

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 15, 2010

Conference Room

Strafford Regional Planning Commission

2 Ridge Street

Dover, NH

Members Present: Edmund Jansen, Jr., Chairman, Rollinsford; C. Thomas Crosby, Secretary-Treasurer, Madbury; Rick McMenimen, Newmarket; Sandra Keans, Rochester; Kenn Ortmann, Rochester; George Snyder, Somersworth

Absent: Lou Vita, Vice Chairman, Middleton; Larry Brown, Alternate, Milton.

Staff Present: Cynthia Copeland, Linda Osburn, and Dan Camara.

Chairman Jansen called the meeting to order at 8:10 AM and noted a quorum.

1. Minutes of December 18, 2009 Executive Committee Meeting

Chairman Jansen entertained a motion to approve the minutes of the December 18, 2009 Executive Committee meeting as written. Ortmann made a motion to approve the minutes as written. Keans seconded the motion. The motion passed unanimously.

2. Draft Financial Reports December 2009

Copeland discussed the draft December 2009 financial reports including the income of \$57,169.68 and expenses of \$50,096.91; accounts receivables of \$60,925.44; accounts payable of \$3,937.98. Copeland discussed the income by customer, quarterly dues taken into income of \$12,947.32, Coastal dues match amount of \$8,129.70, accounts receivable and aging summary and accounts payable. Osburn stated that payment for the November invoice had been received from the NH Department of Transportation. Copeland discussed the cost of the NH Planning and Land Use Regulations books, delayed contracts, cash flow challenges, billable hours, workflow and the timing of reimbursement of expenses. Copeland discussed the meeting among the regional planning commissions, Governor Lynch and the Executive Council to expedite the contract process with state agencies. She stated that Governor Lynch asked the Attorney General to investigate the legal aspects of completing a Memorandum of Agreement with the regional planning commissions. Ortmann asked if there had been any discussion on the turn around time for payments, and Copeland stated that was not discussed.

3. Approval of January Monthly Minor Revisions

Copeland discussed the January Monthly Minor Revisions:

- a. COAST – Operating Assistance – Proposed modification to add \$67,282 in ARRA funding to COAST's FY 2010 Operating Assistance line item and increase funding from \$1,734,000 to \$1,801,282.

- b. UNH-Wildcat – Capital Assistance. Proposed modification to add approximately \$38,000 of ARRA funding. UNH Wildcat staff had not yet sent exact figures.

She stated she recommended approval of the administrative modifications.

Ortmann made a motion to concur with the Executive Director’s recommendation to approve the January monthly minor revisions. Crosby seconded the motion. Ortmann amended the motion to move this item to the end of agenda item #8 to obtain the exact figures for the UNH-Wildcat Capital Assistance modification. Crosby seconded the motion. The motion passed unanimously.

4. Approval of additional January Monthly Minor/Administrative Revisions

This item was addressed with Item #3 with no additional revisions discussed.

5. Updates

a. NH Rail Transit Authority

Keans stated the authority was waiting for grant notification to hire a consultant to assist in the application for planning and study funds.

b. Pease Airport Master Plan Update

No update was available at the meeting due to the absence of Vice Chairman Vita who is the SRPC representative to the committee.

c. NHARPC Legislative Committee

Ortmann stated he served on the NH Legislative Committee and he reviewed the Legislative Service Requests (LSR) to categorize those of interest to support, oppose or watch. He discussed those of interest with potential support: HB1272 (relative to tax incentives for rehabilitation of historic structures), HB1380 (relative to zoning boards assessing fees), HB1395 (relative to workforce housing), HB1457 (relative to establishing commission to study urban compacts), SB 321 (relative to state coordinating council for community transportation). Ortmann discussed those of interest to oppose: HB1521 (relative to cutting funding for rail transit authority). He discussed those of interest to watch: HB1375 (relative to establishing a committee to study regional planning commission), SB315 (relative to the selection of conservation commission members). Ortmann stated the support and watch items might change if amendments were made and asked for opinions and comments. Ortmann discussed HB1375 “to study the structure, governance, operation, delivery of services, effectiveness, and accountability of regional planning and existing commissions and propose changes to current law in order to implement and codify needed reforms.” He stated that he saw this as positive as planning had evolved since the regional planning commissions were created by legislature 25 years ago. Ortmann suggested reading legislation at the next meeting if the agenda items allowed time.

6. Executive Director Report

Copeland discussed the recovery of under-billed indirect costs, the broadband mapping contract delay, and additional disk copies of the completed Housing Needs Assessment document. Copeland discussed the meeting with NH Department of Transportation to fund traffic counts.

7. SRPC/SMPO Meeting on January 28, 2010

Copeland discussed the agenda for the Strafford Regional Planning Commission (SRPC) meeting and the Strafford Metropolitan Planning Organization (SMPO) meeting. She stated there would be two guest speakers: Ted Diers, Program Manager at NH Department of Environmental Services, discussing membership in the Southeast Watershed Alliance; and Cameron Wake, Associate Professor at the University of New Hampshire, discussing the Lamprey River Flood Risk Assessment Study. Copeland discussed the public hearings regarding the revised Prospectus, revised SMPO Bylaws, draft Environmental Justice document, revised SRPC bylaws and the Coastal Grant applications. She stated that a quorum would be necessary to approve changes to the documents.

Copeland discussed a competitive Coastal Grant application in conjunction with Rockingham Planning Commission to fund 50% of the costs high-resolution aerial photography costs from one-foot resolution to six-inch resolution in the coastal communities. She stated she was seeking letters of support from the coastal municipalities. Copeland discussed the non-competitive Coastal Grant application hearing to solicit ideas for task projects from the communities to submit in May.

Copeland stated that the revised bylaws comply with the NH Right to Know Law (RSA 91-a). Keans discussed labeling documents as “proposed revisions” rather than “draft” documents, and the group agreed. Copeland asked in meeting minutes should be labeled “draft” until approved, and the group agreed.

Ortmann stated there would be an opportunity to view the space for the SRPC office and suggested sending a reminder email notice to the commissioners.

8. Other Business

Ortmann asked Copeland if she had received responses from the commissioners regarding attending the Program Review by Federal Highways Administration (FHWA) and Federal Transit Administration (FTA) on February 10, 2010. Copeland responded that the invitations to commissioners were being sent immediately after the announcement at the January 28, 2010 SRPC/SMPO meeting, and a notice to the public would be published in Foster’s Daily Democrat.

Copeland asked Camara to join the meeting at 9:24 AM to discuss the UNH-Wildcat – Capital Assistance January 2010 Administrative Modification discussed earlier in Item 3. Camara stated this was part capital funding for urban transit statewide and the exact dollar amount was not yet known. He stated the approval could wait until the February 2010 meeting, as the deadline for approval was March 1, 2010.

Ortmann made a motion to concur with the Executive Directors’ recommendation to approve the Administrative Modification for Coast Operating Assistance to add \$67,282 in ARRA funding to COAST’s FY 2010 Operating Assistance line item and increase funding from \$1,734,000 to \$1,801,282. Crosby seconded the motion. The motion passed unanimously

Ortmann discussed the vote by the Salem Board of Selectmen to oppose the addition of a toll on Interstate 93 in the Salem area proposed by the NH Department of Transportation (DOT). He stated the new toll seemed a good way to generate revenue and wanted to encourage the NH DOT to move ahead. Keans stated that Massachusetts would locate a toll on Interstate 93 in Methuen Massachusetts if New Hampshire does not move ahead with the Salem toll. Keans discussed send

a letter of support to the Governor and Executive Councilors, and possibly to the chair of the Public Works Committee. She stated that Interstate 93 used a large amount of transportation funds and needed to add revenue to the state. Ortmann suggested preemptively addressing the argument that if tolls were added, the traffic would take alternative routes.

Ortmann made a motion to send a letter supporting the Salem toll to specific addressees and copies to the appropriate persons at the Executive Directors' discretion. Keans seconded the motion. The motion passed unanimously

No other business was discussed at the meeting.

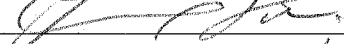
9. Adjournment

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 9:35 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on FEBRUARY 19, _____, 2010.

By: 
LUCINA A VITO, Vice Chair