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SOMERSWORTH  
STRAFFORD  
WAKEFIELD

FINAL MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
September 15, 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; Judy Nelson, Rollinsford; Tony McManus, Dover; Alternate Peter Nelson, Newmarket

**Staff Present:** Cynthia Copeland, executive director; Shayna Sylvia, communications & outreach specialist; Colin Lentz, regional transportation planner

**Members Absent:** Brian Tapscott, Somersworth; Secretary/Treasurer Tom Crosby, Madbury;

## 1. Welcome/Introductions

Chairperson Victoria Parmele welcomed the group. The meeting began at 8:10 a.m.

### a. Appointment of alternates, if necessary

Judy Nelson **MOVED** to appoint Peter Nelson as a voting member for the duration of the meeting. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

## 2. Actions Items

### a. Approval of the Minutes of August 18, 2017

Sandy Keans **MOVED** to approve the minutes of August 18, 2017. Peter Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of the Draft August Financials

J. Nelson **MOVED** to accept the Draft August Financials. T. McManus **SECONDED** the motion.

Cynthia Copeland reviewed the financials and explained closeouts and possible contract extensions. This included the end of the Partnering for Performance New Hampshire (PFPNH) project. A discussion ensued concerning outstanding bills, and processes being implemented to ensure a backup system for payments not received in a timely manner.

In explaining the UPWP budget, C. Copeland shared that data & collection analyst Derrick Bartlett resigned from SRPC as he had another employment opportunity. She added that the other three data collection & analysis assistants have applied for a permanent position with SRPC.

C. Copeland notified members that the process to change banks is moving smoothly. V. Parmele asked about the outcome on the indirect cost rate discussions. The indirect cost rate letter has not been sent or finalized by NHDOT. The auditors are waiting for this information in addition to information about procurement. Due to the lack of this information being provided to the auditors to date, the organization may be receiving a management letter. The organization has not received a management letter within the past couple of years.

A discussion ensued concerning who to contact regarding the indirect cost rate and procurement information not being provided. S. Keans **MOVED** to support and encourage the Executive Director to take all necessary action to closeout FY2016-2017 UPWP agreement including the indirect cost rate adjustment. J. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

P. Nelson asked about the line of credit and whether it needs to be utilized yet. C. Copeland stated it is still being processed.

C. Copeland explained Strafford UPWP's agreement with the NHDOT and the other types of LPA contracts the DOT has. A discussion ensued concerning Strafford's UPWP agreement with the NHDOT.

All were **IN FAVOR** of accepting the Draft August Financials. The motion **CARRIED**.

P. Nelson asked if executive director C. Copeland could notify the Executive Committee when the organization finds a need to use the line of credit. C. Copeland agreed that the executive director would notify the E.C. if and when this happens.

#### **c. Concurrence with August Monthly Minors**

C. Lentz reviewed changes in project funding. Funding changes occurred for several statewide projects, in addition to a local project in Rochester at Walnut Street and 202A. C. Lentz also reviewed projects relative to flooding hazard mitigation, and signals and timing, which are projects within the STIC project category. A discussion ensued concerning the signal and timing research being conducted in Dover.

P. Nelson recommended that changes displayed in the minors could be in bold or a different color so that E.C. members could more easily recognize the changes. C. Lentz agreed that this would help and he would do this.

J. Nelson **MOVED** to concur with the Executive Director's approval of the August Monthly Minors. Tony McManus Crosby **MOVED** to second the motion

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

**d. Appointment of Vice-Chairperson**

V. Parmele asked for a motion to appoint a Vice-Chairperson. C. Copeland explained the slate of officers at the beginning of FY2018 and the changes that have occurred.

J. Nelson **MOVED** to appoint Peter Nelson to become a full member of the Executive Committee for FY2018. T. McManus **SECONDED** the motion, of which all were **IN FAVOR**.

The E.C. did not appoint a Vice-Chairperson.

**3. Discussion**

**a. Executive Director Subcommittee (EDS)**

**i. Progress report**

J. Nelson stated that the EDS would be setting up a meeting with the Executive Director in the coming week.

C. Copeland explained that the Operating Procedures for FY2018 are in place. Future changes will be provided to the members of the Executive Committee. These policies have been provided to the auditors, staff and E.C. members.

**4. Updates**

**a. Contract Updates**

C. Copeland shared that she would be making a decision in the next two weeks regarding the five staff members that are currently in temporary positions.

**5. Other Business**

There was no other business.

**6. Adjournment**

J. Nelson **MOVED** to adjourn the meeting. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:00 a.m.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on 10/20/17

By: Victoria M. Parmele  
Victoria Parmele, Chair  
SRPC Executive Committee

