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MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

June 19, 2015
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;, Madbury; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Sandra Keans, Rochester; Bob Jaffin, Rochester

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

Guests Present: Judy Nelson, Rollinsford

Members Absent: Secretary/Treasurer Tom Crosby, Madbury; Alternate Wayne Burton, Durham

1. Welcome/Introductions

Chairman Brian Tapscott welcomed the group. The meeting began at 8:00 AM.

2. Actions Items

a. Approval of Minutes of May 16, 2015

B. Tapscott asked for a motion to approve the minutes of April 17, 2015. K. Ortmann **MOVED** to approve the minutes. S. Keans **SECONDED** this motion, of which all were **IN FAVOR.**

b. Approval of Non-Public Minutes of April 17. 2015

S. Sylvia passed out the non-public minutes recorded by V. Parmele. K. Ortmann **MOVED** to accept the non-public minutes with a minor correction. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

B. Tapscott explained that B. Connor had asked that the Committee address the nomination of Judy Nelson to the Executive Committee. B. Tapscott allowed B. Connor to address this topic. B. Connor ***MOVED*** *to appoint Judy Nelson, SRPC Commissioner, to the Executive Committee. B. Connor gave a brief history of Judy's experience including her role on the Rollinsford School Board, and her position as the Planning Board Vice Chairperson. B. Connor opined that with her academic credentials and experience in education, planning, and other areas that she is a well-qualified candidate for alternate on the SRPC Executive Committee. K. Ortmann* ***SECONDED*** *the motion. K. Ortmann reminded the Committee that recent discussions had addressed qualifications for E.C. members. He asked the group to remind him of the consensus concerning qualifications.B. Connor reviewed the history and recent discussion related to appointing E.C. members including time and experience requirements, and the concept of waiving certain requirements. There was consensus that a motion to waive the two year requirement for Executive Committee was in order. S. Keans* ***MOVED*** *to waive the two year requirement for Judy Nelson. B. Connor* ***SECONDED*** *this motion. C. Copeland noted that she had a concern about the nomination being discussed as it was not on the agenda.K. Ortmann suggested that this item be covered under other business. A discussion ensued concerning discussing an item that was not posted on the public agenda and the process for addressing such items. K. Ortmann* ***MOVED*** *to skip ahead to 'Other Business' on the agenda. B. Jaffin* ***SECONDED*** *the motion of which all were* ***IN FAVOR****.*

5. <u>Other Business</u>

The motion to waive the two year requirement for the appointment of Judy Nelson to the Executive Committee as an alternate **CARRIED.** B. Connor **MOVED** to appoint Judy Nelson as an alternate to the Executive Committee. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR.**

B. Jaffin suggested two items for further discussion. He opined that the venue and discussion topic for the SRPC Annual Meeting should be settled by September. C. Copeland shared her concern with this as events happen throughout the year which could affect the possible topic of discussion. She used the example of SRPC receiving EDD designation in January and this being the topic of the May/Annual Meeting. V. Parmele agreed that there needs to be flexibility in planning the meeting. B. Jaffin explained that he believed the process to be rushed by waiting until a couple of months before the Annual Meeting to finalize the logistics. C. Copeland explained that staff began planning for the Annual Meeting after receiving the EDD designation in January.

A discussion ensued concerning the Annual Meeting and the timeline of scheduling this event. C. Copeland shared that the dates for the meetings are set by the end of the summer for all of the Commission meetings in the fiscal year. She added that the September meeting is already planned. C. Copeland shared that she is open to ideas and discussion. K. Ortmann suggested that the Executive Committee address potential Commission meeting topics at the E.C. meeting following the Annual Meeting. C. Copeland shared that this discussion topic could be included

on the August agenda. A discussion ensued concerning planning for Commission meetings, Save the Dates for the Commission meetings, and the timeline for these processes. This topic will be addressed again in August.

B. Connor asked if SRPC was still posting the TAC and Policy agendas in the newspaper. C. Copeland explained that we are not, but that we fulfill the legal requirement by having the notices online, and posted in the SRPC office. SRPC still lists public hearings and comment periods with the regional newspaper.

B. Connor shared that in the adopted bylaws there is no requirement for an individual to be a Commissioner for two years as a requirement for Executive Committee. B. Tapscott asked the Committee if they had any 'Other Business'. C. Copeland responded that she did not at this time, but that she reserved the right to bring up information later if need be.

2. <u>Action Items-Continued</u>

c. **Acceptance of the DRAFT May Financials**

C. Copeland reviewed the DRAFT May financials. She shared information concerning SRPC's banking processes and plans for banking in the future. B. Connor shared his concerns with online banking. It was decided that the system SRPC uses will be secure. A discussion ensued concern SRPC's banking processes. S. Keans suggested looking into banking with a local entity. K. Ortmann endorsed S. Keans' suggestion.

C. Copeland reviewed the 'Aging Summary'. C. Copeland shared technical edits to SRPC's UPWP contract with NHDOT.

K. Ortmann **MOVED** to accept the financials. B. Tapscott asked why the dues paying cities were not included on the financials. C. Copeland explained that the cities aren't included on this set of financials as they are on the same fiscal year schedule as SRPC and that their invoices will be covered on next month's financials. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR.**

C. Copeland shared that she met with the Town Administrators for 5 of the 6 non-dues paying communities. She has yet to meet with Farmington but has reached out the Chair of the Selectmen. She added that the planning clerk in Brookfield expressed concern over signing off on a statement saying they don't pay dues. She explained to each non-dues paying community that the new UPWP contract does not support SRPC collecting traffic counts in non-dues paying communities and that this process would need to be arranged in some other way. Staff completed as many counts as they could in non-dues paying communities before the end of the fiscal year. C. Copeland shared that the meetings with the Town Administrators were positive. B. Connor asked for the difference in voting privileges for the dues paying communities versus the non-dues paying communities. C. Copeland explained this difference.

K. Ortmann asked if our UPWP was a separate item from other UPWP contracts. The organization's contract is separate. K. Ortmann asked if Executive Committee members should contact their Executive Councilors. C. Copeland stated that this is always helpful but that contract approval seems to be likely and therefore not a concern. A discussion ensued concerning SRPC's UPWP contract being on the agenda for the Governor's Council.

d. **COBRA Authorization**

C. Copeland explained the COBRA Authorization and what it meant for SRPC staff members. K. Ortmann **MOVED** to adopt Exhibit A the Certificate of Authorizing Resolution. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

e. **Concurrence with May Monthly Minors**

C. Copeland shared that the May Monthly Minors had already been signed off on and sent in as they were due before the meeting. She explained the importance of the Committee still concurring with the decision. K. Ortmann **MOVED** to concur with the Executive Director's approval of the May Monthly Minors. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

f. **Employee Handbook**

C. Copeland reviewed the changes made to the Employee Handbook after having SRPC's attorney edit the document. She also reviewed recent changes such as the cell phone use policy to reflect the new hands free law. C. Copeland shared the discussion of the group reviewing the handbook. Specific changes included the removal of progressive discipline as employees are employed in an at-will state. The definitions were changed for the classification of temporary and permanent employees. There were some modifications to workplace safety and bullying. Many changes were based on court cases. Cynthia reviewed other policies that were added. S. Keans asked what VPN meant. S. Sylvia explained that VPN stands for virtual private network.

K. Ortmann **MOVED** to recess. S. Keans **SECONDED** the motion, of which all were **IN FAVOR.**

The meeting recessed at 9:00 am.

K. Ortmann **MOVED** to reconvene. S. Keans **SECONDED** the motion, of which all were **IN FAVOR.**

The meeting reconvened at 11:31 am.

C. Copeland reviewed additional Employee Handbook changes. She shared that the group decided to take the history of SRPC out of the Handbook. S. Sylvia will be preparing a document addressing the history of SRPC. V. Parmele opined that this is a great idea. S. Keans shared that

she is comfortable with this information being separate from the Employee Handbook. There were some small changes under employee relations due to legal changes.

All of the changes were reviewed. The committee had specific comments on policies covering car insurance. It was decided that there needs to be a yearly check to ensure that all employees are insured. It was suggested that employees should not be reimbursed for mileage if they don't have car insurance. A discussion ensued concerning the Employee Handbook section on plagiarism. C. Copeland explained the policy on accrual of vacation and sick time. A discussion ensued concerning this policy.

B. Connor asked about the term HR specialist in the Handbook. C. Copeland explained that this classification, when used, is in lowercase letters to reflect that it is not an official title. B. Connor asked for clarification on harassment policies, which are included in the Handbook.

The Committee decided to delay approval until the July Executive Committee meeting.

3. **Discussion**

a. **Executive Committee Member Job Description**

C. Copeland shared that last summer the E.C. had worked on a job description for members. B. Tapscott suggested that the job description title be changed. K. Ortmann recommended that the job description be retitled the position description. It was suggested that the meeting time displayed on this document be changed to accurately reflect how long the group meets. C. Copeland addressed the section of the position description that talked about requirements for E.C. B. Connor shared that the group has already had lengthy discussions on this topic. B. Connor reviewed past happenings on the Committee relative to new members and suggested that a waiver be instituted when necessary. B. Connor shared that he is comfortable to keep the two year requirement if the waiver is allowed. K. Ortmann suggested that the two year requirement be included for officers but that the description could say "two years or equivalent experience as determined by the Executive Committee." C. Copeland shared that this is a good solution to the topic at hand. B. Connor shared that he wants the policy to be clear. B. Jaffin opined that the description could say "as addressed in the bylaws." K. Ortmann opined the qualifications for office should be in the bylaws. Adjustments will be made to the bylaws.

S. Keans asked what the differences between the Executive Committee Member and Officer job description were. B. Jaffin opined that the Officer job description could say "the same as the member in addition to...". This topic will be discussed at the next meeting.

b. **Executive Committee Code of Conduct**

C. Copeland shared that SRPC has adapted a draft Code of Conduct used by the COAST Board of Directors. S. Keans suggested that this code of conduct be signed by all Commissioners and not just Executive Committee members. B. Connor shared that the group came up with a rules of

procedure document in 2012 and that this should be aligned with the Code of Conduct. C. Copeland explained that the rules of procedure document might be outdated. S. Keans suggested that meeting procedure rules be included in the Commissioners Handbook/Annual Report. B. Jaffin shared that he likes the idea of Committee members signing a code of conduct form. K. Ortmann agreed.

The group discussed meeting and time requirements. C. Copeland expressed concerns regarding attendance requirements at Policy meeting and Commission meetings. K. Ortmann suggested that the code of conduct be a set of expectations. A discussion ensued concerning attendance requirements and making appointees aware of the expectations associated with being a Commissioner.

C. Copeland shared that it becomes difficult when individuals volunteer as Commissioner and become part of the Quorum requirement but then don't attend the meetings. B. Jaffin opined that we need to do more outreach to individuals concerning this role and the requirements. B. Connor shared that there is a problem with not having a requirement for those interested in being Commissioners.

c. **Changes to the SRPC Bylaws**

C. Copeland shared that if the SRPC Bylaws are to be changed they must be brought forward to the entire Commission for a two-thirds vote. C. Copeland asked the group to think about any other changes they would like to the Bylaws as they should be changed all at one time.

d. **Executive Director Review Calendar**

C. Copeland shared that the group reviewed her for FY2014 but not FY2015. A discussion ensued concerning the review process and timeline. The topic of retroactive pay raises was discussed. C. Copeland opined that she should have been present at the evaluation. B. Jaffin suggested a mid-year evaluation for the Executive Director to be reviewed for FY2015 for a pay raise in January. C. Copeland shared that she is comfortable with that. B. Jaffin asked if C. Copeland's self-evaluation can be completed before Christmas. C. Copeland said that she would have it completed by then. The evaluation for FY2016 must be done in May or June of 2016. B. Jaffin **MOVED** to approve this timeline. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR.** V. Parmele suggested that Executive Director be present at the non-public evaluation process. A discussion ensued concerning the evaluation processes.

e. **September Commission Meeting Business Agenda**

C. Copeland shared that there was no quorum at the Annual Meeting. A discussion ensued concerning quorum requirements. C. Copeland shared that this would be a good chance to add the Brownfields Grant to the budget for approval at the September Commission meeting. A discussion ensued concerning the approval of the action items from the May Commission

meeting and how to go about having them approved. It was decided that these document could be approved at the September meeting.

4. **Updates**

a. **Contract Updates**

C. Copeland shared updates earlier in the meeting.

b. **NH Rail and Transit Authority**

B. Jaffin shared that there is no longer support for the Capitol Corridor and two bills in the house and senate that would support funding for the NHRTA. The group will reconvene in the fall.

c. **NHARPC Committee Update**

K. Ortmann shared that the NHARPC Inaugural Commissioners meeting was a success. He added the NHARPC also had their annual meeting, where a new chair was elected. Glenn Coppleman, Commissioner of the Rockingham Planning Commission is now the chair. The NHARPC has been relatively successful as far as the bills they were supporting. B. Jaffin shared that the Commissioner's Conference next year will be on May 19, 2016.

5. **Other Business**

This item was covered previously in the meeting following Agenda Item 2b.

6. **Adjournment**

K. Ortmann **MOVED** to adjourn. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR.**

The meeting adjourned at 12:53 pm.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on July 17, 2015

By: _____
Brian Tapscott, Chairman – SRPC Executive Committee