

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 9, 2009
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Larry Brown, Chairman, Milton; Edmund Jansen, Jr., Vice Chairman, Rollinsford; C. Thomas Crosby, Secretary-Treasurer; Frank Torr, Dover; Lou Vita, Middleton; Bruce Woodruff, Milton; Sandra Keans, Rochester; Kenn Ortmann, Rochester.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Brown called the meeting to order at 8:05 AM.

1. Minutes

Chairman Brown entertained a motion to approve the minutes of the November 14, 2008 Executive Committee meeting as written. Ortmann made the motion to approve the minutes of the November 14, 2008 Executive Committee as written. Crosby seconded the motion. The motion passed unanimously.

2. Draft Financial Reports November 2008

Copeland stated the draft November 2008 reports would be reviewed with the draft December 2008 financial reports under Item #3.

3. Draft Financial Reports December 2008

Copeland stated the draft November 2008 financials were included with the meeting packet due to the cancellation of the December 12, 2008 Executive Committee meeting from the ice storm. She asked if there any questions regarding the draft November 2008 financial statements, and hearing none, reviewed the draft December 2008 financial reports including the income of \$67,025 and expenses totaling \$50,856 resulting in net income of \$16,169. She noted the \$10,377 quarterly income of the FY 2009 prepaid dues and reviewed the accounts receivables as of December 31, 2008 totaling \$96,347. Copeland reviewed the draft December proforma noting 40% of projected income had been received and 48% of expected expenses had been spent. Osburn noted that Secretary-Treasurer Crosby had reviewed the balance sheet, bank statement, and payroll and pension payments on January 8, 2009. Copeland noted that the Dover dues (\$18,387) were doubtful and the Northwood dues semi-annual payment was received. Copeland stated that the receivables from the NH Department of Transportation (DOT) United Planning Work Program (UPWP), NH Estuaries and NH Department of Environmental Services (DES) Coastal Program were current. She stated she held a staff meeting to discuss the work due by the end of the fiscal year.

4. Executive Director Report

Copeland reviewed the January 9, 2009 Executive Director report. She discussed the draft FY 2010-2011 Scope of Work and budget for the Unified Work Planning Program and the public hearing scheduled for January 22, 2009 where the Policy Committee was scheduled to review and approve. Copeland stated that NHDOT would continue paying the state 10% match. Copeland discussed the Ten Year Plan NH DOT policy directive regarding new projects would be considered only if projects of the same or greater amount were removed from the Ten Year Plan. Woodruff discussed the logic and long-term view of the process. Ortmann asked about projects being included in the economic stimulus program. Copeland discussed the possibility of air quality conformity requirements from project construction. Chairman Brown thanked Secretary Treasurer Crosby for reviewing financial documents as stated in the report and stated the Ten Year Plan was really a 33-year plan. Woodruff stated there must be a process with rules regarding projects and the Ten Year Plan and recommended the Commission voice the long-range element to move projects forward as projects are completed. Discussion followed regarding the tracking of projects as completed and the remaining projects in the Ten Year Plan. Copeland stated she was asked to serve on a project steering committee to update the Ten Year Plan project database. Torr discussed Senator Gregg's support of the Little Bay Bridges project for the economic stimulus program, and Copeland asked if a letter of support should be sent to Senator Gregg. Woodruff discussed the status of the Little Bay Bridges project and the bridge engineering work required. Discussion ensued regarding the Spaulding Turnpike projects ranging from Newington, Little Bay Bridge, Dover and the widening of the Spaulding Turnpike in Rochester. Copeland stated the priorities remained the Spaulding Turnpike widening and the engineering work on the Little Bay Bridges.

5. Dues and Strafford Metropolitan Planning Organization (MPO) Membership

a. FY 2010 Dues

Copeland discussed a letter received from a member community requesting the Commission waive the FY 2010 increase on membership dues. She noted the email discussions of the dues in November regarding the 5% CPI increase to the per capita rate and the possibility of a community request for no increase in dues due to the economic situation. Crosby discussed the dues and the importance of keeping the members. He recommended the dues remain the same as FY 2009 and the Executive Committee's recommendation would be forwarded to the full Commission. Discussion ensued regarding the member communities' budgets and the positive psychological impact of SRPC holding the dues constant in the uncertain economic times.

Bruce Woodruff made a motion to recommend to the SRPC Commissions that SRPC return to the FY 2009 dues rate structure for FY 2010 due to the economic times. Tom Crosby seconded the motion, and the motion carried unanimously.

b. DOT/State Matching Funds

Copeland noted that she discussed the DOT matching funds for the FY 2010-2011 UPWP agreement in the Executive Director's report.

6. National Association of Regional Councils (NARC) Advocacy and Economic Recovery Package

Copeland stated the NARC website announcement regarding the economic stimulus program was for informational purposes as a resource for committee members' questions regarding the economic stimulus program.

7. Subcommittee Reports

a. Grievance/Appeals Policy

Vita reported that the subcommittee met and agreed that some means of final address of employee grievances/appeals should be included and recommended a document that would be given to the employee when hired or included in the employee handbook. He described a process that mandated the employee and Executive Director must meet a minimum of three times and both employee and Executive Director submit written documentation of the three meetings to the Executive Committee before being heard by the Executive Committee. Torr left the meeting at 9:02 AM. Woodruff stated the subcommittee was seeking confirmation from the Executive Committee to move forward. Ortmann discussed his yearly evaluation process in Rochester when employees are able to provide comments about their supervisor. Vita asked Copeland to provide structural framework for discussion at the next Executive Committee meeting. Copeland stated she would provide a draft document to the subcommittee for their edits and comments before the next Executive Committee meeting.

b. Executive Director Evaluation

Ortmann stated the Executive Director Evaluation subcommittee had not met; he would set up a meeting of the Executive Director Evaluation subcommittee; he would provide a report next month.

8. Strafford Metropolitan Planning Organization Approval of November Minor Revisions

a. Administrative Modification: Statewide #14744-Scour & Hydraulic Analysis on 130 Bridges and Waterways; Foundation & Hydraulic Analysis on 48 Bridges with Unknown Foundations; Develop Scour Manual and POA

Copeland stated this concerned conducting preliminary engineering in FY 2008 and 2009 instead of only FY 2008, and funding for preliminary engineering had increased from \$345,000 to \$595,000 bringing the total project funding from \$350,000 to \$600,000, a 42% change in funding. Copeland stated she recommended approval of the modification.

b. Informational Revision: Seacoast #14818-Seacoast Commuter Options: Program Expansion/Accelerated Implementation (CMAQ Program) 06-25CM

Copeland stated this concerned project implementation delayed from FY 2008 to FY 2009; funding levels would remain the same; and the project is considered exempt and will use the cost E-32 for "Continuation of ride-sharing and van-pooling promotion activities at current levels: as decided by the Interagency Coordination Group, which allows the project to be modified under the Informational Revisions standards. Copeland stated she recommended approval of the revision.

Bruce Woodruff made a motion to concur with the recommendations of the Executive Director to approve the modification to Statewide Project #14744 as described and approve the revision to Seacoast Project # 14848 as described. Ortmann seconded the motion, and the motion carried unanimously.

9. Strafford Metropolitan Planning Organization Approval of December Minor Revisions
a. Rochester #14350-Intersection Improvements to Improve Safety through Strafford Square, North Main and Washington Streets

Copeland discussed the administrative modification to move the preliminary engineering from FY 2008 to FY 2009 with funding remaining at \$75,000 and move the project funds to combine

all Remote Weather Information Systems (RWIS) into one single Statewide Project #15610. Copeland stated she recommended approval of modification.

b. Statewide #15610-Install RWIS Stations Around the State

Copeland stated this was a new statewide project combining RWIS projects #13632C in Albany, #11512A in Bedford-Manchester-Londonderry, #P2493E in Colebrook, #14204A in Gorham, #13856A in Keene-Milford, #11700 in Lebanon, 14350 in Rochester and #14328B in Sutton into one Statewide Project #15610 with construction costs of \$625,000. She stated this project concerned road sensors as part of the Intelligent Transportation System and would be discussed at the Technical Advisory Committee (TAC) meeting of the Strafford Metropolitan Planning Organization meeting following the Executive Committee meeting. Copeland stated she recommended approval of the modification. Woodruff asked if the Strafford Square in Rochester project #14350 was not being constructed. Ortmann asked if the Rochester project was being postponed for one year or were the \$75,000 funds being removed from the project. Keans stated it appeared the funds were being swapped from the Rochester project to the statewide project.

Ortmann made a motion to concur with the recommendations of the Executive Director to approve the modification to Rochester Project #14350 as described and approve the modification to Statewide Project # 15610 as described with the clear understanding that the Rochester Project #14350 is simply delayed and funds are not eliminated. Crosby seconded the motion, and the motion carried unanimously.

10. Strafford Regional Planning Commission/Strafford Metropolitan Planning Organization Meeting on January 22, 2009

Copeland reviewed the Meeting Notice and Agenda for the January 22, 2009 Strafford Regional Planning Commission and Strafford Metropolitan Planning Organization meeting. She stated Ted Diers, National Chair of the Coastal Zone Program, would be the guest speaker beginning at 6:30 AM. Copeland stated the announcement of public hearings would begin at 7:00 PM. Copeland outlined the following agenda: the Strafford Metropolitan Planning Organization would convene and hold a public hearing to solicit comments on the draft 2010-2011 Unified Planning Work Program, close the public hearing and complete a business meeting and adjourn. Copeland stated the Strafford Regional Planning Commission would then convene, hold a public hearing to solicit comments on the FY 2009 Coastal Program Grant Application, close the public hearing, hold a public hearing to solicit comments on the Isinglass River Management Plan, close the public hearing, and conduct a business meeting including an update to the Cochecho River Nomination to the Protected Rivers Program and adjourn. Copeland stated that hearing was scheduled on January 13, 2009 at the NH State House regarding the Cochecho River Nomination.

11. Other Business

Copeland asked on which committees the state representatives that are SRPC Commissioners would be serving. Chairman Brown stated he would be on the Municipal and City Government Committee. He discussed commercial signage and accident memorials in public rights of way. Woodruff discussed zoning ordinances that deal with removal of signage.

Keans stated she would be serving on the Finance Committee. Vita stated that Carol Vita would be serving on the Executive Departments and Administration Committee. Chairman Brown stated Elaine Lauterborn would be serving on the Municipal and County Government Committee.

Cynthia introduced Nick Alexander, Program Specialist from the NH Department of Transportation, and Leigh Levine, Planning and Development Manager from the Federal Highway Administration to the Executive Committee at 9:39 AM.

No other business was discussed.

Chairman Brown entertained a motion to adjourn. Ortman made the motion to adjourn, and Woodruff seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:40 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on February 13, _____, 2009.

By:

Edmund F. Jansen, Jr.