

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

September 14, 2007
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Edmund Jansen, Jr., Chairman, Rollinsford; Frank Torr, Vice-Chairman, Dover; C. Thomas Crosby, Secretary-Treasurer, Madbury; Larry Brown, Milton; Kenn Ortmann, Rochester.

Members Absent: Anne Martin, Brookfield; Bruce Woodruff, Milton.

Proxy Votes: Bruce Woodruff, Milton.

Staff Present: Cynthia Copeland, Dale Abbott, Linda Osburn.

Chairman Jansen called the meeting to order at 7:32 AM.

1. Minutes

Chairman Jansen entertained a motion to approve the minutes of the August 10, 2007 Executive Committee meeting as written. Ortmann noted the following corrections: change “Members Present” to “Members Absent” in the second paragraph on page 1; change the words “with the noted addition” to “as written” in third sentence of Section 1. Minutes. Torr made the correction motion to approve the August 10, 2007 minutes with noted corrections. Crosby seconded the motion with the noted corrections. Motion passed unanimously.

2. Draft Financial Reports July 2007

Copeland reviewed the draft financial reports and discussed contract income, expenses and receivables. She stated the FY 05 indirect rate audit and the FY 06 audit were completed and the FY 07 audit was in process. Ortmann asked about contract labor expenses, and Copeland explained that subcontractors had been hired to complete the Public Participation Plan, the Intelligent Transportation Systems (ITS) Plan, Traffic Model update and the Phase II Route 125 Corridor Study. Ortmann asked what was included in the payroll expenses, and Osburn explained payroll expenses included employee benefits, social security and Medicare costs, and pension expenses.

3. Draft Financial Reports for August 2007

Osburn stated that draft financial reports were not yet available for August 2007.

4. FY 2009 Dues for Approval and Recommendation

Copeland reviewed the dues history of the SRPC dues. She stated that the dues are based on the most current population estimates from the NH Office of Energy and Planning (OEP) and a per capita rate

increased by the national average Consumer Price Index (CPI) each year. She reviewed the draft FY 2009 dues and discussed the 1% value added increase. Ortmann suggested considering the northeast average CPI for future dues.

Ortmann made a motion to approve the FY 2009 dues and recommend to the Commissioners at the quarterly meeting on September 27, 2007. Crosby seconded the motion. The motion passed unanimously.

Discussion of support for the dues followed. Ortmann suggested Copeland provide a comparison of SRPC dues to other planning commissions' dues at the Commission Meeting.

5. Commission Meeting September 27, 2007

Copeland discussed the draft agenda for the Commission meeting on September 27, 2007. Discussion ensued regarding the establishment of the Strafford Metropolitan Planning Organization (MPO). Brown stated that a clean public record of events was necessary. Ortmann suggested the SRPC Commission meeting be adjourned after adoption of the Strafford MPO by-laws and prospectus, and the Strafford MPO meeting then be convened. The meeting agenda was modified as noted. Copeland reminded the Committee that the meeting would begin at 7:00 PM in the cafeteria of the McConnell Center at 61 Locust Street in Dover.

6. Executive Director Report

Copeland discussed the status of the Administrative Assistant recruitment, staff annual assessments, contracts and NH Association of Regional Planning Commissions (NHARPC) meetings.

7. On going and Emerging Regional Planning Issues Roundtable

a. GACIT hearings - MPO position.

Copeland distributed information regarding the Ten Year Transportation Improvement Plan (TIP) that discussed the lack of adequate funding for the current projects in the plan. Ortmann noted the need to highlight concerns and possible cuts to projects. Copeland noted the Governor's Advisory Committee on Intermodal Transportation (GACIT) held a meeting in Wakefield yesterday, and would hold a meeting in Dover next week. She reviewed the Ten Year Plan projects on a state map. Copeland discussed the focus of funding for maintenance and preservation, the transfer of highway funds to other state agencies, and the safety/educational/enforcement components needed. Abbott joined the meeting at 8:25 AM and discussed the amount of funding by Executive Councilor and district. He noted that the estimated construction funds in the proposed Ten Year Transportation Improvement Plan change due to the factors used to estimate costs. Copeland asked the Committee for a recommendation to the Strafford MPO for possible communication to the NH Department of Transportation and representation at the GACIT hearings. Ortmann stated endorsement of communication indicating the Strafford MPO is seeking equity in funding. Abbott stated that Councilor Burton requested a letter from the Executive Committee with recommendations. Discussion followed regarding the state corridor projects generating revenue to communities, toll revenues and equity issues. Abbott left the meeting at 8:40 AM. Ortmann suggested the inclusion of a map with directions and parking availability with the September 27, 2007 meeting packet.

b. MPO reorganization update

Copeland stated the reorganization would be complete at the September 27, 2007 meeting.

c. Regional Impact Committee

Copeland stated the Regional Impact Committee has scheduled a meeting in September 27, 2007 at 8:30 AM at the Strafford Regional Planning Commission office to continue discussion on the concrete batch plant site plan application in Madbury.

8. Executive Director Evaluation

Copeland stated she had not yet completed her evaluation. Ortmann stated the need to accomplish the evaluation. Copeland stated the staff evaluations were completed.

9. Other Business

Copeland stated she had received compliments on the office location and appearance from the administrative assistant applicants when they interviewed. Ortmann asked the status of the office consolidation to the second floor. Copeland replied that the landlord had cancelled his expansion plans for the near future.

No other business was discussed.

Chairman Jansen entertained a motion to adjourn. Ortmann made the motion to adjourn and Crosby seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:45 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on _____, 2007.

By:

Edmund Jansen Jr., Chairman