

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**

**October 15, 2009**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Edmund Jansen, Jr., Chairman, Rollinsford; Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Rick McMenimen, Newmarket; George Snyder, Somersworth.

**Absent:** Sandra Keans, Rochester; Kenn Ortmann, Rochester; Larry Brown, Alternate, Milton.

**Staff Present:** Cynthia Copeland, Linda Osburn.

**Guests:** Sheryl Stephens Burke, CPA, MST from Melanson Heath & Company, PC; Ted Diers, Program Manager for the NH Coastal Program.

Chairman Jansen called the meeting to order at 8:03 AM and noted a quorum.

**1. Minutes of September 11, 2009 Executive Committee Meeting**

**Chairman Jansen entertained a motion to approve the minutes of the September 11, 2009 Executive Committee meeting as written. McMenimen requested the correction of “SPRC “ to “SRPC” in the second sentence of Item 9 on Page 3. Vita made a motion to approve the minutes with the noted correction. McMenimen seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports September 2009**

Copeland discussed the draft September 2009 financial reports including the income of \$47,262.99 and expenses of \$39,325.17; accounts receivables of \$87,649.61; accounts payable of \$8,151.13. Copeland referenced the \$13,595.89 amount from the quarterly dues taken into income. Copeland discussed the income by customer, accounts receivable and aging summary and accounts payable. Copeland stated the Milton dues were doubtful, and McMenimen discussed the terminology used in the QuickBooks reports.

**3. Approval of SIMPLE IRA contribution percentage for calendar Year 2010**

Copeland reviewed the SIMPLE IRA requirement to notify employees 60 days prior to the end of the year of the employer matching contribution percentage to allow the employee to make or change salary reduction elections. She stated that SRPC had matching up to 3% of the employee's contribution since the plan effective date in 2000. Copeland explained that the 3% match is the maximum percentage allowed by the plan.

**Vita made a motion to approve a matching contribution equal to the employee's salary reduction contribution up to a limit of 3% of their compensation. McMenimen seconded the motion. The motion passed unanimously.**

#### **4. FY 2009 Audit presentation by Melanson Heath & Company, PC**

Osburn introduced Sheryl Stephens Burke from Melanson Heath & Company, PC. She thanked SPRC for contracting with Melanson Heath & Company to complete the FY 2009 audit. Burke stated the financial statements are in accordance with accounting principles generally accepted in the US. She discussed the draft audit with an overview of the financial statements including the government-wide financial statements, the fund financial statements and the notes to the financial statements. Burke reviewed the long-term liabilities and accruals, and the short-term perspective. She noted the supplemental schedule would be completed by Osburn and included in the final audit. Snyder asked where the audit is sent after the final audit is finalized. Burke stated the final audit was a requirement of the Unified Plan Working Program (UPWP) and had to be sent to the NH Department of Transportation (DOT). She noted that some grant application also require copies of audits.

Burke discussed the management letter and stated the previous year's significant deficiency, due to the lack of an internal audit function, had been cleared by the establishment of an internal audit/monitoring function through the monthly review of bank statement reconciliations and financial reports by the Treasurer. She stated that if no deficiencies continue to exist, there would be no management letter issued.

Copeland discussed the indirect rate issues, and Burke indicated that NH DOT administered the UPWP contracts. Burke stated she would issue the final audit and send to the Executive Committee to accept at the next Executive Committee meeting. Burke left the meeting at 8:35 AM.

#### **5. Adoption of Indemnification for Damages per RSA 31:105**

Copeland discussed RSA 31:05 Indemnification for damages. She referred to Attorney James Schulte's statement, "The adoption of an amendment of the By-Laws would allow the organization to indemnify employees, officers, and commissioners from personal expenses resulting from claims or lawsuits involving personal injury or property damage."

**Crosby made a to adopt the Indemnification of damages per RSA 31:105. Vita seconded the motion. The motion passed unanimously.**

Diers joined the meeting at 8:50 AM and the committee members agreed to hear a presentation from Diers regarding the Southeast Watershed Alliance (SWA) as part of Agenda Item 17. Other Business.

#### **17. Other Business**

Diers and the members introduced themselves. Diers discussed the September 29, 2009 meeting in Nottingham. Diers stated the SWA was an organization of communities to address regulations with a cost effective means. He stated that the NH Department of Environmental Services (DES)

had regulations to reduce nutrient input and discussed what that meant to communities. Diers discussed stormwater regulations, agriculture, treatment plants, septic tanks and the Clean Water Act. He stated that SWA allowed communities to work across community boundaries and find solutions and financing sources. Diers stated that bylaws and meeting dates would be discussed at the next SWA meeting and stated that NH DES, NH DDOT, and the regional planning commissions were members of an advisory committee. He explained that upstream communities are needed, and offered to attend meetings of answer questions for communities. Crosby discussed the impact on towns without municipal services. Diers discussed how septic systems add nutrients and more stringent requirements on development to reduce the nutrients entering Great Bay. Crosby and Diers discussed the border rivers regulations. Diers discussed other possible solutions such as licensing for lawn care services and nutrient trading systems. Copeland asked if the Coastal Program funded by the National Oceanographic and Atmospheric Administration (NOAA) would provide funding for participation with SWA. Diers responded that they should meet in December to discuss the grant application tasks. Diers stated that monitoring signs indicated the area was heading for problems that need to be addressed today. He thanked the Committee for listening and stated he was seeking recommendations and examples to present to draw in those communities that do not think they are involved. Diers left the meeting at 9:35 AM. The committee members agreed to return to the agenda.

#### **6. Approval of NHARPC Legislative Priority Policy Areas**

Copeland stated that the NH Association of Regional Planning Commissions establishes legislative priority policy areas every year and she needed feedback for the 2010 priority policy areas. Copeland discussed the 2009 legislative session priority policy areas and asked for comments or consensus. Vita discussed the policy regarding promoting measures to mitigate climate change under the sustainability area and stated more specific information would be needed to determine if the costs/efforts outweigh the benefits.

**Vita made a motion to endorse the 2009 Legislative Priority Policy Areas for 2010 with the deletion of the item to promote measures to mitigate climate change. Snyder seconded the motion.**

McMenimen stated the process should move forward and if the association would provide more specific information to the committee members, they would consider an endorsement at that time. Ortmann volunteered to be a legislative committee member, and Chairman Jansen suggested the study and identification of specific measures to mitigate climate change.

**Vita amended the motion to endorse the 2009 Legislative Priority Policy Areas for 2010 with the change to identify measures to mitigate climate change. Snyder seconded the amended motion. The motion passed unanimously.**

#### **7. Approval of Greater Regional Coordination Council for Community Transportation: Memorandum of Understanding**

Copeland discussed the Greater Seacoast Regional Coordination Council for Community Transportation: Memorandum of Understanding (MOU.) She read from the MOU: "the Alliance for Community Transportation (ACT) is a partnership of health and human service agencies, municipalities, and regional planning agencies from Strafford, Rockingham and Carroll Counties formed with the purpose of removing geographical barriers to transportation, improving access to transportation services and coordinating community transportation services in the region, and will serve as the foundation for the Greater Seacoast Regional Coordination Council." She stated the

primary mission of the Council was to approve and select the organization responsible for the day-to-day coordination of community transportation in the region. Copeland stated that by approving the MOU, SRPC was pledging one representative and 2 alternates to attend meetings. She read Attorney James Schulte's opinion that "adopting this MOU would state your commitment to participate in the council and to have a representative action in its meetings. The MOU does not commit you to either funding or acting as the Regional Transportation Coordinator."

**Crosby made a motion to adopt the Greater Regional Coordination Council for Community Transportation: Memorandum of Understanding. Vita seconded the motion. The motion passed unanimously**

#### **8. Approval of September Monthly Minor Revisions**

Copeland discussed the September 2009 Informational Revision: Districts: BET-RES- Resurface at Various Locations. She stated the funding came from the American Recovery and reinvestment funds and that she recommended approval of the informational revisions.

**Snyder made a motion to concur with the Executive Director's recommendation to approve the September monthly minor revisions. McMenimen seconded the motion. The motion passed unanimously.**

#### **9. Approval of October Monthly Minor/Administrative Revisions**

Copeland discussed the October Monthly Minor Revisions:

- a. Newington-Dover #11238 Widen Turnpike Including Little Bay Bridges from Gosling Road to Dover Toll. Advance construction and right of way delayed.
- b. Rochester #14350- Intersection Improvements to Improve Safety Through Strafford Square, North Main and Washington Streets. Advance construction, delay engineering.
- c. Seacoast #14818 – Seacoast Commuter Options: Program Expansion/Accelerated Implementation (CMAQ Program) 06-25CM. Funding delayed.
- d. Statewide #14744- Scour and Hydraulic Analysis on 130 Bridges and Waterways; Foundation and Hydraulic Analysis on 48 Bridges with Unknown Foundations; Develop Scour Manual and POA. Advance construction.

She stated she recommended approval of the informational revisions.

**Vita made a motion to concur with the Executive Director's recommendation to approve the October monthly minor revisions. McMenimen seconded the motion. The motion passed unanimously.**

#### **10. Talking Points for Transportation Commissioner Campbell meeting on November 19, 2009**

Copeland discussed the talking points for the Transportation Commissioner: Looking to the future and what are the shared goals; how SPRC and NH DOT could work better together to more effectively accomplish the shared goals; and the change in philosophy to take care of what exists before taking on new projects. Snyder discussed the amount of time the Commissioner would speak and the question and answer period.

**11. Discussion of Proposed Revisions to Strafford Regional Planning Commission Bylaws**

Copeland stated the SRPC Bylaws had not been revised since 1994. She discussed the establishment of a quorum in person under Article IV, the need for alternates, the issue of dues paid communities and votes and the duties of the Secretary/Treasurer.

**McMenimen made a motion to table the discussion until the next Executive Committee meeting. Snyder seconded the motion. The motion passed unanimously**

**12. Discussion of Proposed Revisions to Strafford Metropolitan Planning Organization Bylaws**

The Executive Committee noted that this item would be discussed at the Special Strafford Metropolitan Planning Organization meeting at 10:00 AM.

**McMenimen made a motion to recess the Executive Committee meeting until the conclusion of the Special Strafford Metropolitan Planning Organization meeting. Snyder seconded the motion.**

The meeting recessed at 10:00 AM to allow the members to attend the Special Strafford Metropolitan Planning Organization meeting as listed in Agenda Item 13.

**13. Special Strafford Metropolitan Planning Organization meeting October 15, 2009 at 10:00 AM**

Chairman Jansen Jr. reconvened the meeting at 11:25 AM and noted a quorum.

**14. Updates**

**a. NH Rail Transit Authority**

Copeland stated there was no update available as Keans was unable to attend this meeting.

**b. Pease Airport Master Plan Update**

Vice Chairman Vita stated that the next meeting was scheduled for November 3, 2009 to discuss the scenarios described in last month's minutes.

**15. Subcommittee Reports**

**Executive Director Evaluation**

Copeland stated that there was no update available as Ortmann was unable to attend this meeting.

**16. Executive Director Report**

Copeland stated she would update the report and resend. She stated that Bruce Mayberry would like to attend the November Commission meeting and present the final 2009 Housing Needs Assessment to be adopted as part of the Regional Master Plan. Vita and Copeland discussed matching skills and contract requirements. Copeland stated that Dan Camara would be taking over the Strafford Metropolitan Planning Organization processing functions while Transportation Planner Myranda McGowan is on leave.

**17. Other Business**

No other business was discussed at the meeting.

**18. Adjournment**

**Chairman Jansen entertained a motion to adjourn the meeting. Vita made a motion to adjourn and McMenimen seconded the motion. The motion passed unanimously and the meeting adjourned at 11:35 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on Nov 20, 2009.

By: Edmund F Jansen, Jr.