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FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
October 16, 2015
Community Center Conference Room #1A
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Bob Jaffin, Rochester; Alternate Judy Nelson, Rollinsford; Alternate Wayne Burton, Durham

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

Members Absent: Sandra Keans, Rochester

1. **Welcome/Introductions**

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

2. **Actions Items**

a. **Approval of Minutes of September 18, 2015**

B. Tapscott asked for a motion to approve the minutes of September 18, 2015. T. Crosby **MOVED** to approve the minutes. K. Ortmann **SECONDED** the motion, of which all were **IN FAVOR**. The minutes were approved and a small spelling error will be corrected in the final copy.

b. **Acceptance of DRAFT September Financials**

K. Ortmann **MOVED** to accept the DRAFT September Financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

C. Copeland updated the group on the communities who had paid dues since the September Executive Committee meeting. She explained the significant changes for health insurance financials between FY2015 and FY2016, which can be attributed to the increase in full time staff members.

C. Copeland shared that currently Strafford MPO is 95% on budget with their NHDOT/UPWP contract. She explained how contracts with partner organizations are billed.

c. Concurrence with the October Monthly Minors

This agenda item was tabled as the Interagency call where the Minors are discussed was rescheduled by NHDOT until after the Executive Committee meeting.

d. Approval of Simple IRA

K. Ortmann **MOVED** to approve Strafford Regional Planning Commission's Simple IRA matching program, which allows the organization to match up to 3% of employee contributions. T. Crosby **SECONDED** the motion. V. Parmele **ABSTAINED**. The motion carried.

3. Discussion

a. Commissioner Survey Results

K. Ortmann asked how many individuals responded to the Commissioner survey. There were 14 responses. S. Sylvia explained the purpose of the Commissioner survey. She addressed the questions concerning meeting times for the quarterly commission meetings. She asked for input from the Executive Committee.

The Executive Committee members agreed that they are not interested in combining the Commission meeting with the Policy meeting. C. Copeland shared that having meetings at a different time might make it easier for those who aren't normally able to attend night meetings for the quarterly gatherings of the Commission. She explained her concerns with quorum requirements. Recruitment of new Commissioners was discussed. It was decided that potential commissioners should be notified that there are four quarterly meetings that they are expected to attend.

Length of Commission meetings was discussed. K. Ortmann **MOVED** to change the meeting times for the November and January Commission meetings to a 4 pm start time, with a 5:30 stop time. V. Parmele **SECONDED** this motion, of which all were **IN FAVOR**.

The meetings will be held on November 19th and January 28th.

S. Sylvia added that Eversource has been invited to present at the November Commission meeting. The Eversource Seacoast Reliability project was discussed. W. Burton and K. Ortmann

shared information from the presentations that Eversource representatives have given in Rochester and Durham. A discussion ensued concerning speakers at future meetings. W. Burton suggested that the Commission could invite the Chief Municipal Officers from regional municipalities to come discuss community concerns. W. Burton shared that is important for Commissioners to know that they have a say in expressing the concerns of their communities. B. Jaffin suggested that Chief Municipal officers could be invited to speak at the Policy meetings instead of the Commissioner meetings.

B. Connor suggested that an interesting topic could be post-secondary education in the state. He mentioned W. Burton's 65/25 bill that he is working on in the legislature. B. Connor added that NHARPC should track this LSR. W. Burton shared that he has used information from **Local Solutions for the Strafford Region** to support the bill he is working on.

W. Burton explained the bill and what it entails and how it is related to the stay, work, play initiative. He opined that taking points from the Strafford Regional Master Plan and picking a speaker to elaborate on a topic could be a good idea for Commission meetings. B. Connor shared he would support something like that. C. Copeland suggested that this could be the topic at the January meeting. The Stay Work Play initiative was discussed.

C. Copeland asked W. Burton to explain the initiatives and bills that he is supporting in relation to education in NH and the background behind them. W. Burton explained that the 65/25 initiative is focused on the goal that 65 percent of adults 25 and older in New Hampshire will have some form of post-secondary education by 2025. The John and Molly Stark scholarship bill includes the proposal of a program that would provide half-tuition scholarships for three years at any public higher education institution in the Granite State to those graduating in the top 20% of their New Hampshire public high school class. W. Burton discussed the usefulness of performance measures in not only ensuring goals are met in education practices in the state, but with the SRPC Regional Master Plan as well.

The group decided to continue discussing the results of the Commissioner survey at the November E.C. meeting.

W. Burton shared an update on the alternative energy cap in the state of New Hampshire.

B. Connor shared that he would also like to look at the survey again at future meetings.

W. Burton suggested that a similar survey could be sent to municipalities as well. W. Burton suggested that SRPC could create more press releases to keep individuals informed about what is going on in the region. Suggestions were made as to how to best contact Fosters for issuing of press releases. W. Burton added that he could write a joint piece with SRPC for Fosters. A discussion ensued concerning the best way to contact local news outlets.

b. Commission meeting schedule

This agenda item was covered under agenda item 3a.

4. Updates

a. **Contract Updates**

C. Copeland shared that the organization will soon have 25 contracts. Two contracts opening in the next couple of months include the EPA Brownfields Program, and the SHRP2 contract. The recruitment process for the data analyst position is in the latter stages and there are some promising prospects.

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

The meeting recessed at 9 am.

T. Crosby **MOVED** to reconvene. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting reconvened at 11:15 am.

C. Copeland shared that Fosters had printed an article about Strafford MPO's SHRP2 grant award in the paper for Friday, October 16, 2015.

b. **NH Rail Transit Authority**

B. Jaffin explained that the NHRTA is not currently in existence.

c. **NHARPC Committee Update**

K. Ortmann shared that the NHARPC met last week. At this meeting members were given a preview of a webinar created by the NH Municipal Association and the NH Planners Association. This webinar is on the topic of sign ordinances in communities across the state and how changes might need to be made for the ordinances to be deemed legal based on a Supreme Court case. A discussion ensued concerning how information about this webinar could be shared and the possibility of a model ordinance being created.

K. Ortmann also shared that the next NHARPC meeting would include a presentation on a complete streets meeting for the NHARPCs as interested parties are working on a statewide complete streets legislation.

d. **Executive Director Review Calendar**

The Executive Committee members will convene at the next meeting to evaluate the Executive Director for FY2015.

5. Other Business

There was no other business.

6. Adjournment

T. Crosby **MOVED** to convene. B. Jaffin **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 11:35 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on November 20, 2015

By: 

Victoria Parmele, Vice Chairperson – SRPC Executive Committee

