

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

September 11, 2009  
Conference Room  
Strafford Regional Planning Commission  
2 Ridge Street  
Dover, NH

**Members Present:** Edmund Jansen, Jr., Chairman; Lou Vita, Vice Chairman, Middleton; Rick McMenimen, Newmarket; Sandra Keans, Rochester; Kenn Ortmann, Rochester; George Snyder, Somersworth.

**Absent:** C. Thomas Crosby, Secretary-Treasurer, Madbury; Larry Brown, Alternate, Milton.

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

Chairman Jansen called the meeting to order at 8:00 AM and noted a quorum.

**1. Minutes of August 14, 2009 Executive Committee Meeting**

**Chairman Jansen entertained a motion to approve the minutes of the August 14, 2009 Executive Committee meeting as written. Ortmann made a motion to approve the minutes with the following changes: changed the word “would” to “should” in the next to last sentence on Page 2 under Item 7 Executive Director Report, and add the words “In context of the role of the Executive Committee” in the third to last sentence on Page 4 under Item 6 STIP/TIP Monthly Minor Revisions approval. Keans seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports August 2009**

Copeland discussed the draft August 2009 financial reports including the income of \$24,607 and expenses of 33,793; accounts receivables of \$60,638; accounts payable of \$7,833. Copeland discussed the cash flow challenge, the United Work Plan Program’s (UPWP) specific tasks, Coastal grant, other work tasks and assignments, and the indirect cost rate. Ortmann discussed the dues as income, and Osburn stated the dues were taken into income on a quarterly basis. Copeland stated two employees were scheduled to be on short-term disability soon. She discussed the delay in receiving budgeted grants resulting in the delay in hiring staff. Copeland discussed the expected 3-year contract to update hazard mitigation plans in 10 communities; the Economic Development Agency meeting regarding funding for a Comprehensive Economic Development Strategy document; the mapping of broadband availability; and the possibility of SRPC as a contractor for the Seacoast Commuter Congestion Mitigation/Air Quality (CEMAQ) Grant to coordinate the efforts for a Ride Share van pool.

**3. FHWA Rescission in FY 2009 Funds**

Copeland discussed the possible rescission of planning funds per Section 10212 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

that was scheduled to occur by September 30, 2009. She stated the current contract year and repayment of the FY 2007 indirect rate adjustment would not be impacted. Copeland discussed modeling work, performance measures and challenging matrices.

#### **4. Talking Points for Transportation Commissioner Campbell meeting**

Copeland stated she sent a letter inviting Transportation Commissioner Campbell as the guest speaker at the November 19<sup>th</sup> meeting but has not yet received a response. She stated the November meeting would occur at the end of the scheduled Governor's Advisory Commission on Intermodal Transportation (GACIT) hearings.

Ortmann asked Copeland to discuss tax credits (Item 5.) Copeland referred to the NH Department of Transportation presentation to GACIT on August 24, 2009 that included a chart labeled "2010 & 2011 State Budget, Turnpike Toll Credit" that compared the traditional cash match versus the turnpike toll credit to fund the state match to federal funds. Copeland discussed the Turnpike Authority and the use of funds. Keans discussed an example of the cost by the state to plow a federal road being used as state match to federal funds. Ortmann discussed the use of funds collected from tolls, invested to make improvements, and used as match to other funds. Copeland reviewed the chart previously referenced and stated that the use of toll credits reduced the program capacity by 20%. Ortmann asked if the credits had been used before. Keans stated the credits have been building and the state did not have enough cash dollars for match. Ortmann discussed the use of \$13.3 million in toll credits to avoid the loss of federal funds that required matching funds. Copeland stated that NH DOT had cut match funds to the planning commissions and each planning commission had to decide what to use for match. Ortmann stated the only way to fill the gap would have been to ask the communities for additional dues.

Ortmann discussed potential the talking points for the Transportation Commissioner such as the use of toll credits, any additional sources of funds, increased gas tax dedicated as match for federal funds, priorities from viewpoints and support for transit. Keans discussed the suggestion of talking with the governor at the local levels to encourage new thinking about transportation. Copeland discussed the suggestion of telling a clear story that was meaningful, about safety with participation at all levels. Chairman Jansen discussed the needs and priorities for the next 25 years for highways, local roads, and transit and the most efficient way to finance those needs. Ortmann discussed the need for a change in philosophy. He discussed the current priority of getting from one point to another by building 4 lane highways. Ortmann discussed the possible philosophical change of the first priority-take care of what we have before building anything new, and the second priority-expansion if there are any funds remaining. Snyder discussed the ability to get more funds for the Strafford region and suggested making a case for real results that bring in funds that benefit the communities. He stated that the Commissioner would be a guest, and Ortmann discussed thanking the Commissioner and asking him how to work more effectively together to change the priorities to take care what is already built. Ortmann discussed the lack of funds for planning, and suggested providing examples of the impact of lost funding. Ortmann stated there would be another Executive Committee meeting before the November 19<sup>th</sup> SPRC Commission and SMPO Meeting, and Keans discussed the suggestion to bring specific projects to the GACIT hearings to show how a small amount of funds result in double and triple benefits to the communities.

#### **5. Use of Toll Credits and Impact on the Region**

This item was discussed in conjunction with Item 4 above.

**6. STIP/TIP Monthly Revisions Approval**

Copeland noted there were no monthly revisions available for approval.

**7. Updates**

**a. NH Rail Transit Authority**

Keans stated the NH Rail Transit Authority had applied for two grants: one for planning the rail line between Manchester and Concord, and one for construction that looked doubtful due to a lack of an agreement with Pan Am.

**b. Pease Airport Master Plan Update**

Vice Chairman Vita stated the consultant Hoyle Tanner held the second of three meetings and had developed a tentative blueprint of the Master Plan. He discussed the four descriptors used to define the development scenarios for the next 15-20 years and the likelihood of modest or enhanced growth: General aviation-enhanced; Cargo service-modest; Maintenance repair operation- enhanced; Scheduled air service-enhanced. Vice Chairman Vita discussed the environmental concerns if the footprint were changed, and a capital improvement plan, and revenue and expenses as topics for future meetings with next meeting scheduled for November. Keans asked about international flights and marketing for ski areas. Vice Chairman Vita replied that there are no current international flights but there were facilities for US Customs. Vice Chairman Vita stated the Federal Aviation Administration required the Master Plan update. Ortmann asked about National Guard changes, and Vice Chairman Vita replied that he did not see any changes for the National Guard in the footprint.

**c. Southeast Watershed Alliance**

Copeland distributed a handout sheet entitled "Regional Initiatives for Fall 2009" which included a blog site for the Southeast Watershed Alliance and the information meeting on September 29, 2009 at 6:30 PM at the Nottingham Town Hall. She stated the planning commissions were advisory and non-voting. Copeland discussed the Salmon Falls River Collaborative and stated she would send information to Chairman Jansen and Snyder.

**d. NH Association of Regional Planning Commissions**

Copeland stated there was a meeting scheduled on September 17, 2009 to discuss legislative initiatives and vote on NH Association of Regional Planning Commission (NHARPC) dues. She stated that Crosby and Ortmann were representative and Chairman Jansen was the alternate.

**8. September 24, 2009 SPRC and SMPO Meeting**

Copeland stated that the meeting packets would be sent out today. She discussed the agenda items: Housing Needs Assessment presentation by Bruce Mayberry; the Statewide Transportation Improvement Plan (STIP) Amendment #3 Public Hearing at 8:00 PM; the GACIT hearings and Transportation Enhancement (TE) and Congestion Mitigation/Air Quality (CMAQ) Grants; the approval of the FY 2011 dues

**9. NH Right to Know Law (RSA 91-A) Regarding Quorum for SRPC and SMPO**

Osburn stated that <sup>SRPC's</sup> SRPC's attorney would respond on the issue of using proxy votes to establish a quorum under SRPC and SMPO bylaws and the compliance with NH's Right to Know Law (RSA 91A). Copeland stated the attorney was currently reviewing several items including any changes required to documents and bylaws. Copeland discussed changes made when the Seacoast

MPO split into the Rockingham MPO and the Strafford MPO and included the Executive Committee as the policy making body. Ortmann asked if the SMPO Policy Committee had delegated authority to the SRPC Executive Committee. Copeland replied that was how other planning commissions operate, and she asked the Executive Committee to think about their role and function. Discussion of representation and voting rights ensued, and McMenimen suggested the issues be discussed at the September 24, 2009 SRPC/SMPO meeting.

## 10. Subcommittee Reports

### Executive Director Evaluation

Ortmann stated there was no update and that Crosby had been on vacation.

## 11. Executive Director Report

Copeland stated the renovation of the second floor was scheduled to begin the next week. She asked the Executive Committee members to invite the planning board members to the Housing Needs Assessment presentation at the September 24<sup>th</sup> SRPC meeting. Vice Chairman Vita asked how Copeland expected to achieve billing 530 hours average per month to the Unified Planning Work Program (UPWP) contract per item 20 in the Executive Director report. Copeland replied that the contract funds would be spent wisely and meet performance measures.

## 12. Other Business

McMenimen requested reports be available to the Executive Committee members in advance so the members would have any questions prepared instead of reading the reports at the meeting. Copeland stated she attended the Regional Planning Directors' meetings on the second Thursday right before the Executive Committee meetings on the second Friday. She asked if the Executive Committee would be able to change the meeting date to the third Friday of the month. Ortmann asked Osburn to distribute a schedule showing the dates of the third Friday of each month in order to check their schedules. Copeland stated that the third Friday of October was October 16 and the NH Estuaries Conference was scheduled that day. After consulting their schedules, the Executive Committee agreed that the October Executive Committee meeting would be scheduled for Thursday, October 15 at 8:00 AM. Osburn stated she would email the remaining meeting dates using the third Friday of the month (November 20 and December 18 for 2009) and post the dates on the website

No other business was discussed at the meeting.

**Chairman Jansen entertained a motion to adjourn the meeting. McMenimen made a motion to adjourn and Ortmann seconded the motion. The motion passed unanimously and the meeting adjourned at 10:15 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on Oct 15, 2009.

By: \_\_\_\_\_

*Edmund F. Jansen, Jr*