

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

February 9, 2007
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Al Dixon, Chairman, Newmarket; Frank Torr, Dover; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

Members Absent: Edmund Jansen, Jr., Vice-Chairman, Rollinsford; Thomas Crosby, Secretary-Treasurer, Madbury; Rod Cools, Wakefield.

Proxy Votes: Thomas Crosby, Secretary-Treasurer, Madbury.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Dixon called the meeting to order at 7:42 AM.

1. Minutes

Chairman Dixon entertained a motion to approve the minutes of the January 12, 2007 Executive Committee meeting. Torr made the motion to approve the January 12, 2007 minutes as written. Ortmann seconded the motion. Motion passed unanimously.

2. Draft Financial Reports January 2007

Copeland reviewed the draft January financial reports including the income and expense accounts. She stated her concern regarding cash flow during the quarterly cyclical pattern regarding income.

3. Executive Director Report

Copeland distributed the February Executive Director report. She discussed the projects for the Coastal Technical Assistance Grant application. Dixon discussed the possibility of managing a municipal project in Newmarket.

Copeland discussed the status of the advertisement for the Senior Transportation Planner position and the review committee for the Phase II Route 125 Corridor Study.

Copeland discussed the Unified Planning Work Program (UPWP) contract work and compliance with federal regulations concerning administration of funds. She discussed the new two-year contract that would focus on land use integration with transportation and the need to recruit a transportation planner familiar with federal regulations.

Copeland discussed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) compliance requirements and possible consequences for non-compliance. She discussed the fiscally constrained budget funds for projects in the Ten Year Plan. Woodruff joined the meeting at 8:09 AM. Copeland discussed the Long Range Plan, the Public Participation Plan and Intelligent Transportation Systems (ITS) Plan. She stated that the State of New Hampshire had an ITS plan in effect that covers most state projects but a regional ITS plan was required. Copeland stated that a consultant was needed to complete the plan and that she would prepare a Request for Proposal (RFP) with the committee's approval. Dixon asked if the funds were available, and Copeland responded that funds were available. Discussion ensued regarding the traffic model update proposal, the solicitation of disadvantaged business enterprises and the sole source documentation process.

Ortmann made a motion to proceed with a Request for Proposal for Traffic Model Update Work by the Seacoast Metropolitan Organization (MPO) signed by Copeland and Cliff Sinnott, evaluate the process and request state approval for a sole source vendor if warranted. Woodruff seconded the motion. Motion passed unanimously.

Copeland discussed the ITS plan components such as emergency routes, notification process and timed signalization. Discussion ensued regarding the limited resources and the probability of a project requiring the regional ITS plan in place.

Woodruff made a motion to proceed with a Request for Proposal for Intelligent Transportation System (IST) Plan by the Seacoast Metropolitan Organization (MPO) signed by Copeland and Cliff Sinnott with a stated maximum amount, evaluate the process and request state approval for a sole source vendor if warranted. Ortmann seconded the motion. Motion passed unanimously.

Copeland discussed the necessary updates to the Long Range Plan to be compliant with SAFETEA-LU regulations by July 1 and the need to complete a Request for Proposal (RFP) for the Seacoast MPO Long Range Plan. Discussion ensued regarding the amount of cost sharing between planning commissions.

Ortmann made a motion to authorize the Copeland to negotiate with Rockingham Planning Commission to bring the Seacoast MPO Long Range Transportation Plan into compliance. Woodruff seconded the motion. Motion passed unanimously.

Copeland discussed the New Hampshire Federal Highway Funds and the Transportation Enhancement (TE) Program funds. Woodruff discussed the need to review the TE project list to determine if the projects and costs were still valid. Discussion followed regarding reviewing the projects listed on the Ten Year Plan during the project solicitation process. Copeland stated that the planning commission would be sending solicitation letters to the communities requesting review of projects for removal, redefinition or phasing.

4. Collaborative Efforts with State Agencies and Nongovernmental Organizations (NGO)

Copeland discussed the need for planning commissions and other non-governmental organizations to work cooperatively in view of shrinking funding. Woodruff asked for examples of NGOs and Copeland cited examples such as Workforce Housing and other non-governmental and non-profit groups. She stated that she was trying to work out a balance as the communities are becoming confused and some groups were using SRPC products as their own. Copeland stated her concern regarding the inefficiency of too many groups the lack of land use ordinances being written. Ortmann

asked if this was on the list of agenda items for the NH Association of Regional Planning Commissions (NHARPC), and Copeland responded that it was not an agenda item.

5. On-going and Emerging Regional Planning Issues Roundtable

a. MPO Reorganization.

Copeland stated that Carol Murray, who resigned as DOT Commissioner, sent the MPO redesignation information to Governor Lynch. Ortmann stated that he would meet with the Rochester Planning Board in February.

b. Proposed Legislation

Copeland stated that the NHARPC would be discussing proposed legislative bills at the next meeting on February 12. Copeland discussed House Bill 310 regulating wind turbines and the concern that turbines were not located in any migratory routes. She stated that House Bill 391 was not supported as it limited required wetland restoration areas. Woodruff asked if House Bill 460 relative to conservation restrictions to protect public water supplies applied to privately owned facilities also. Copeland responded that the bill applied to public utility water companies.

6. Other Business

Copeland discussed the New Hampshire Tidal Energy Workshop scheduled for February 23, 2007 at the NH Department of Environmental Services (DES) Pease Office in Portsmouth from 10 AM – 3 PM with Tom Fargo as a speaker.

Chairman Dixon stated that Copeland would be forwarding past reviews and the goals and achievements for the current year to the members of the Executive Director Review Committee. Ortmann suggested that Jansen be asked to join the review committee.

Woodruff commented on the Quality of Life posters that were distributed with the 2006-2007 NH Planning and Land Use Regulation Handbooks.

No other business was discussed.

Chairman Dixon entertained a motion to adjourn. Ortmann made the motion to adjourn and Torr seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:31 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on _____, 2007.

By:

Alphonse Dixon, Chairman