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MINUTES STRAFFORD REGIONAL PLANNING COMMISSION EXECUTIVE COMMITTEE MEETING

March 15, 2013

Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Ste 12
Rochester, NH

Members Present: Chairman, Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Secretary-Treasurer, C. Thomas Crosby, Madbury; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Bill Connor, Somersworth; and Bob Jaffin, Rochester.

Members Absent: Alternate, Ed Jansen Jr., Rollinsford.

Staff Present: Cynthia Copeland, Executive Director and Tammy Butt, Finance Manager

Chairman B. Tapscott welcomed everyone and announced that Vice Chair V. Parmele will chair this meeting. The meeting began at 8:04 a.m.

1. Welcome/Introductions a. Communications/Appointments

T. Butt announced that she will not be present for the Executive Committee meeting on April 19, 2013. She will be on vacation in Spain from April 18th through April 26th. Marilyn Barton will coordinate this meeting and take the minutes in T. Butt's absence.

Vice Chair V. Parmele introduced the next agenda item.

2. Draft financial reports for February 2013

C. Copeland and T. Butt are working with SRPC staff to ensure contracts are on track with their budgeted hours and expenses.

K. Ortmann asked a question about the item on the Profit & Loss Statement named Contra Income – Match. T. Butt explained this is a contra revenue account. In accounting terminology this means it is an account that offsets the related corresponding account, which in this case is the Income account. She further explained it is a transparent way to record cash match in a contract. For example, the HUD grant is split 80/20, with 80% federal grant money and 20% cash match. The Contra Income account is the 20% cash match that will reduce the gross income. T. Butt stated these were not detailed in prior financial reports. She said that in the past, net income after match, was recorded in the financial software & presented on reports.

Vice Chair, V. Parmele announced the next agenda item, approval of the meeting minutes from February 15, 2013 and Monthly Minor Revisions.

3. Action Items – motion required

a. Minutes of February 15, 2013 Executive Committee Meeting

K. Ortmann MOVED to approve the meeting minutes of February 15, 2013. B. Tapscott seconded the motion. The motion PASSED with 6 votes in favor and 1 abstain vote.

b. Monthly March Minor Revisions

C. Copeland stated there is only one project that affects the Strafford region this month. She further explained this project was in Durham to improve the Route 4 on ramp where it intersects with Route 108. There were no statewide project minor revisions this month.

K. Ortmann MOVED to endorse the Executive Director's recommendation to accept the Monthly March Minor Revisions as proposed. Bill Connor seconded the motion. A vote was taken and it PASSED unanimously.

Vice Chair, V. Parmele declared the next agenda item.

4. Discussion

a. SRPC Commissioners annual meeting, Thursday, May 30, 2013

C. Copeland explained this will be a lunch meeting, similar to last year. She is still working on selecting the venue and a guest speaker. A discussion ensued about possible guest speakers and local venues that may accommodate this kind of meeting. C. Copeland will let the Executive Committee know when the plans for the annual meeting are finalized.

b. Discussion of Goals & Nominating Committee (requested by B. Connor)

B. Connor said he would like to suggest that the Executive Committee recommend members for the upcoming fiscal year at the SRPC Commissioners annual meeting, or act as a Nominating Committee. He further specified that he would like to see the officers and members of the Executive Committee remain the same as they currently are the next fiscal year. A discussion ensued about current membership and recruitment procedures.

T. Butt suggested adding an item to the schedule she created last year of Executive Committee meeting agendas, in March for a discussion of the EC members to nominate or appoint members to recommend at the May Annual Meeting. The members and staff agreed this is a good idea.

K. Ortmann MOVED to have the Executive Committee recommend a Slate of Officers at the annual Commissioners meeting on May 30th, containing current officers and members of the Executive Committee as they serve today. C. T. Crosby Jr. seconded the motion.

B. Jaffin AMENDED this motion to include the slate of officers and members be published in the SRPC newsletter no later than 30 days prior to the meeting. K. Ortmann seconded the amendment. The motion, as amended, was PASSED by a unanimous vote.

B. Connor stated he felt it necessary for the Executive Committee members to finalize the FY2013 & 2014 SRPC & EC Goals document discussed at past meetings, in order to present a finished document to the full Commission. A discussion ensued about the goals document. K. Ortmann said the working goals document has questions that

needed answers. B. Jaffin said this should be the top issue at the Annual Meeting in May. The consensus was to have each member email their ideas to C. Copeland and T. Butt the following week. They will finalize the document for approval at the April Executive Committee meeting to be presented at the May annual Commissioner's meeting.

K. Ortmann MOVED to recess the Executive Committee meeting in order for the members to attend the Policy Committee meeting in Conference Room #1A. C. T. Crosby Jr. seconded the motion, which PASSED unanimously.

The meeting recessed at 9:00 a.m.

K. Ortmann MOVED to reconvene the Executive Committee meeting at approximately 10:55 a.m. B. Jaffin seconded the motion, and it PASSED unanimously.

Vice Chair V. Parmele reconvened the meeting at approximately 10:55 a.m. with Executive Committee members Parmele, Tapscott, Crosby, Ortmann, Keans, Jaffin, and Connor present. Also present were SRPC staff members C. Copeland and T. Butt. Vice Chair, V. Parmele announced the next agenda item.

5. Updates

a. NH Rail Authority and New England Rail Coalition – S. Keans

S. Keans stated there is nothing to report or update. She is meeting next week with the group.

b. NHARPC Committee Update – Kenn Ortmann

i. NHARPC Policies & Procedures

K. Ortmann stated a draft brochure for the NH Association of Regional Planning Commissions is included in the meeting packet. He said the Planning Principles section of the document has become more universal and sectioned into four main areas of planning: Livability, Mobility, Prosperity, and Sustainability. The Executive Committee members were asked to review these principles and provide feedback to K. Ortmann directly. A discussion with immediate feedback ensued.

c. FEMA Mitigation Grants for Community Mitigation Planning

- i. B. Jaffin stated this ad hoc committee was formed previously by the Executive Committee. There is no more need for it since FEMA Mitigation is widely recognized and incorporated into many aspects of planning. Therefore, he is requesting the ad hoc committee be dissolved.**

B. Jaffin MOVED to dissolve the FEMA Mitigation Ad Hoc Committee. K. Ortmann seconded the motion, which PASSED unanimously.

C. Copeland offered an update about FEMA Mitigation planning as it relates to catastrophic storms such as Hurricane Sandy. Lack of funding for preparation and training at the regional level remains an issue as no government units are properly prepared for catastrophic events. Hurricane Irene is a perfect example of how regional planning commissions assisted during the aftermath of the storm. A discussion ensued about bi-state FEMA support.

Another issue C. Copeland brought up for discussion was whether or not the Regional Planning Commissions should be involved with emergency management planning in the school systems. She stated that she wouldn't object to having staff members facilitate meetings and help guide the school district in planning for emergencies

and natural disasters as a similar process to hazard mitigation planning. A discussion ensued about the role of Regional Planning Commissions and the school districts and emergency planning.

d. Executive Director Report

C. Copeland stated that she is planning her vacations for two weeks in August and two weeks in September. She will still prepare a report for the Executive Committee, but will not be present at the meetings for discussion or questions.

C. Copeland explained that staff met with our vendor, Seacoast Computer, about our services agreement and options for a new server. They gave SRPC a 30 day quote for the server, however, there was no viable discussion about the use of cloud computing. T. Butt shared some research she started the prior week about cloud computing. Varying types of services offered through "the cloud" were discussed. The consensus was that maybe cloud computing is still too new a technology for SRPC to join until newer generations of the cloud have been developed. This will enable more security in the technology and bring down costs for cloud computing in the next 3 to 4 years. Newer servers are smaller, run cooler, and all around are more efficient. SRPC still needs to increase revenue before we are able to buy a new server.

Vice Chair, V. Parmele announced the next agenda item.

6. Other Business

Vice Chair, V. Parmele asked for an update on the Granite State Future project at the next Executive Committee meeting. She would like to know how the outreach is going, and in general how is the project moving along. C. Copeland stated she will add it to the agenda.

B. Jaffin brought to the table the topic to consider discussing in the near future, bicameral port authority between Maine and New Hampshire.

C. Copeland stated that Monday, March 18, 2013 is the House Legislative budget hearing being held at the Rochester Community Center. Would the Executive Committee like her to speak on the behalf of SRPC at this meeting? She is planning to attend anyway due to her membership on another board. The consensus was to not have C. Copeland speak on behalf of SRPC.

7. Adjournment

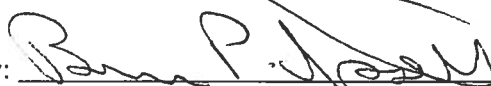
K. Ortmann MOVED to adjourn the meeting, C. T. Crosby Jr. seconded the motion. It PASSED unanimously.

The meeting adjourned at 11:45 a.m.

Minutes respectfully submitted by,

Tammy Butt, MBA
Finance Manager & Recording Secretary

Minutes approved on April 19, 2013

By: 

Brian Tapscott, Chairman – SRPC Executive Committee