

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

June 18, 2010
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; Sandra Keans, Rochester; Kenn Ortmann, Rochester; George Snyder, Somersworth.

Absent: C. Thomas Crosby, Secretary-Treasurer.

Staff Present: Cynthia Copeland, Linda Osburn, Michelle Auen, and Marc Ambrosi.

Noting that Chairman Jansen has been delayed, Vice Chairman Vita noted a quorum and called the meeting to order at 8:10 AM.

1. Minutes of May 14, 2010 Executive Committee Meeting

Vice Chairman Vita entertained a motion to approve the minutes of the May 14, 2010 Executive Committee meeting. Ortmann made a motion to approve the minutes and Snyder seconded. Ortmann made an amendment to change the wording of the second motion under item #4 on the top of page 3 from “recommend the following slate of officers” to “the current Executive Committee members” and remove the list of officers. Keans seconded the amendment. The motion passed with McMenimen abstaining.

2. Draft Financial Reports May 2010

Copeland stated she had reviewed a proforma for June and discussed the draft May 2010 financial reports including the income of \$25,210.81 and expenses of \$30,594.49; accounts receivable of \$137,176.32; accounts payable of \$1,387.13. Copeland discussed the income by customer, accounts receivable, and accounts payable. Osburn stated she had received correspondence from Northwood regarding their dues payments for FY 2009 and that the Coastal 2010 receivable had been received. McMenimen asked about the inclusion of the FY 2011 dues in the current accounts receivables. Osburn stated the auditors require any FY 2011 dues not received by June 30 be removed from the FY 2010 accounts receivables to correctly reflect the FY 2010 accounts receivable at FY 2010 year-end. Ortmann stated he had asked last month if any additional communities had notified SRPC that they would not be paying dues. McMenimen stated his concern that next fiscal year's dues were providing cash flow, and he discussed the possibility of offering discounts for payments. Snyder stated the dues invoices should not be delayed, and he discussed the possibility of penalties for late payments. Ortmann suggested adding a footnote to the statements clearly identifying the FY 2011 accounts receivables.

Chairman Jansen joined the meeting at 8:30 AM and Vice-Chairman Vita turned the meeting over to Chairman Jansen.

3. Charge off Invoices

Osburn requested a motion to authorize the write off of the \$.14 balance remaining on Invoice #4793 dated 6/12/2009 to the Town of Lee for the FY 2010 dues that the Town had paid in four quarterly payments. Osburn asked for a motion to authorize the write off of the \$7.26 balance on Invoice #4848.5 dated 7/31/2009 to the Department of Transportation for Federal Transit Authority (FTA) expenses 7/1/09-7/31/09. Osburn explained that the \$7.26 will be added back to the available funds from the FTA but needed the authorization to amend the invoice.

Chairman Jansen entertained a motion to write off the \$.14 balance of Invoice 7793 dated 6/12/2009 and the \$7.26 for Invoice #4818.5 dated 7/31/2009. Ortmann made the motion and McMenimen seconded. The motion passed unanimously.

4. SRPC Lease/Move Update

Copeland stated she would arrange a time to see the remodeled office space at the Rochester Community Center next week. She stated that the Internet, phone capacity and air conditioning were installed and she would begin to make moving arrangements. Chairman Jansen asked the projected moving date, and Copeland stated that the lease on the current officer space ends on 7/31/2010.

5. Strafford Metropolitan Planning Organization June Administrative Modifications

- a. Newmarket 13878 – Construct bike shoulders from the southerly limit of project 13101 in Newmarket to the Newfields town line (CMAQ Program). Total funding will increase from \$721,000 to \$742,000.
- b. COAST – ADA Operations. Total funding in 2010 will increase to \$187,000. Total funding in 2011 will increase to \$194,000. Total funding in 2012 will increase to \$200,000.

Chairman Jansen entertained a motion to concur with the recommendation of the Executive Director to approve the June administrative modifications. Ortmann made the motion to concur with the recommendation of the Executive Director to approve the June Administrative modifications. McMenimen seconded. The motion passed unanimously.

Vita asked the source of funding for the two projects. Copeland responded that the Newmarket project funding was 80% from federal sources and 20% was from state sources; she stated that the project was municipally managed. Copeland stated the COAST project funding was from federal sources and from local communities' contributions.

6. Updates

a. NH Rail Transit Authority

Keans stated that there was nothing new to report regarding the NH Rail Transit Authority.

b. Pease Airport Master Plan Update

Vita stated that there was no news to report regarding the master plan update.

c. NHARPC Legislative Committee

Ortmann stated that if SRPC wanted to be proactive and suggest legislative changes, then SRPC would need to send their recommendations for the list of priority actions before the end of June to the New Hampshire Association of Regional Planning Commissions (NHARPC). He discussed the issue of the regional planning commissions being treated as a private agency by the state and suggested considering a sole source or priority process. Keans asked what would be different by establishing the process. Ortmann and Copeland discussed examples of state agencies that had hired private companies to complete work that the regional planning commissions could have completed in their areas. Ortmann stated the state agencies could approach the regional planning commissions with projects where the regional planning commissions had the expertise and there would be no preference or priority if the planning commission did not have the expertise. Ortmann asked if the group thought it worthwhile to forward the item to the NHARPC as a recommendation for the 2010 annual legislative action priorities.

Snyder made a motion to propose adding a legislative action priority for 2010: the consideration of regional planning commissions as a priority contractor for state agency contracts if the planning commissions have the expertise to complete the contract.

McMenimen seconded the motion. The motion passed unanimously.

Vita discussed the current “promote measures to mitigate climate change” policy statement under the title Sustainability. Discussion of what measured climate change and the debate over natural hazards impact or climate change on the current weather ensued. Ortmann discussed the land use practices, regulations, fossil fuels and promoting efforts to mitigate the impacts of climate change. Copeland discussed “support the development and increased use of sustainable/renewable energy” priority under the title Sustainability. Snyder discussed the need for balance, and he stated everyone should be more environmentally concerned and make good decisions at the local levels.

The discussion to promote measures to mitigate the impact of climate change ensued. Chairman Jansen discussed financial constraints and Ortmann suggested adding cost effectiveness analysis as part of the decision process. McMenimen suggested removing the item from the priority list until more information regarding specific measures was available.

McMenimen made a motion to propose removing a legislative action priority for 2010: the promotion of measures to mitigate climate change until clearer wording is provided

Vita seconded the motion. The motion passed unanimously.

d. Executive Director Report

Copeland stated that new two new employees had started employment: Michelle Auen as a regional planner and Scott Turgeon as a field data technician. Auen joined the meeting at 9:10 AM and the Executive Committee members introduced themselves. Auen discussed her employment as an intern working with the wetlands bureau permit process at the New Hampshire Department of Environmental Services (NHDES) and her interest in energy planning. Copeland stated she was still recruiting for economic committee members for the Comprehensive Economic Development Strategy document. Marc Ambrosi, recently hired Regional Transportation Planner, joined the meeting at 9:15 AM and discussed his work with the Safe Routes to School program

and community efforts with parents, public works school boards and councilors. Auen and Ambrosi left the meeting at 9:30 AM.

Copeland stated all contracts were being worked on at the present time. She discussed issues with the Unified Planning Work Program (UPWP) with the New Hampshire Department of Transportation's (DOT) indirect rate issues and payments. She stated that SRPC was not receiving the same treatment as the other regional planning commissions that are being paid more quickly and having amounts owed reduced. Copeland stated the seasonal traffic counts were supposed to be funded from additional funds from NHDOT and that has been withdrawn, that NHDOT did not respond to the mid year report submitted regarding readjustment of budget line items, and the re-characterization of funds from the FY 2008-2009 contract that were carried over to the FY 2010-2011 contract instead of being set aside for an indirect rate cost adjustment. Ortmann suggested reasons that SRPC would feel they are being treated differently: SRPC was dealing with a different person that the other RPCs were dealing with; SPRC was being punished and there was a disincentive to not process SRPC's invoices; randomness; and that NHSOT was responding to emergencies. Vita discussed establishing policies in writing and in advance, Ortmann asked what the incentive to follow rules would be, and Keans stated that SRPC would not be successful dictating to the NHDOT. Copeland stated that the Regional Environmental Planning Program from the NHDES was removed from the state budget. Ortmann asked about the Coastal program possible funding for identifying prime wetlands in Rochester and Copeland stated that work had to be completed by a certified wetlands scientist and that she would discuss the item with the Coastal program staff.

Copeland stated she was working on the FY 2012 budget and discussed new opportunities including the Sustainable Communities Grant that would have a 3-year grant term; the Community Technical Assistance Program (CTAP) from the Piscataqua Region Estuaries Partnership; 604(b) Clean Water project solicitation; and the Local Source Water Protection grants through the NHDES. She stated that all contracts except for the Targeted Block Grant were federally funded and that funding could disappear.

7. Strafford MPO Policy Meeting on June 18, 2010

Chairman stated the Strafford Metropolitan Planning Organization meeting would begin at 10:00 AM.

8. Other Business

Ortmann asked if SPRC had received any response from the Federal Highway Administration regarding the program audit conducted. Copeland replied that nothing had been received other than postponement notices.

Ortmann discussed the Executive Director's annual review process and Copeland stated she was swamped with other items.

Chairman Jansen stated that the Supreme Court had turned down the appeal from the Town of Rollinsford regarding a 270-unit condominium project and discussed some concerns from Somersworth. Keans asked if the Regional Impact Committee had reviewed the project, and Copeland stated the local planning board had to declare a project as a regional impact project.

Copeland discussed the article in the Town and Country magazine regarding Agricultural Commissions and stated that Lee had established an Agricultural Commission.

Copeland stated that the American Planning Association (APA) had scheduled the 2011 Annual Planning Conference in Boston. She stated that she was asked to organize a tour of the region and she was considering the Stormwater Center in Durham. Copeland asked the group if they were interested in organizing a mobile tour within 1-½ hours of Boston.

Ortmann made the suggestion that any future Strafford MPO meetings be scheduled to begin at 9:30 AM to accommodate members' schedules.

No other business was discussed at the meeting.

9. Adjournment

Chairman Jansen entertained a motion to adjourn the meeting. Ortmann made a motion to adjourn and McMenimen seconded the motion. The motion passed unanimously and the meeting adjourned at 9:55 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on Edmund F Jansen Jr., 2010.

By: July 16, 2010

