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SOMERSWORTH  
STRAFFORD  
WAKEFIELD

MINUTES  
STRAFFORD REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING

September 19, 2014  
Community Center Conference Room #1  
Strafford Regional Planning Commission  
150 Wakefield Street, Suite 12  
Rochester, NH

**Members Present:** Chairman Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Bill Connor, Somersworth; Bob Jaffin, Rochester; Kenn Ortmann, Rochester

**Staff Present:** Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist

**Members Absent:** Secretary/Treasurer Tom Crosby, Madbury; Sandra Keans, Rochester; Alternate Ed Jansen, Rollinsford; Alternate Wayne Burton; Durham

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

1. **Welcome/Introductions**

Chairman B. Tapscott welcomed the group then introduced the next agenda item.

2. **Action Items**

a. **Approval of Minutes of July 18, 2014**

K. Ortmann **MOVED** to approve the minutes. B. Jaffin **SECONDED** this motion, of which all were in **FAVOR**.

b. **Concurrence with August Off-Cycle and September Monthly Minor Revisions**

C. Copeland reviewed the August Off-Cycle minor, which was for a statewide project. This included an update for FY2014 construction funding, of which SRPC recommended concurrence. The approval for this project was already sent. K. Ortmann shared that the

retroactive approval of projects is not the best method for Committee approval. K. Ortmann **MOVED** to endorse the Executive Directors recommendation to endorse the administration modification to this statewide project. B. Connor **SECONDED** this motion. All were in **FAVOR**.

C. Copeland shared the three statewide projects and the project funding increases. K. Ortmann **MOVED** to endorse the Executive Director's support of the September minors for statewide projects. V. Parmele **SECONDED** the motion, of which all were in **FAVOR**.

B. Jaffin questioned where the money was coming from and why it was there. K. Ortmann stated that with some minors you can see the subtraction of money from some area and the addition in others, which makes sense but that this is not always the case. K. Ortmann asked if projects that come in under budget have funds redistributed to other projects.

B. Jaffin shared that the questions concerning the monthly minors were still of concern, and that the issue needs to be addressed further. There needs to be a greater explanation for shifting funding for projects. K. Ortmann agreed with this statement. B. Tapscott asked C. Copeland if she gathered more information concerning the minors. She explained the interagency process and how the minors are discussed.

The Committee agreed that there needs to be a solution for the lack of detail associated with the monthly minors. A brief explanation on the state summary would be sufficient.

**c. Acceptance of Draft August Financials**

C. Copeland explained the DRAFT August Financials including the collection of dues from communities who hadn't paid, August billing, an explanation of expenses and revenue, and the upcoming plan for completing contracts. C. Copeland also shared that software purchase were made for the format of Local Solutions for the Strafford Region. The uses of the software were explained. K. Ortmann **MOVED** to accept the DRAFT August Financial Report. B. Jaffin **SECONDED** the motion. All were in **FAVOR**.

**d. Approval of the Worker's Compensation Refund Disbursement**

C. Copeland shared the letter and explained that the governing body needed to approve and sign the letter. K. Ortmann **MOVED** to approve the Worker's Compensation Refund Disbursement letter. B. Jaffin **SECONDED** the motion, of which all were in **FAVOR**.

**3. Discussion**

**a. Monthly Minors NH DOT Request Letter**

S. Sylvia shared that a response from Bill Watson was received. He explained that the current resources include the spreadsheets with the changes for each project, in addition to the minutes that are posted online. The Committee is still requesting information. It was decided that a follow up letter would be written to NHDOT and approved at the next meeting. V. Parmele asked if this was an issue brought up by other RPCs, which it is not.

**b. Executive Committee Member Description Update**

C. Copeland shared that the Executive Committee Member Description had been updated per discussion at the August Executive Committee meeting. The two issues as addressed at the August meeting and changed in the description included a restriction for involvement based on the status as a dues paying community and a sentence addressing attendance requiring members to attend 75% of meeting in a fiscal year. A discussion ensued concerning a waiver for potential members who have not served a full two years as a commissioner. The waiver could be part of the bylaws. The description could be included as part of the annual report. With the discussed changes, V. Parmele **MOVED** to approve the standards for the job description as amended, B. Connor **SECONDED** the motion. All were in **FAVOR**.

**c. SRPC Bylaws-Gender Neutral Update**

C. Copeland shared that the use of chairman was changed to chairperson in the SRPC and SMPO Bylaws. B. Jaffin shared that he will be making suggestions to specific changes in the SMPO Bylaws concerning membership and voting rights. Primarily these changes would be focused on memberships and voting rights among external organizations. B. Jaffin gave a specific example from the MPO Bylaws. K. Ortmann suggested B. Jaffin make a recommendation for the waiver concerning memberships. B. Jaffin shared that he would do this. He suggested adding the Federal Aviation Administration (FAA) and Maritime Administration (MARAD). B. Connor suggested referring to the NH Rail Transit Authority bylaws, which are done really well

V. Parmele shared that from doing the survey, she had the idea of outside businesses and non-profits participating in our Policy or TAC committees. K. Ortmann encouraged V. Parmele to explore this idea. A discussion ensued regarding membership rights, such as voting.

C. Copeland shared that it is important for commissioner to consider that certain communities pay dues for SRPC services but do not have the capacity to appoint commissioners. She shared that for those particular communities, they essentially have no vote. B. Jaffin shared that language about the participation of board members should be addressed. A vacancy is all right, but a filled position where someone is not attending is not beneficial for the rest of the board members and makes establishing a quorum difficult.

#### **d. Executive Director Goals Update**

Cynthia shared the progress of the Executive Director goals, and added that she would email the goals document to Committee Members. C. Copeland opined that it is time to revisit the organizational goals and update them to reflect current projects and processes. A discussion ensued concerning the timeline for the goals and a schedule for an update. C. Copeland will bring changes to the Executive Director Review Committee for their input in October. She will send it out to everyone before the meeting.

B. Connor asked if a new form would be used for the next review of the Executive Director. B. Tapscott responded that it would not be for the next time, but for the time after that. B. Jaffin added that the evaluation would be completed by the end of next month, along with the goals. A new Executive Director description will be recommended. B. Tapscott shared the minutes of the most recent Executive Director Review Committee. B. Connor noted that S. Keans expressed interest in receiving a copy of the notes. C. Copeland asked S. Sylvia to send S. Keans a copy. B. Jaffin shared that the Executive Director Review Committee is on track.

#### **e. NADO Assessment Review**

S. Sylvia shared that the majority of Executive Committee Members have turned in the NADO Assessment. V. Parmele asked what the outcomes are. C. Copeland responded that it is to see where we are now and how we can move forward. V. Parmele shared that this was a difficult process. A discussion ensued concerning the necessity of an extra meeting to take care of certain agenda items that have been reoccurring. K. Ortmann suggested narrowing the agenda for the next month so the majority of time could be spent on areas that need to be taken care of. A double session was proposed for next month's meeting.

### **4. Updates**

#### **a. Executive Director's Report**

C. Copleland shared that the EDD designation application is on track as Regional Planner Matt Sullivan sent in materials to the EDA that were needed for a complete submission package. C. Copeland added that the planning review from Federal Highways will be occurring soon. S. Sylvia will be setting up a Citizens Advisory Group for transportation outreach and participation for Title VI legislation.

C. Copeland explained that Bruce Mayberry, SRPC's Housing Needs Assessment consultant, held qualitative focus groups with SRPC staff and communities to supplement the quantitative information. Senior Regional Planner Kyle Pimental is working on a 604-B grant. Regional Planner M. Sullivan is working one day a week for

the Town of Northwood doing technical review. SRPC will also be working with the other RPCs and NH Community Development Finance Authority to submit a proposal for the \$1 billion in climate change assessment grants next spring. C. Copeland shared that many communities are looking to SRPC for technical review, data request and mapping. Three letters for hire went out for UPWP funded planners and technicians. She shared two were bachelor's level, and one was graduate level. For the non-profit, C. Copeland opined that the Southwest Pennsylvania Planning commission model is useful. She is putting inquiries out to an attorney for the legal aspects. SRPC would have a non-profit arm that provides technical and data related planning services.

**b. Policy Subcommittee**

M. Barton is setting up a schedule for this and V. Parmele and T. Crosby should be hearing from her soon.

**c. NH Rail Authority and New England Rail Coalition-B.Jaffin**

B. Jaffin shared that Somersworth is having their second rail coalition meeting with Patricia Quinn from Northern New England Rail Passenger Association. They realize that rail is an interest not just in Somersworth. B. Jaffin expressed that individuals from Rochester should be present at the meeting. K. Ortmann expressed interest.

**d. NHARPC Committee Update-Kenn Ortmann**

K. Ortmann shared that the NHARPC went out to bid for a legislative consultant, and got two bids. One was a high amount, and the other is within the budget. The contract will be negotiated net week including other services beside the legislative piece.

5. **Other Business**

There was no other business.

6. **Adjourn**

K. Ortmann **MOVED** to adjourn. B. Jaffin **SECONDED** the motion. All were in **FAVOR**.

The meeting adjourned at 10:00 AM.

Minutes Respectfully Submitted by,

Shayna Sylvia  
Communications and Outreach Specialist

Minutes approved on October 17, 2014

By:  \_\_\_\_\_  
Brian Tapscott, Chairman – SRPC Executive Committee