

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

**September 16, 2011**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Vice Chairman Lou Vita, Middleton; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Brian Tapscott, Somersworth

**Members Absent:** Chairman Ed Jansen, Jr., Rollinsford; C. Thomas Crosby, Secretary-Treasurer, Madbury.

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

Vice Chairman Vita noted a quorum and called the meeting to order at 8:07 AM.

**1. Minutes of July 15, 2011 Executive Committee Meeting**

**Vice Chairman Vita entertained a motion to approve the minutes of the August 19, 2011 Executive Committee meeting. Ortmann made the motion to approve the minutes as written and Keans seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports for August 2011**

Copeland reviewed the draft revenue of \$48,542.29, draft receivables of \$114,354.18, and draft expenses of \$49,571.65. She stated that the billable hours were 75% of hours worked. Copeland reviewed the receivables. Ortmann questioned the NH Business Finance Authority (NHBFA) receivable and Copeland stated that the NHBFA stated they would release fund when the Community Economic Development Strategy (CEDS) document was certified by the Economic Development Administration (EDA) which was submitted at the end of July.

**3. Approval of Special 2011 Minor Revision**

Project IPPP, Statewide Pavement. Interstate Maintenance & Interstate Pavement Preservation Program. Additional funding shifted to 2011 from later years. Total funding increase \$780,000. Increase funding to advance paving projects from 2012 to 2011 to utilize federal funding before the end of the fiscal year.

Copeland discussed the Special 2011 Minor revision and stated the SMPO Prospectus determined the minor and informational changes. She stated she concurred with the changes.

**Ortmann made the motion to endorse the Executive Director's concurrence with the minor revision. Keans seconded the motion. The motion passed unanimously.**

#### **4. Approval of September Monthly Minor Administrative/Informational Revisions**

There were no September Monthly Minor Administrative/Informational Revisions.

#### **5. Updates**

##### **a. NH Rail Authority**

Keans stated that the NH Rail Authority last met in Portsmouth with new people and support for rail. She stated the next meeting would be in Nashua next Friday. Keans stated that the group was working on grants and moving forward.

##### **b. NHARPC Legislative Committee**

Ortmann stated that there has not been a meeting since the last Executive Committee meeting. He stated the anticipation for a large number of Legislative Service Requests (LSRs) this year and the hope for organization in order to deal with the LSRs.

##### **c. FEMA Mitigation Grants for Community Mitigation Planning**

Ortmann discussed a Vermont conference where he noticed that Regional Planning Commissions were integral with emergency response but they were not in New Hampshire. He discussed the Rochester and Milton flooding situation when the Emergency Management Director had to make a flooding decision that impacted two individual communities. Ortmann discussed whether to look at ways to be more efficient and move forward with relationships with regional planning commissions, state agencies and communities regarding emergency management. Vita stated it was similar to the current work on the updates to the Hazard Mitigation Plans. Ortmann discussed the funding of regional planning commission from the State of Vermont, the different issues in transportation in the state, and their ability to work out their differences.

#### **6. Executive Director Evaluation and Report**

Copeland stated that due to the absence of Chairman Jansen and Secretary-Treasurer Crosby, that the Executive Director evaluation was postponed until the October meeting. Vita stated that Copeland had provided goals, and Copeland stated she had sent the draft goals to the three subcommittee members.

Ortmann asked if the goals included the issues of ways to use recordings of meetings as resources for public relations. Chairman Vita stated that the goals reflected the duties and responsibilities that were approved last month and he would obtain the input of Chairman Jansen and Secretary-Treasurer Crosby. Ortmann discussed the use of video recordings of presentations, such as the fluvial erosion presentation, that he would bring to the Rochester cable TV to play on the government station and help market SRPC. Copeland stated that was addressed in the monthly meetings and she listens, seeks advice and follows up. Ortmann requested an item be placed on the next Executive Committee meeting agenda regarding staff direction and planning how to anticipate and use resources. Tapscott stated he agreed with the use of videos to lend to communities. Ortmann discussed the Shoreland Protection workshop sponsored by SRPC, and Tapscott stated he heard about issues at planning board meetings but the items were not discussed in depth.

A discussion ensued regarding the process of how communities request membership in regional planning commissions and the history of the membership of Newmarket, Northwood and Nottingham. Copeland stated that Brookfield, Wakefield and Dover are not paying dues, and

Ortmann discussed the scoring system for Transportation Improvement Projects and the reaping of benefits without paying dues.

Copeland stated that the auditors were reviewing documents and stated that staff was busy with the fluvial erosion outreach presentations. Copeland discussed the HUD Sustainable Initiatives for Regional Planning and her concerns about using dues for match if toll credits were not available in 2014 and 2015 for match to the Unified Plan Work Program (UPWP). Vice Chairman Vita asked if SRPC would be able to back out of the agreement in the future, and Copeland stated that signing a Memorandum of Agreement and Letter of Commitment would make that harder to do.

Ortmann stated he noticed that staff was attending webinars and asked if emails could be sent to possible interested parties to participate in the webinar as another benefit to the communities.

#### **7. State Legislative/Commissioner Peer Group**

Vice Chairman Vita discussed the past email activity regarding the regional planning commissions' goals and budgets. He stated that there was no current activity and stated that the silence could be misleading. Vice Chairman Vita suggested that the other regional planning commissions might team up to provide information. He stated that had contacted other regional planning commissions but had not heard back yet. Chairman Vita discussed the lack of information and misinformation. Copeland discussed the legislative services request for the salaries for each position and the funding sources- federal, state and local- for each commission. Discussion ensued regarding the legislative creation of the regional planning commissions as a political subdivision of the State of New Hampshire.

#### **8. Other Business**

Ortmann stated that the NHAPRC was collaborating and cosponsoring the annual planning conference and the prohibitive costs to attend for smaller communities. He discussed how to reach communities with free tickets to events such as the Law Lecture series.

#### **9. Adjournment**

**Vice Chairman Vita entertained a motion to adjourn. Tapscott made the motion to adjourn and Ortmann seconded the motion. The motion passed unanimously and the meeting adjourned at 8:57 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on October 21, 2011.

By: [Signature]