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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
September 16, 2016
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Victoria Parmele, Northwood; Vice Chair Bill Connor, Somersworth; Secretary/Treasurer Tom Crosby, Madbury; Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bob Jaffin, Rochester; Judy Nelson, Rollinsford; Alternate Tony McManus, Dover

Staff Present: Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist, Colin Lentz, Regional Transportation Planner

Members Absent: Alternate Wayne Burton, Durham

1. **Welcome/Introductions**

Chairperson V. Parmele welcomed the group. The meeting began at 8:00 AM.

2. **Action Items**

a. **Approval of Minutes of August 19, 2016 Executive Committee Meeting**

B. Tapscott **MOVED** to approve the August 19, 2016 minutes. T. Crosby **SECONDED** the motion. V. Parmele asked if any members had comments. B. Connor made a correction to the minutes which involved adding the last name of two of the SRPC staff members mentioned in the minutes. All were **IN FAVOR**. The motion **CARRIED**.

b. **Acceptance of Draft August Financials**

C. Copeland asked the Committee if the format of the financials worked for the group. T. Crosby opined that the current setup of the financial notes worked well. C. Copeland shared information about outstanding dues invoices. B. Connor inquired about the consulting services being utilized for the Brownfields contract. T. Crosby **MOVED** to accept the draft August financials. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with September Monthly Minors

C. Lentz joined the meeting to review the September Monthly Minors. He gave a detailed review of projects within the region, in addition to statewide projects. He explained the reasons for funding changes and shifting. A discussion ensued concerning the Newington-Dover Bridge project. C. Lentz explained the rest of the listed projects. B. Connor **MOVED** to concur with the September Monthly Minors. T. Crosby **SECONDED** the motion. B. Tapscott explained that there was an error with the title of the monthly minors document. This will be corrected. All were **IN FAVOR**. The motion **CARRIED**.

d. Approval of FY2017 Billing Rate Structure

This item was tabled as SRPC is still waiting on NHDOT's indirect cost rates. The contract language for new SRPC contracts is being adjusted so that the new billing rates can be incorporated as they become finalized.

3. Discussion

a. Executive Director Draft FY2017 Goals

i. Executive Director Review Subcommittee – J. Nelson

J. Nelson gave an update from the Executive Director Review Committee concerning their meeting schedule and the creation of a values statement. The draft values statement will be brought to the Executive Committee in October for approval.

1. Use of Vacation Time

B. Connor asked if the committee will be addressing use of vacation time for the Executive Director. J. Nelson explained that this topic will be discussed by the Executive Director Review Committee but that they have not covered the topic yet.

S. Sylvia asked for clarification concerning the dates for the draft and approval of the values statement. C. Copeland, J. Nelson, and B. Jaffin explained the important dates for approval of the values statement. The document will be brought to the full Commission in December.

B. Connor asked about the difference between the organizational calendar and the Executive Director Review calendar. C. Copeland and S. Sylvia explained the difference between the two. One is for organizational processes that must be run through the Executive Committee and the E.D. calendar is for the review of the Executive Director.

4. Updates

a. Contracts and Project Updates- C. Copeland

C. Copeland updated the Committee on some of SRPC's municipal contracts concerning master plan development and map updates. She explained the living shoreline project that Planner Liz Durfee completed for the Town of Durham to be presented at Durham Day.

C. Copeland noted that the SHRP2 team has facilitated three work group meetings and that the project scope for this effort has been expanding. Training for the rural RPCs is being coordinated and will take place over the next couple of weeks. There have been changes to the scope, which is being documented in a project management product called Teamwork. The draft UPWP contract for the next two years is being created using Teamwork for a due date in January. A discussion ensued concerning excess PL funds.

C. Copeland shared that SRPC received permission to complete an Intelligent Transportation System plan that will solely be for the Strafford region. B. Connor asked if he would be able to comment on this document. C. Copeland explained that he would. A discussion ensued concerning the number of contracts SRPC currently has open. C. Copeland recognized the work K. Foster does in providing staff members with contract budget information over the course of a contract.

C. Copeland updated the group on a change in administration concerning hours worked in a week versus a pay period per federal and state regulations.

NH DOT is looking to complete a travel household survey. This data would prove useful for the model for the region that SRPC is looking to update. C. Copeland added that the organization renewed their use of Grant Finder for two years.

b. NH Rail Transit Authority – B. Jaffin

B. Jaffin shared that the language was changed on the MOU to focus on rail throughout the state, and not just the Capital Corridor. Public private partnerships were discussed.

B. Jaffin shared that he has been in communication with the Transportation Community Awareness and Emergency Response (TRANSCAER) and that he might get involved with outreach efforts for this group.

B. Jaffin discussed the RFP for the Mountain Division rail line.

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

B. Jaffin discussed regulations on lithium batteries and whether the Commission would be interested in doing a seminar for businesses. This idea was discussed. V. Parmele asked if B. Jaffin could provide E.C. members with a written summary of the issues. B. Jaffin shared that he would put one together.

S. Sylvia explained the handout she has drafted on the responsibilities involved in becoming a Commissioner. She asked that E.C. members forward along comments after the meeting. J. Nelson shared that this handout would be helpful. It will be distributed to the regional communities and available on the SRPC website.

6. Adjourn

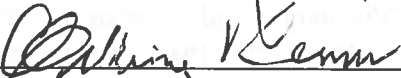
B. Tapscott **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:00 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 10/29/2016

By: 
Bill Connor, Vice Chair – SRPC Executive Committee