

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
**April 10, 2009**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Larry Brown, Chairman, Milton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Frank Torr, Dover; Lou Vita, Middleton; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

**Absent:** Edmund Jansen, Jr., Vice Chairman, Rollinsford; Sandra Keans, Rochester.

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

Chairman Brown called the meeting to order at 8:05 AM and noted a quorum.

**1. Minutes of March 13, 2009 Executive Committee Meeting**

**Chairman Brown entertained a motion to approve the minutes of the March 13, 2009 Executive Committee meeting as written. Ortmann made the motion to approve the minutes of the March 13, 2009 Executive Committee as written. Crosby seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports March 2009**

Copeland discussed the draft March 2009 financial reports including the income of \$45,706 and expenses totaling \$39,390 resulting in net income of \$6,316; accounts receivables totaling \$115,471; accounts payable totaling \$2,670. Copeland stated that \$1,181.79 of the member dues was taken into contract income as match for the Coastal 2009 grant. Ortmann discussed the income by customer report. Copeland discussed cash flow and the projections for the remaining fiscal year.

**3. SRPC Lease Update**

Copeland stated she had met with Chris Parker, Dover Planning Director, on March 31, 2009, and sent him a draft copy of the requested written proposal outlining the required space and how SPRC fit in the mission statement for the McConnell Center. She stated she was waiting for a decision from the City of Dover. Copeland discussed the options regarding costs for retrofitting the McConnell Center space and dues in lieu of rent. Copeland discussed the option and concerns in negotiating a new lease for the second floor of the current location including safety concerns, compliance with the Americans with Disability Act (ADA), and basement storage access. Crosby asked who made the final decision for Dover regarding the McConnell Center lease. Copeland stated the Planning Director would meet

with the City Manager of Dover. The Committee discussed postponing the McConnell Center until Woodruff arrived at the meeting and had additional information regarding the subject.

**Ortmann made a motion to postpone the discussion on the lease update until Item 8: Executive Director Report and move Item 8: Executive Director Report to follow Item 10: Annual Meeting Vita seconded the motion. The motion passed unanimously.**

**4. Strafford Metropolitan Organization approval of the April Minor Revisions**

**a. Administrative Modifications**

- 1. Districts BET-RES- Resurface at Various Locations (Annual Advertised Projects)**
- 2. Statewide CBI 7237 – Complex Bridge Inspection (PARENT)**
- 3. Statewide SSR – Secondary System Reclamation with Various Pavement Treatments**

**b. Informational Revisions**

- 1. Statewide #14932- Safe Routes to School Program (SRTS 13932)**
- 2. Statewide CRDR- Culvert Replacement /Rehabilitation & Drainage Repairs (Annual Project)**
- 3. Statewide P8903- Recreational Trails Funds Act- Projects Selected Annually**
- 4. Statewide PRRCs- Pavement Resurfacing, Rehabilitation & Crackseal Program & Related Work (Annual Federal Resurfacing Program)**
- 5. Statewide USSS-Update Signing on State System (Annual Project)**

Copeland reviewed the administrative modifications and stated she recommended approval of the administrative and informational revisions. Ortmann asked if the resurfacing project was additional funds. Copeland stated the funds were economic stimulus funds.

Woodruff joined the meeting at 8:23 AM.

**Ortmann made a motion to concur with the Executive Director's recommendation to approve the administrative modifications and informational revision listed above. Crosby seconded the motion. The motion passed unanimously.**

**5. Strafford MPO Policy Committee Meeting May 8, 2009 to approve recommendations to the Ten Year Plan**

Copeland stated a Strafford Metropolitan Commission Policy Committee meeting was required to approve the recommendations to the Ten Year Plan and had been tentatively scheduled for May 8, 2009 at 10:00 AM after the scheduled Executive Committee meeting.

**Ortmann made a motion to approve the MPO Policy Committee Meeting on May 8, 2009 at 10:00 AM. Crosby seconded the motion. Woodruff opposed. The motion passed.**

**6. New England Rail Coalition**

Copeland stated she had received information regarding the New England Rail Coalition with a request that SRPC consider membership in the organization. Chairman Brown and Ortmann asked about potential benefits and conflicts from being a member of the organization. Chairman Brown stated that the potential membership would be discussed after additional information about the New England Rail Coalition's benefits and conflicts was obtained and distributed to the Committee.

**7. Appointment to NH Rail Authority**

Copeland discussed the appointment of a representative from SRPC to the NH Rail Authority. Woodruff stated he had attended all but one of the NH Rail Authority meetings this year and stated the next meeting was scheduled for April 17, 2009 at 10:00 AM in the State Legislative Building. Woodruff discussed the NH Rail Authority's mission statement, the membership and the informal Seacoast rail group that politely and politically advanced the knowledge to include the Downeaster train in the NH Rail Authority's work. He discussed his dual appointment as the City of Dover's representative and the SRPC Commission's representative and stated he had not experienced a conflict representing both interests. Discussion ensued regarding the number of meetings, potential representatives, and the additional vote obtained for the Seacoast area. Chairman Brown stated the appointment of an SRPC representative would not dilute or reflect on Woodruff's position but would satisfy the structural demand to add an additional vote for the area. Ortmann stated it would be helpful for the knowledge obtained if an Executive Committee member would volunteer to be appointed as the NH Rail Authority. Woodruff stated the NH Rail Authority did not allow proxy votes. Chairman Brown stated the appointment request would be discussed at the Annual Meeting, and if no Executive Committee member or SRPC Commissioner volunteered, a staff member could be assigned. Copeland stated she would begin the recruitment process.

Chairman

**8. Executive Director Report**

This item was moved to follow Item 10.

**9. Subcommittee Reports**

**a. Grievance/Appeals Policy**

Copeland stated she added the language requested by Vita regarding the maximum number of meetings between employee and Executive Director. Discussion regarding the use of the word "shall" to be consistent followed. Copeland stated she would follow up with a legal review of the policy.

**b. Executive Director Evaluation**

Ortmann stated the evaluation subcommittee had scheduled a meeting on April 16, 2009.

**10. Strafford Regional Planning Commission and Strafford Metropolitan Organization Annual Meeting Venue and Cost Update**

Copeland reviewed a memorandum regarding the annual meeting costs and payment options for the expected 50 attendees less 6 staff members. She stated the total costs were estimated at \$1,173.50 and would be divided by 44 Commissioners and guests. Discussion of possible amounts to charge ensued: Total amount paid by Commissioners and guests-\$26.68 each; total amount less \$500 deposit paid by Commissioners and guests-\$15.31 per guest; total amount less

the \$800 maximum amount set by the Executive Committee paid by Commissioners and guests-\$8.49 per guest.

**Woodruff made a motion to charge \$8.49 per person for the SRPC and SMPO Annual Meeting. Crosby seconded the motion. Woodruff opposed. The motion passed unanimously.**

#### **8. Executive Director Report**

Copeland distributed the first draft of the FY 2010 budget and expressed her concern regarding the amount of dues required for match in the Unified Planning Work Program (UPWP) and Coastal contracts. She stated the FY 2010 budget would be an item on the May Executive Committee meeting agenda for the Executive Committee to discuss and recommend to the Commissioners at the Annual Meeting on May 28, 2009.

Copeland discussed the Housing Needs Assessment subcontract with consultant Bruce Mayberry.

Chairman Brown asked Woodruff to discuss any additional information regarding the potential benefits of a lease at the McConnell Center. He advised not giving up at the McConnell Center as it might take some time to convince the decision making authorities. Woodruff cited the Dover Main Street organization and the Dover Transportation Center as an example and suggested a subcommittee be formed to take on the task expediently. Discussion of the City of Dover providing rent in lieu of dues and potential funding sources for fit up and moving costs ensued. Copeland suggested a deadline for negotiations with the City of Dover to avoid losing the current landlord's offer to negotiate a lease for the second floor of the current location. Chairman Brown requested volunteers for the subcommittee and the following members volunteered: Chairman Brown, Frank Torr and Kenn Ortmann. Woodruff suggested Torr could build support with the Mayor of Dover and Dover City Councilors. Woodruff stated he would set up a meeting with the Dover City Manager, Dover Planning Director, Dover Recreation Director and the subcommittee to discuss the potential lease of the McConnell Center. Chairman Brown stated Copeland would attend the meeting. Vita suggested the meeting occur before the May 8 Executive Committee meeting. Torr left the meeting at 9:35 AM. Chairman Brown reconfirmed the end of the current space lease was July 31, 2009. The subcommittee discussed potential meeting dates and potential moving scenarios.

#### **11. Other Business**

No other business was discussed at the meeting.

**Chairman Brown asked for a motion to adjourn the meeting. Ortmann made a motion to adjourn and Crosby seconded the motion. The motion passed unanimously and the meeting adjourned at 9:42 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2009.

By: James Brown - Chair Ex. Committee