

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

May 8, 2009

Conference Room

Strafford Regional Planning Commission

2 Ridge Street

Dover, NH

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

Absent: Bruce Woodruff, Milton; Lou Vita, Middleton.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Brown called the meeting to order at 8:07 AM and noted a quorum.

1. Minutes of April 10, 2009 Executive Committee Meeting

Chairman Brown entertained a motion to approve the minutes of the April 10, 2009 Executive Committee meeting as written. Ortmann made the motion to approve the minutes of the April 10, 2009 Executive Committee as written. Crosby seconded the motion. The motion passed unanimously.

2. Draft Financial Reports April 2009

Copeland discussed the draft April 2009 financial reports including the income of \$27,750 and expenses totaling \$36,080 resulting in net loss of \$8330; accounts receivables totaling \$77, 386; accounts payable totaling \$1,478. Copeland discussed the income by customer report. Copeland discussed cash flow and reviewed the proforma projections for the remaining fiscal year.

3. Annual Meeting Agenda

Copeland stated there were 25 attendees to date and noted the agenda would have the guest speaker at 7:00 PM followed by the business meeting and Newmarket Planning Award. Discussion of the agenda followed with the noted consensus the agenda was approved for publication.

4. Draft FY 2010 Budget for Recommendation to Commission at Annual Meeting

Copeland discussed the draft budget dated 5/8/2009 with revenues of \$581,107 and expenses of \$581,055. She discussed the lack of state matching funds for federal highway planning funds and the possibility of federal funds lapsing in one year. Copeland discussed the use of toll credits and the effect on the scope of work for the FY 2010-2011 Unified Plan Work Program. She stated the Scope of Work would have to be scaled back to the requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) regulations. Keans asked if the final decision had been made and Copeland stated it would be effective July 1 if not changed.

Keans asked about the gas tax increase and suggested a letter, signed by all the state regional planning commissions, be sent to the state Senate where the budget was being reviewed. Ortmann stated that NHDOT would be sending less funds to support SPRC and SRPC had to make adjustments. Chairman Brown stated SRPC was not a core function of NHDOT and would fund its own core functions in an economic downturn. Ortmann and Copeland reviewed the FY 2010 budget revenues and expenses including contract work and equipment.

Ortmann made a motion to recommend the draft budget #2 dated 5/8/2009 to the Commissions for approval at the annual meeting on May 28, 2009. Crosby seconded the motion. The motion carried unanimously.

5. FY 2010 Slate of Officers for Recommendation to Commission at Annual Meeting

Copeland discussed the Executive Committee and slate of officers for the following year. Chairman Brown stated Milton might not be paying membership dues next year. Copeland stated that Commissioner and Executive Committee member Frank Torr's appointment expired in February 2009 and he was not seeking reappointment to the Commission. She stated that Woodruff would be on active duty during the current year, and Farmington and Wakefield might not pay dues, which does not allow Commissioners to vote at meetings. Discussion of possible members ensued. Ortmann asked Chairman Brown if he wanted to continue as Chairman without a vote unless Milton paid membership dues. Ortmann listed the current Executive Committee officers and members that volunteered to serve for the next fiscal year:

1. Ed Jansen, Jr., Rollinsford - Chairman
2. Lou Vita, Middleton - Vice Chairman
3. C. Thomas Crosby, Madbury – Secretary/Treasurer
4. Kenn Ortmann, Rochester - Member
5. Sandra Keans, Rochester - Member
6. Larry Brown, Milton, potential non-voting Member
7. Recruitment for additional Member

Potential Executive Committee members included R. McMenimen from Newmarket; G. Snyder from Somersworth; C. Moreno or P. Eaton from Stafford. Copeland and Ortmann discussed contacting the potential members before the annual meeting on May 28, 2009.

6. SRPC Lease Update

Copeland discussed the potential leasing options. One option was 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. A second option was the Durham District Court in Durham to be vacated by June 30, 2009. A third option was the Rochester Community Center in Rochester and the use of enterprise funds for renovation construction. Ortmann stated he would explore the possibilities and timing in Rochester and should have an answer fairly quickly. Discussion of negotiating a one-year lease for the consolidated space at the current location while waiting for the Rochester renovations and removal of unnecessary items ensued. Ortmann suggested the staff continue to work with the current landlord and the Rochester delegation discuss the Rochester Community Center possibilities at the next Executive Committee meeting. Crosby discussed parking and noise concerns at the Durham District Court building. Keans and Crosby voiced concerns regarding ADA requirements negotiating a longer lease of the consolidated space at the current location.

7. Possible Strafford Metropolitan Organization approval of the May Minor Revisions

Copeland stated the May minor revision requests had not yet been received.

8. 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 scheduled for May 8, 2009 at 10:00 AM after the scheduled Executive Committee meeting.

9. Appointment to NH Rail Authority

Copeland discussed the appointment of a representative from SRPC to the NH Rail Authority. She discussed Woodruff's dual appointment as the City of Dover's representative and the SRPC Commission's representative, and the additional vote needed for the Seacoast area. Chairman Brown stated the appointment of an SRPC representative add an additional vote for the area. Keans stated she was interested in the appointment and Copeland stated she would provide the requirements and meeting information to Keans.

Ortmann made a motion to appoint Sandra Keans as the SRPC representative to the NH Rail Authority and Executive Director authority to name a staff member as a backup appointment. Jansen seconded the motion. The motion carried unanimously.

10. Subcommittee Reports

a. Grievance/Appeals Policy

Copeland stated she sent the language requested by Vita regarding the maximum number of meetings between employee and Executive Director to legal for a review and distributed the response to the subcommittee. She stated she was awaiting subcommittee response.

b. Executive Director Evaluation

Ortmann stated the evaluation subcommittee would need one additional meeting and would report at the next Executive Committee meeting.

11. Executive Director Report

Copeland distributed the report and discussed the closeout discussion of the Federal Highway Administration and NH Department of Transportation Billing Process Review.

Copeland stated the Coastal 2010 grant was approved.

Copeland stated the Senate Bill 168 establishing the Southeast Alliance has moved to the House for passage. She discussed the Department of Environmental Services, the estuaries and the regional planning commissions as an advisory committee to provide information and advice to communities that would run the program. Copeland discussed revisiting the restructure of existing commissions before establishing new commissions.

Copeland discussed the Coheco River designation, the Broadband proposal, the Open Space Institute funding marketing activities for the NH Wildlife Action Plan, the Energy Planning Committees, and the Safe Routes to School presentations.

Copeland discussed the Transportation Enhancement (TE) process currently under discussion with the regional planning commissions and NH DOT.

Chairman Brown discussed Senate Bill 29 regarding the Development of Regional Impact Bill.

12. Legislative Update

Ortmann discussed two bills regarding municipal government regarding zoning board of adjustment hardship and how a planning board handles the process of waivers. Copeland stated she would locate the bills and send out the to Executive Committee members. Chairman Brown stated the planning board bill required the planning board to state the reasons for the denial of approval and make the information available to the public within 5 business days.

13. 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 Keans seconded the motion. The motion passed unanimously and the meeting adjourned at 9:59 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on August 14, 2009.
By: Edmund F Jansen Jr.