

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

**November 20, 2009**

**Conference Room**

**Strafford Regional Planning Commission**

**2 Ridge Street**

**Dover, NH**

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

**Absent:** Larry Brown, Alternate, Milton.

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

**Guests:** NH State Representative Carol Vita

Chairman Jansen called the meeting to order at 8:04 AM and noted a quorum.

**1. Minutes of October 15, 2009 Executive Committee Meeting**

**Chairman Jansen entertained a motion to approve the minutes of the October 15, 2009 Executive Committee meeting as written. McMenimen made a motion to approve the minutes as written. Crosby seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports October 2009**

Copeland discussed the draft October 2009 financial reports including the income of \$19,992.65 and expenses of \$33,283.44; accounts receivables of \$103,865.17; accounts payable of \$5,577.55. Copeland discussed the income by customer, accounts receivable and aging summary and accounts payable. She discussed delayed contracts, cash flow challenges, workflow and the timing of reimbursement of expenses. Crosby stated the overdraft protection would be used only to cover short-term cash flow while waiting for guaranteed payments. Ortmann and Vita asked about fees and interest. Osburn stated that there was a \$5.00 fee per advance and interest would be charged at 18% on any amount advanced. She stated the authorized signers were: Chairman Jansen, Vice Chairman Vita, Secretary-Treasurer Crosby, Kenn Ortmann, and Executive Director Copeland.

**Secretary-Treasurer Crosby made a motion that the Executive Committee approve overdraft protection at Citizens Bank in an amount not to exceed \$10,000 for the purpose of covering necessary expenses in the event that SPRC's invoice payments are not received before payment is debited from the account, and in order for this draft protection to be used, the Executive Director's signature and two other authorized signatures must be obtained. McMenimen seconded the motion. The motion passed unanimously.**

Copeland discussed pursuing a line of credit and stated overdraft protection would be used for short-term cash flow and a line of credit would be for long-term cash flow. She asked for direction from the Executive Committee to look into a line of credit.

**Snyder made a motion to investigate a line of credit. Crosby seconded. The motion passed unanimously.**

**3. Approval to remove Milton FY 2010 dues from Accounts Receivable**

Copeland discussed the letter from the Interim Town Administrator of Milton stating the Town of Milton would not be able to pay dues to Strafford Regional Planning Commission for Calendar Years 2009 and 2010.

**Ortmann made a motion to remove the Milton FY 2010 dues from Accounts Receivable. Crosby seconded the motion. The motion passed unanimously.**

**4. FY 2009 Audit Acceptance**

Ortmann noted the management letter statement that there were no significant deficiency items.

**Ortmann made a motion to accept the FY 2009 audit completed by Melanson Heath & Company PC. McMenimen seconded the motion. The motion passed unanimously.**

Vice Chairman Vita asked to move to Agenda Item 7 Updates b. Pease Airport Master Plan Update. The group agreed.

**7. Updates**

**a. Pease Airport Master Plan Update**

Vice Chairman Vita stated the next meeting was scheduled for January. He discussed the uses of the airport: cargo storage, aviation, aircraft maintenance and overhaul and the efficiency of truck traffic at the current time. Keans asked if the planners had considered the re-emergence of rail in the planning process. Ortmann asked about Intermodal connections to enhance rail and air transportation. Vice Chairman Vita stated he would report back to the Executive Committee after the January meeting.

The committee members agreed to return to the agenda.

**5. Approval of November Monthly Minor/Administrative Revisions**

Copeland discussed the November Monthly Minor Revisions:

- a. Dover #13509 – Downtown Transit Loop. Congestion Mitigation Air Quality (CMAQ) funds transferred from Federal Highways Administration to the Federal Transit Administration. Fiscal year changed from 2009 to 2010.
- b. Statewide #14936 – Paint Inspection and Consulting Services as needed. Increasing preliminary engineering funds in FY 2010 from \$15,000 to \$30,000.
- c. Statewide BRPPI- Bridge rehabilitation, Painting, Preservation and Improvement Projects. Reverse funding in FY 2010 and FY 2011 to make \$7,880,000 available in FY 2010 and \$3,880,000 available in FY 2011.

- d. Statewide EFH- Enhance National Benefits by Providing Construction and Maintenance of Forest Highways (Annual Project). Increase preliminary engineering in FY 2010 from \$20,000 to \$150,000.
- e. Statewide HSIP- Highway Safety Improvement Program. Increase Right-of-Way in FY 2010 from \$50,000 to \$100,000. Increase construction in FY 2010 from \$3,500,000 to \$7,500,000. Decrease construction in FY 2012 from \$5,000,000 to \$1,000,000.
- f. Municipal Owned Bridge Rehabilitation and Replacement Projects (Federal, State and Local Funds). Increase Right of Way from \$105,000 to \$300,000 in FY 2010. Increase construction from \$9,250,000 to \$12,400,000 in FY 2010. Decrease construction from \$7,000,000 to \$2,000,000 in FY 2011.

She stated she recommended approval of the informational revisions. Keans asked about the special funds for the national forests item and stated her concerns regarding cutting more roads in the national forests. Copeland stated she would find more information regarding the item. Chairman Jansen asked what would be the consequence if the Executive Committee did not approve the recommendations. Copeland stated the members could try approving only some items. Snyder stated the changes were administrative only.

**Ortmann made a motion to concur with the Executive Director's recommendation to approve the November monthly minor revisions. McMenimen seconded the motion. The motion passed unanimously.**

#### **6. Discussion of Proposed Revisions to Strafford Regional Planning Commission Bylaws**

Copeland distributed the bylaws of the Upper Valley Lake Sunapee Regional Planning Commission regarding the membership dues and voting rights. She discussed the establishment of a quorum in person per the Right to Know Law (NH RSA: 91A.) Copeland stated that the Strafford Regional Planning Commissioners had decided at the meeting on November 19, 2009 to amend the Bylaws of Strafford Regional Planning Commission under Article V to state that all meetings will be in compliance with the existing Right to Know Statutes and a quorum of the Commission shall be deemed as representing no less than ½ of the municipalities who have paid dues and appointed Commissioners. Copeland discussed the membership status of Strafford County that used to provide rent in lieu of dues. Vice Chairman Vita and State Representative Vita left the meeting at 9:00 AM. Osburn stated that Attorney Schulte recommended the dues invoices state that payment was due within 30 days. Snyder suggested the adding the term "or other arrangements" to the invoices. Discussion of voting privileges, collaborative efforts and keeping communities informed ensued. Copeland stated that some communities paid dues but did not appoint Commissioners. Discussion about Strafford County, methods to assess dues and representation ensued. Copeland discussed Amendments under Article VIII of the Strafford Regional Planning Commissions Bylaws that required the written request of at least 3 representatives. She asked if the process should be done via mail or at the Strafford Regional Planning Commission meeting in January 2010. Ortmann stated he wanted to start the process to amend the Bylaws of Strafford Regional Planning Commission.

**Ortmann made a motion to begin the process to amend the Bylaws of Strafford Regional Planning Commission to define a quorum as no less than ½ of the municipalities that have paid dues and appointed a Commissioner, to state that proxy votes are not allowed to establish a quorum but would be allowed after a quorum had been established, and to state that all meetings will be in compliance with the existing Right to Know Statutes. Keans seconded the motion. The motion passed unanimously.**

Ortmann asked about the Strafford County dues and representation issues, and Copeland stated that the issue should be discussed at a later date. Copeland stated she was working on the revisions to the Bylaws of the Strafford Metropolitan Planning Organization.

## **7. Updates**

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

Keans discussed the NH Rail Authority applying for stimulus funds for planning. She discussed the need for a rail owner agreement to utilize the rails and funding for the Downeaster commuter train. Keans left the meeting at 9:23 AM.

### **b. Pease Airport Master Plan Update**

Vice Chairman Vita discussed this item after Agenda Item 4.

### **c. NHARPC Legislative Committee**

Ortmann discussed entering into a contract with a lobbyist for presence in the NH Legislature, possible collaboration with the NH Municipal Association, and the process of identifying legislation that could have impact on this region.

## **8. Subcommittee Reports: Executive Director Evaluation**

Ortmann stated there was no update available.

## **9. Executive Director Report**

Snyder stated that receiving information before the meeting was very helpful. Copeland stated she made a marketing presentation at the Local Government Center this week. She stated that Bruce Mayberry would make the final presentation of the 2009 Housing Needs Assessment at the December 18, 2009 Executive Committee meeting.

Snyder asked who should be at the February 3, 2010 MPO Planning Review of the Strafford Metropolitan Planning Organization. Copeland reviewed the draft Agenda of the Rockingham Planning Commission as a model and read the agenda items: Introductions and Overview of Issues Facing the Region presentations by SRPC; Regional Transportation Plan Development SAFETEA-LU Implementation; TIP and Project Solicitation & Monitoring; Financial Planning/Fiscal Restraint; Lunch with Commissioners, Executive Committee, Technical Advisory Committee members; Public Involvement, Title VI and Related Requirements; Technical Capabilities and Interagency/Interregional Coordination. Copeland stated that SRPC would send out invitations to SPRC Commissioners, Executive Committee members, Technical Advisory Committee members, and regional transit operators such as COAST, UNH and C&J. Copeland stated that SRPC would work on the introduction and overview presentation. Ortmann stated his idea was to continue collaboration, work together and to identify room for improvement.

## **10. Other Business**

No other business was discussed at the meeting.

**11. Adjournment**

**Chairman Jansen entertained a motion to adjourn the meeting. Ortmann made a motion to adjourn and McMenimen seconded the motion. The motion passed unanimously and the meeting adjourned at 9:45 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on December 18, 2009.

By: Edmund F Jansen Jr.