

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

## **Strafford Regional Planning Commission** **September 27<sup>th</sup> 2007** **Minutes**

**DRAFT**

**SRPC Commissioners Present:** Frank Torr (Dover), Tom Crosby (Madbury), Kenn Ortmann (Rochester), Tom Willis (Rochester), Edmund Jansen (Rollinsford), Francis Vincent (Somersworth) and Lawrence D. Brown (Milton)-tardy. **6**

**SRPC Proxy Votes:** Frank Frazier (Brookfield), Anne Martin (Brookfield), Tom Clark (Dover), Peter Stanhope (Durham), Al Dixon (Newmarket), Scott Martin (Northwood) and Gail Mills (Nottingham). **5**

**SRPC Staff Present:** Cynthia Copeland (Executive Director), Dale Abbott (Senior GIS/ Transportation Analyst), Myranda McGowan and Michelle Beauchamp (Assistant Planner).

**Others Present:** Becky Ohler (NHDES)

### **1. Minutes of May 21<sup>st</sup> 2007**

F.Torr made the motion to approve the May 21<sup>st</sup> 2007 minutes as written. T.Crosby seconded. All in favor, 10-0 (*includes 5 proxy votes*), motion passed.

**2. Public Hearing:** Strafford MPO By-Laws, Prospectus, Metropolitan Plan, Public Participation Plan, and STIP Amendment #4

*E.Jansen opened the public hearing.*

### **STIP Amendment #4:**

D.Abbott noted that there was a typographical error in the 2<sup>nd</sup> paragraph. Currently it reads The MPO's in the State's 8-hour Non-Attainment Area will rely on the existing 2005-2007 Air Quality Conformity Determination. This should read FY2007 to FY2010. He added that the four MPO's are in one Non-Attainment area with one budget and need to be in agreement.

*L.Brown was in attendance.*

## **Strafford MPO By-Laws:**

C.Copeland noted that the Governor signed the redesignation of the two MPO's on August 10<sup>th</sup> 2007. The SRPC MPO needs to adopt bylaws and a prospectus of the Strafford MPO and then the STIP can be adopted. The By-Laws being proposed are the same as the Seacoast MPO By-Laws with some modifications. The By-Laws include Strafford Metropolitan Planning Organization, Policy Committee, Executive Committee, Technical Advisory Committee, Strafford MPO Staff, General Information, Repealer and Amendments. The By-Laws define the membership and the functions of each of the organizations.

C.Copeland noted that on page 6, under Policy Committee Voting Members it states that each member community within the Strafford Regional Planning Commission will be represented by their appointed commissioners. In addition, the following agencies are Voting Members: New Hampshire Department of Transportation, New Hampshire Department of Environmental Services-Air Resources Division, Cooperative Alliance for Strafford Regional Transportation and the University of New Hampshire. She suggested that the Pease Development Authority/New Hampshire Port Authority be removed as voting members since they are no longer located geographically within our region.

C.Copeland noted that under Non-Voting Member, she recommended removing the Massachusetts Department of Transportation. C&J Trailways and Pan Am Railways have been added as Non-Voting members. She added that the Committee may authorize additional Non-Voting Members.

C.Copeland noted that a quorum of the Policy Committee shall be deemed as representing no less than ½ of the municipal membership and voting agencies. She noted that without Pease, that would mean 11. She added that language requiring majority voting motions to adopt or make major amendments to the TIP, UPWP, Metro Transportation Plan, MOU, Bylaws, Prospectus has been removed.

C.Copeland noted that on page 12, under Technical Advisory Committee it reads: The TAC shall include representatives from the SMPO communities, federal, state and interested agencies. She added that the language requiring minimum of one member of the Policy Committee to be on the TAC has been removed. She noted that the SRPC staff has been able to do this.

C.Copeland noted that NHDOT has expressed that they would like only one vote for the TAC Committee. She noted under TAC Voting Members it shall read NHDOT or District 6. She added that Pease Development Authority/New Hampshire Port Authority will be removed. Under TAC Non-Voting Members, NHDOT District 6 has been added and Health & Human Services Transportation Representative will now be Alliance for Community Transportation. She added that C& J has also been added to the Non-Voting Members. The Committee may authorize additional Non-Voting Members.

C.Copeland noted that under Quorum, it has been changed from language stating a *quorum of the TAC shall be deemed as representing no less than ½ of the municipal membership and voting agencies to a presence of eight members shall constitute a quorum for transaction of business. Up to four voting embers may be represented by proxy.*

C.Copeland noted that the motions shall be carried by a majority of the voting power present after having established a quorum. She clarified that a proxy vote would be included in a majority vote.

K.Ortmann noted that he interprets that to read that a majority excludes proxy votes. C. Copeland will clarify the language.

C.Copeland noted that on page 16, under Article VI-General Policies, Special Meetings has been changed to only read: *Special meetings may be called by the Chairperson or by a majority of the Committee.* She added that the Prospectus would handle the details previously noted.

C.Copeland noted that on page 17, G-Adoption or Amendments for SMPO Documents has been changed from 15 days notice to 30 days notice. She clarified that the By-Laws are being written to handle membership, quorums and voting; and the Prospectus as the primary document on how plans, TIPS, amendments are adopted and amended for the MPO. The minor or expedited amendments have been changed from Policy Committee approval without a public hearing to minor or expedited amendments per the Prospectus.

B.Ohler noted that she felt that the Pease Development Authority was a major player and should remain as a member. She added that Northern New England Passenger Rail Authority (NNEPRA) should also be included.

C.Copeland noted that NNEPRA is included under TAC as a non-voting member

### **Prospectus:**

C.Copeland noted that on page 3 of the Prospectus, Brookfield was added to the document since they were added to the MPO in 2002. She suggested that the Prospectus membership refer to the MPO By-Law memberships to keep things simple.

L.Brown noted that on page 3 under Study Area, Milton was included as an urbanized community and a non-urbanized community.

D.Abbott noted that Milton is a non-urbanized community.

C.Copeland noted that Newmarket will be included in the urbanized communities.

C.Copeland noted that under Section IV page 13, Section 4.6, Kittery Area Comprehensive Transportation Study will be changed to Southern Maine Regional Planning Commission, since they are the entity that SRPC works with. She added that Rockingham Planning Commission has been working with Kittery.

B.Ohler noted that on page 10, Section 3.5, it should be updated to meet the current ozone emissions.

C.Copeland noted that on page 22, Section 5.3.8 there has been no change. The MPO is awaiting a revision of the process in 2007 or 2008 from a joint NHDOT and the Regional Planning Commissions collaboration.

C.Copeland noted that on page 28, Section 5.4.5 the words *or Executive Committee, depending upon timing of meetings* has been added to have the ability to do minor amendments at the Executive Committee level. She added that this change would give the MPO the ability to move the process along and meet the timing constraints from the NHDOT.

B.Ohler noted that on page 27, Section 5.4.3 it should include in consultation with NHDOT, FHWA and NHDES. She added that it should also include the other MPO's.

### **Metropolitan Plan:**

M.McGowan noted that the Metropolitan Plan has recently been updated. The update includes compliance with the SAFETEA-LU.

C.Copeland noted that M.McGowan went through the Seacoast Long Range Transportation Plan and did the minimum needed in order to approve the STIP and move forward. We plan on doing a full update of the Metropolitan Transportation Plan. She added that the NHDOT has agreed that the two Regional Planning Commissions that were the Seacoast Metropolitan Planning Organization can do the expedited document process in order to move forward and be compliant with SAFETEA-LU.

### **Public Participation Plan:**

M.McGowan noted that the PPP was recently adopted in May 2007 by the Seacoast MPO. She added there were minor changes made to adopt the document for use by Strafford MPO.

C.Copeland noted that there was a 45-day review period as required by law for the PPP. The Metropolitan plan has also had a 30 –day review period.

### ***E.Jansen closed the public hearing***

### **3. FY 2009 Dues**

K.Ortmann made the motion to adopt the FY2009 Dues as presented. T.Willis seconded.

C.Copeland noted that the increases are due to population based on the OEP Estimated 2006 Populations. She added that the FY2009 rate per capita was calculated with 2.7% CPI (June 2006 to June 2007 US, City average, all items) increase and 1% value added increase.

All in favor 11-0 (includes 5 proxy votes), motion passed.

### **4. Strafford MPO By-Laws**

C.Copeland recapped that under Policy Committee, non-voting members, Pease Development Authority and the Port Authority (now one entity) and NEPRA will be added.

F.Torr made the motion to approve the Strafford MPO By-Laws with all the proposed technical changes. L.Brown seconded.

There was a brief discussion regarding proxy votes.

C.Copeland noted that at least half of the communities (9) need to be represented. She added that it also states that up to four voting members may be represented by proxy. She noted that she uses the proxy votes to establish a quorum not as a vote.

K.Ortmann noted that under Article IV (TAC) Section D (Membership) #3 (Quorum), second paragraph reads: motions shall be carried by a majority of the voting power present after having established a quorum.

After a brief discussion, under this same section, the first paragraph was changed to read: *A quorum of the TAC shall be deemed as representing no less than one half of the voting membership. Up to five voting members may be represented by proxy.*

C.Copeland suggested changing Article II (Policy Committee) Section D (Membership) #3 (Quorum) (a) to read: *A quorum of the Policy Committee shall be deemed as representing no less than one-half of the municipal membership and voting agencies. For the purposes of a quorum, one (1) appointed representative per municipality or voting agency present at the meeting would be counted. Up to five municipalities or agencies may be represented by proxy.*

K.Ortmann suggested that member community and voting community be clarified.

E.Jansen noted that there is a motion on the table to approve the By-Laws. All in favor 11-0 (includes 5 proxy votes), motion passed.

## **5. Strafford MPO Prospectus**

T.Crosby made the motion to approve the Strafford MPO Prospectus. F.Vincent seconded. All in favor 11-0 (includes 5 proxy votes), motion passed.

## **6. Other Business.**

C.Copeland discussed what the Regional Planning Commission is and where the RPC statutory authority comes from. She discussed what the Metropolitan Planning Organization is and where the MPO federal authority comes from.

C.Copeland explained that in FY 2008, 35% of the member dues are being used for local technical assistance to our communities and that 65% of the dues are being used as match to federal transportation dollars for the Strafford MPO (45%) and the federal coastal program dollars (20%)

## 7. Adjournment

F.Torr made the motion to adjourn the SRPC Commissioners meeting at 8:15pm. T.Crosby seconded. All in favor 11-0 (includes 5 proxy votes), motion passed.

Respectfully Submitted,

**Cynthia Copeland, AICP**  
**Executive Director**

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