

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

July 10, 2009

Conference Room

Strafford Regional Planning Commission

2 Ridge Street

Dover, NH

Members Present: Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Rick McMenimen, Newmarket; Sandra Keans, Rochester; Kenn Ortmann, Rochester; George Snyder, Somersworth.

Absent: Edmund Jansen, Jr., Chairman, Rollinsford; Larry Brown, Alternate, Milton.

Staff Present: Cynthia Copeland, Linda Osburn.

Vice Chairman Vita called the meeting to order at 8:00 AM and noted a quorum. The committee members introduced themselves.

1. Minutes of June 12, 2009 Executive Committee Meeting

Vice Chairman Vita entertained a motion to approve the minutes of the June 12, 2009 Executive Committee meeting as written. Ortmann made a motion to approve the minutes as written. Crosby seconded the motion. The motion passed with McMenimen and Snyder abstaining.

McMenimen asked if the issues in the side management letter had been addressed regarding general ledger approvals, purchase order approvals and the removal of flu shots from the indirect costs. Osburn and Copeland stated the items had been addressed and corrected.

2. Draft Financial Reports June 2009

Copeland discussed the draft June 2009 financial reports including the income of \$98,454 and expenses of \$46,639; accounts receivables of \$50,908; accounts payable of \$15,687. Copeland discussed the income by customer report. She stated the Coastal contract from the Department of Environmental Services required matching funds that were evidenced by \$993.92 in local dues as income and \$1,000 from the Town of Newmarket for tax map updates. Copeland stated the Hazard Mitigation update contract from the Bureau of Emergency Management required a \$10,000 match evidenced by \$7,781.08 in local dues as income and \$2,218.92 as in-kind meeting match. She also stated that \$5,000 was taken into income from contract revenue in advance. Copeland discussed accounts the receivable aging summary and the accounts payable including the audit payment to Melanson Heath and the payment to Bruce Mayberry for the Regional Housing Needs Assessment. Osburn explained that the FY 2010 invoices for membership dues had been sent to communities but were not included in the June 2009 receivables as they were not FY 2009 assets.

3. Remove Dover, Farmington and Wakefield FY 2010 dues from Accounts Receivable

Osburn discussed the FY 2010 Dover Membership Dues Invoice # 4790 in the amount of \$18,386.54; Farmington FY 2010 Membership Dues Invoice #4792 in the amount of \$6,953.47, and the Wakefield FY 2010 Membership Dues Invoice #4805 in the amount of \$5,432.00 and requested approval to remove the stated invoices from Accounts Receivable on the Balance Sheet. She referenced the receipt of correspondence from Dover, Farmington and Wakefield that the communities would not be paying the invoices for the FY 2010 dues.

Vice Chairman Vita entertained a motion to remove the FY 2010 Dover, Farmington and Wakefield Membership Dues Invoices from Accounts Receivable. Ortmann made a motion to accept the correspondence as evidence that the communities of Dover, Farmington and Wakefield did not intend to pay and to remove the referenced invoices from Accounts Receivable with prejudice. Crosby seconded the motion. The motion passed unanimously.

Ortmann discussed services to communities that did not pay membership dues. McMenimen discussed the fairness issue of dues paying communities paying for services to non-dues paying communities. Osburn stated she would discuss the issue with Bureau of Emergency Management in regard to updating Hazard Mitigation plans.

4. General Meeting/Workshop dates for FY 2010

Copeland reviewed the tentative workshop dates, locations and major items for FY 2010: 9/24/09 in Middleton to set dues; 11/19/09 in Newmarket for general information; 1/28/10 in Rochester for Coastal Public Hearing; 5/27/10 Annual Meeting at The Oaks in Somersworth for budget approval and officer elections.

Crosby made a motion to accept the dates for the meetings as scheduled. McMenimen seconded the motion. The motion passed unanimously.

5. SRPC Lease Update

Copeland stated she had signed the lease to consolidate the SRPC office to the second floor while waiting to move by July 2010 to renovated space at the Rochester Community Center. She stated she was waiting for a copy of the lease for review. Ortmann stated the space was located before the Senior Center and behind the Girls Inc. location, and the space would require the addition of an outside entrance.

**6. Strafford Metropolitan Organization approval of June Minor Revisions
Informational Revisions:**

1. Dover #13796- Bridge Rehabilitation over B&M Railroad – 120/118 Washington Street (Dover requested the project be delayed)
2. Durham-Newmarket #13080 – Construct 4' Bike Shoulders from Oyster River Bridge to Dame Road and Sanborn Avenue in Newmarket (widening the travel lane.)
3. Statewide SBCM – Low Volume Corridors: Scenic Byways Corridor Management, Planning and Development of Facilities to Enhance Scenic Qualities of New Hampshire (increased engineering costs.)

Copeland stated she had sought the advice of the Technical Advisory Committee and the Strafford Metropolitan Planning Organization (MPO) regarding the informational revisions, and that she recommended approval of the informational revisions.

Ortmann made a motion to concur with the Executive Director's recommendation to approve the informational revisions listed above. Keans seconded the motion. The motion passed unanimously.

7. Strafford MPO Public Hearing and Policy Committee Meeting on July 10, 2009 to Approve Amendment #2 to NHDOT 2009-2012 Statewide Transportation Improvement Program

Vice Chairman Vita stated the item would be addressed at the 10:00 AM meeting.

8. Subcommittee Reports

a. Grievance/Appeals Policy

Vice Chairman Vita discussed the grievance /appeals policy which outlined the procedure for an employee to meet with the Executive Director up to three times within a 30 day period to resolve any complaints. He stated that the Executive Director would prepare meeting minutes to be provided to the employee for an acknowledgement signature, and place a copy in the employee's file. Vice Chairman Vita stated that if there had been no resolution of the complaint after three meetings, the Executive Director would schedule a non-public meeting to include the employee, Executive Director and the Executive Committee, and furnish the Executive Committee with a copy of the meetings' minutes. Crosby asked if the meeting would include one member or a majority of the members. Vice Chair and McMenimen stated any meeting had to be with a majority of the Executive Committee members present. McMenimen asked what would happen if the employee refused to sign the acknowledgement, and Crosby answered the Executive Director should note that on the meeting minutes and give copies to the employee per the policy.

Keans made a motion to adopt the policy and include it in the personnel handbook. McMenimen seconded the motion. The motion passed unanimously.

b. Executive Director Evaluation

Ortmann stated there was nothing new to report. He passed out FY 2010 Executive Director Draft Goals and stated the subcommittee would meet before the next Executive Committee meeting. Ortmann discussed the goal to "celebrate the 40th anniversary of the Commission by finding ways to increase knowledge and understanding of Commission's role with municipalities, by working with media and agency outreach, by finding several ways to shine the light on SRPC" as a priority to raise awareness. Discussion ensued regarding how to shine the light on SRPC including forwarding emails, annual reports sent to Selectmen and Councils, additional publicity and additional newsletter articles. Ortmann discussed the newsletter suggesting it consist of substance and issues that are interesting. Vice Chairman Vita suggested a synopsis of Route 16 construction. Ortmann stated that the subcommittee was looking for guidance and comments on the FY 2010 Executive Director Goals.

9. Executive Director Report

Copeland stated she had completed phone interviews of the regional planner candidates and would schedule in person interviews for selected candidates. She stated hiring had been delayed due to a delay in the Economic Development Authority processing grants.

Copeland discussed the contracts awaiting approval by the Governor and Council; Coheco River Designation signing on July 1, 2009; and the broadband mapping proposal

Copeland discussed the upcoming Governor's Advisory Commission on Intermodal Transportation (GACIT) hearings and the Ten Year Plan's funding gap. She stated that the Department of Transportation (DOT) Commissioner Campbell had indicated he wanted to meet again with the Executive Directors of the Regional Planning Commissions and the partnership to prepare and educate their communities regarding GACIT hearings, "A Safer Road to Travel", bridges, corridors and fiscal discipline. Keans left the meeting at 9:19 AM to attend the NH Rail Authority meeting. Copeland discussed the GACIT themes from the DOT Commissioner including preservation, red listed bridges, Interstate 93 projects, Interstate 93 demonstration grant for raid corridor, urban district funding, non-highway transportation needs-aeronautics, transit and rail, second tier highways for state, and regional planning commissions' projects. Copeland stated Commissioner Campbell would like to meet with the Strafford Regional Planning Commission. Discussion ensued regarding timing of the Commission meetings.

Copeland discussed the use of toll credits as local match to federal funds for federally mandated programs, and the cuts to the state DOT programs. Snyder discussed the need to sell the DOT Commissioner on what the Commission does well in order to obtain funding. McMenimen stated that a politician, whether elected or appointed, responded to numbers, and suggested a good attendance of members at the Commission meeting that Commissioner Campbell would attend. Ortmann suggested the August Executive Committee meeting agenda item to focus on a list of issues to discuss with Commissioner Campbell such as how the toll credit issue worked, request an increase in the gas tax to offset the state downshifting of work and match, and ask for ideas. Snyder stated the Commissioner might start to listen if presented with the issues and asked for guidance and support. Discussion of inviting the newspaper and the legislative delegation ensued. Vice Chairman Vita suggested Copeland draft a letter to Commissioner Campbell regarding attending an SRPC quarterly meeting to address certain topics. Ortmann suggested the September quarterly meeting with the November quarterly meeting as an alternate date. He suggested talking points be discussed at the August Executive Committee agenda.

10. Updates

a. NH Rail Authority

It was noted that Keans had left to attend the July meeting,

b. Pease Airport Master Plan Update

Vice Chair Vita discussed the update to the 1995 comprehensive master plan for Portsmouth International Airport at Pease. He stated the plan to update with the consultant Hoyle Tanner Associates included a more effective use of Pease and plan for the future. Ortmann stated that Pease had taken over responsibility for the Skyhaven Airport in Rochester, and Rochester would like to know to what extent the master plan update would impact and deal with Skyhaven Airport. Discussion of differences in management, passenger uses, and fuel and landing fees followed. Vice Chairman Vita stated there was a meeting scheduled in September and he would send the agenda to Ortmann who stated he would like to attend the meeting.

Ortmann made a motion to appoint Vice Chairman Vita as the representative from Strafford Regional Planning Commission to the Planning Advisory Committee for the

updated to the Master Plan for Portsmouth International Airport at Pease. McMenimen seconded the motion. The motion passed unanimously.

11. Other Business

Copeland discussed Senate Bill 168 Final Version establishing the Southeast Watershed Alliance and asked if anybody was interested in working on the Alliance Advisory Committee referenced in 485-E: 4. Ortmann discussed the controversy that communities that have sewer treatment plants would be asked to upgrade facilities. He discussed exorbitant costs, and the concern that even if money were spent and all improvements made, this might not achieve a good effect on the treatment cache area. Ortmann discussed the question of what science was available to give a solid basis to improve the quality of the bay area. Copeland discussed the performance indicators released regarding sources point and non point sources, and nutrient loading from septic systems, agriculture and treatment facilities.

No other business was discussed at the meeting.

Vice Chairman Vita 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 10:00 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on 14 August, 2009.

By: 