meeting next Friday.

S. Keans asked if it was now a goal to reach out to the communities that are not currently participating. V. Parmele and C. Copeland agreed that this was an appropriate goal. It was discussed that this type of event could be a means to a goal.

#### **4. Update**

##### **a. NH Rail Authority and New England Rail Coalition-S.Keans**

There was no update at this time. S. Keans addressed positive happenings at PANAM. B. Jaffin addressed the TIGER grant and the repairs that will be done to the tracks. He shared it would be a great time to engage individuals in passenger rail. B. Jaffin readdressed the purpose of holding an event and whether it was to engage individuals in our communities to gauge their understanding of SRPC, or the actual communities we work with. B. Jaffin questioned whether the potential event discussed would be able to take place in the current fiscal year. C. Copeland replied that there needs to be some way to get the other commissioners to complete the assessment, whatever the means. C. Copeland shared that focus interviews work really well. V. Parmele agreed saying that it also would give SRPC a chance to offer training as well. A discussion ensued about holding a meeting at NHNC, the lack of participation from commissioners, and how to get them to participate. B. Jaffin asked if there was value in inviting the appointing officials, like the city council. C. Copeland responded that it has been done in the past, and K. Ortmann added that they are all invited to the annual meeting.

B. Tapscott asked if Somersworth could have two representatives for TAC. C. Copeland responded that any community or organization could have an alternate.

##### **b. NHARPC Committee Update**

K. Ortmann shared that the next meeting is scheduled for November, and will look at bills that have made it into the legislative process, and those that specifically affect NHARPC. B. Jaffin shared that he is on a subcommittee to work on a mission statement, and that further work needs to be done on the NHARPC bylaws as well.

K. Ortmann shared the concern of the association in that there is low participation. The committee would like more commissioner support and participation. Participation and roles of the NHARPC were discussed. V. Parmele asked whether commissioners have been encouraged to be involved and expressed interest in attending. K. Ortmann explained the number of commissioners each RPC is able to have, and said he would share when the next meeting was so those Commissioners interested could attend. B. Connor shared that he has looked at the bylaws and minutes from all the meetings. K. Ortmann shared his appreciation of B. Jaffin's involvement.

C. Copeland shared her role in organizing the exhibit table at the NH Municipal Association Conference. K. Ortmann shared that this annual conference includes sessions and exhibitors and that NHARPC has been invited. C. Copeland shared that Matt Sullivan is presenting about outreach at this conference including what we have heard through both regional and statewide RPC regional master plan outreach efforts.

B. Connor commented on the bills being addressed by NHARPC and the role of that Nancy Johnson has in this process. Nancy Johnson was hired to track what is going on in the legislature as far as bills for the NHARPC.

## **5. Other Business**

C. Copeland shared that she was reappointed to LCHIP. She added how a committee met to review historic resource projects applying for LCHIP funds. The natural resource review group met a week prior. She encouraged the committee to apply to be part of this process for the next term, if interested. S. Keans asked how the application for grants met up with the available funds. C. Copeland shared that this was not determined as the total amount available for projects has not been finalized. B. Connor questioned the process for scoring projects. C. Copeland described the process, which is on the LCHIP website.

## **6. Adjournment**

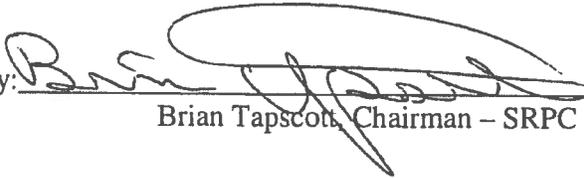
K. Ortmann **MOVED** to adjourn, E. Jansen **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 11:26 am.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Community Outreach Intern

Minutes approved on October 18, 2013

By:   
Brian Tapscott, Chairman – SRPC Executive Committee