

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 13, 2006
Milk Shed Function Room
58 New Rochester Road
Dover, NH

Members Present: Tom Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Thomas Crosby, Madbury; Bruce Woodruff, Milton; Ken Ortmann, Rochester; Rod Cools, Wakefield.

Members Absent: Al Dixon, Newmarket.

Staff Present: Cynthia Copeland, Linda Osburn, and Tim Roache.

Others Present: Tom Martin, New Hampshire Department of Transportation (NHDOT); Steve Dubois, NHDOT; Carol Macuch, NHDOT; Sheryl Stephens-Burke, Melanson Heath.

Chairman Fargo called the meeting to order at 7:45 AM.

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the December 9, 2005 Executive Committee meeting. Ortmann made the motion to approve the minutes of the June 10, 2005 minutes with the removal of the word “unreliable” from the first sentence of Item 6. b. Crosby seconded the motion. The motion passed with the noted correction. Cools abstained.

2. Financial Reports

Copeland reviewed the draft December financial reports. She reviewed the receivables and payables and stated that 47% of projected income had been received and 44% of projected expenses had been spent. Chairman Fargo questioned the negative amount to a vendor, and Osburn stated that she included the invoice for unemployment insurance with the December payables to pay the premium by the January 1, 2006 due date. Chairman Fargo asked about Lee and Northwood dues, and Copeland explained that Lee made quarterly payments and Northwood made semi-annual payments. Martin asked if all state agencies paid at the same rate of time. Osburn responded that the state agencies paid invoices from one week to thirty days depending on the time the agency took to review a report or data.

3. Executive Director Report

Copeland distributed the report and stated that a date should be set for the next Strafford Regional Planning Commission meeting. She stated that a public hearing was required for the NH Coastal Grant Application for Technical Assistance. Copeland discussed the status of contracts and the staff changes at the New Hampshire Office of Energy and Planning (OEP). She stated that SRPC would begin working on the economic development chapter of the regional master plan in late January and asked the status of the economic development chapter of the Rochester Master Plan. Ortmann stated that Rochester had now issued a Request for Proposal. Copeland discussed the January 12, 2006

meeting of the New Hampshire Association of Regional Planning Commissions. Woodruff joined the meeting at 8:10 AM. Copeland discussed the status of the (Congestion Mitigation and Air Quality (CMAQ) Improvement and Transportation Enhancement (TE) projects and stated that the Seacoast Metropolitan Planning Organization (MPO) meeting was scheduled for January 26, 2006. She stated there was a meeting of the Exit 10 Task Force scheduled for January 18, 2006, and a charette presentation regarding the Seacoast Regional Wastewater Management Study scheduled for March 25, 2006. Copeland reviewed the current work SRPC was involved with in the local communities.

4. Executive Director Evaluation Committee

Copeland stated that she had not completed her assessment due to work on warrant articles.

5. Presentation of FY 2005 audit by Melanson Heath

Sheryl Stevens-Burke of Melanson Heath presented an overview of the FY 2005 audit. She reviewed the Independent Auditors Report and the balance sheet and income statement for FY 2005. Jansen noted the tight cash flow and asked if that was indicator for future concern. Stevens-Burke asked about the current year's cash flow. Copeland stated that she had noted her concern in the executive director's report and was doing her best to manage the tight cash flow. Stevens-Burke reviewed the Management Report and stated that there were no reportable conditions. She reviewed the recommendations to allocate indirect expenses monthly to the general ledger and to continue the outside review of the bank reconciliation. Crosby stated that he would continue the review.

6. Rescission of Memorandum of Agreement (MOU) by the NH Department of Transportation

Macuch stated that the auditors should verify the overhead/indirect rate each year that was charged to the Unified Planning Work Program (UPWP) contract. Martin stated that this should be part of the yearly audit. Macuch stated that the UPWP contract was a cost reimbursable contract. Discussion ensued regarding the policy of allocating costs to specific contracts. Ortmann stated that consensus policy was that costs should be passed on to the entity requiring the cost. Macuch referred to the OMB Circulars Cost Principles for grants.

Ortmann made a motion to retroactively rescind the memorandum of agreement and authorize staff to negotiate new contracts that incorporate the allocation of costs in each contract per the applicable OMB Circular. Cools seconded the motion. The motion passed unanimously.

Martin asked if this would expedite payment and make the process more efficient. Osburn responded that would make the process more expedient. Fargo asked if adjustments would be made every month. Macuch responded that the adjustment would be made every fiscal year. Ortmann asked if it this was realistic to expect the indirect rate verification from an audit. Stevens-Burke responded that it was reasonable. Macuch stated that the next steps should be: Retroactively rescind the MOU with NH DOT, engage SRPC auditors to verify the indirect rate, and resubmit an invoice for any unbilled expenses for FY 2005. She stated that the indirect rate should be verified every year as part of an audit.

7. On-Going and Emerging Regional Planning Issues Roundtable

a. Regional Impact Committee

Jansen stated that Rollinsford was concerned with the discussion on the traffic effect on the surrounding communities by the Liberty Mutual expansion. Chairman Fargo stated that the

traffic data should be shared with the Rollinsford Board of Selectmen. Jansen stated that the traffic impact might not be as bad imagined, but they did not have the data and were concerned about the cumulative effect of traffic from other projects.

Woodruff discussed House Bill 743 that would reimburse communities for the operational costs such as liability insurance, platform leases and maintenance of transportation stations with Department of Transportation funds. He discussed the costs that Dover was incurring for the transportation station used by the Downeaster train. Cools asked who owned the railroad stations and stated that in other area, the railroad owned the station and paid for maintenance. Woodruff answered that Northern New England Passenger Rail Authority (NNEPRA) owned the passenger rail system and contracted with AMTRAK to run the trains, and he stated that Guilford Transportation Industries owned the railroad tracks. Woodruff stated that Durham and Exeter owned the stations and that Dover leased the station. Woodruff stated that the State of New Hampshire owned the bus facility in Greenland and operators paid the operating costs. Cools stated that the bus systems should grow within the areas that are experiencing growth. Roache stated that funds are needed to develop public transportation and that this bill was a start. Woodruff stated the there was a question of using highway funds for operating expenses and suggested a better mechanism to fund the costs such as a registration fee. Woodruff stated that there was a hearing on the bill schedules for January 17, 2006 at 2:15 PM and requested a letter of support from Strafford Regional Planning Commission.

Chairman Fargo made a motion to allow Woodruff and Roache to complete a letter of support for the bill. Ortmann seconded the motion. The motion passed unanimously.

b. Commissioner Recruitment Subcommittee

No discussion on this item.

c. Municipal Service Boundaries

No discussion on this item.

8. Other Business-John Harwood Memorial Contribution

Chairman Fargo stated that John Harwood, a previous senior land use planner at Strafford Regional Planning Commission, had passed away. He stated that he would like Strafford Regional Planning Commission to contribute to a memorial fund for Harwood's children.

Chairman Fargo made a motion to contribute \$500.00 to a memorial fund to honor John Harwood's contribution to planning at Strafford Regional Planning Commission subject to cash flow. Crosby seconded the motion. The motion passed unanimously.

Chairman Fargo requested the date of the next meeting of the Strafford Regional Planning Commissioners. Due to conflicting meeting dates, Copeland suggested that a public hearing regarding the NH Coastal Program Grant Application for Technical Assistance be held at the next Executive Committee meeting on February 10, 2006. The members agreed.

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

Executive Committee Meeting Minutes
January 13, 2006

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on _____, 2006.

By:

Thomas R. Fargo, Chairman