

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

**July 16, 2010**  
**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; Sandra Keans, Rochester; Kenn Ortmann, Rochester; George Snyder, Somersworth.

**Absent:** Rick McMenimen, Newmarket.

**Others Present:** Commissioner Robert Jaffin, Rochester

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

Chairman Jansen noted a quorum and called the meeting to order at 8:00 AM.

**1. Minutes of June 18, 2010 Executive Committee Meeting**

**Chairman Jansen entertained a motion to approve the minutes of the June 18, 2010 Executive Committee meeting. Ortmann requested the correction of the word “lost” to “list” on the second line of page 3 under Item 6. c. NHARPC Legislative Committee and Priorities and the correction of the word “form” to “from” in the 3<sup>rd</sup> paragraph of Item 8. Other Business. Ortmann made the motion to approve the minutes with the noted changes and Vita seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports June 2010**

Copeland discussed the draft June 2010 financial reports including the income of \$67,255.01 and expenses of \$33,069.63; accounts receivable of \$85,657.17; accounts payable of \$1,927.76. Copeland discussed the income by customer, accounts receivable, and accounts payable and stated that the draft net income of \$6,338.51 for the fiscal year would be adjusted after the FY 2010 audit was completed. Copeland stated that the FY 2011 dues in the amount of \$19,935.75 were taken into income. Copeland discussed the outstanding invoice to NH Department of Transportation (NHDOT) for the FY 06-07 indirect rate adjustment; she stated she would discuss the issue at a scheduled meeting with the Federal Highway Administration (FHWA) and NHDOT on July 23, 2010 and with the NHDOT Commissioner.

**3. SRPC Lease/Move Update**

Copeland discussed the progress of packing for the office move, selecting the moving company, transferring the phone system, and data and telephone lines. Ortmann stated that the signed lease was needed as soon as possible and Crosby discussed the issues of including cooling in Article VIII and the non-appropriation clause in Article XX. Copeland stated the draft non-appropriation clause stated

be made for the next funding cycle. Ortmann discussed the zigzagging and low hanging power lines that disrupt the access to the hospital and asked if there were interest in forming a committee to outline the process and provide oversight. Vita suggested a letter to the communities asking if they are interested and see a need for the program. Ortmann suggested a small group to develop a packet of information to meet with emergency managers and develop a strategy to assess local interest and bring back to the group.

The Executive Committee stated their support of the action of Chairman Jansen to appoint an ad hoc committee with members Robert Jaffin, Tom Crosby, Lou Vita and John Parry of Durham. He stated the addition of a meeting agenda item for feedback and updates from the committee. Chairman Jansen appointed Robert Jaffin as chair of the committee. Copeland stated she would notify the participants. Jaffin stated he would ask SRPC staff to generate a couple of maps with major routes and critical facilities. Jaffin stated the police and fire departments have lots of information, and discussion of utilities and their participation ensued.

#### **5. Sustainable Communities Initiative Regional Planning Grant Application for NHARPC**

Copeland discussed the Sustainable Communities Regional Planning Grants and the funding from the NH Charitable Foundation for a grant writer. She discussed the qualified applicant and the need to receive partnership agreements from the principal cities with whom she will meet to obtain agreements. Copeland stated the grant application is due on August 23<sup>rd</sup> through the Grants.gov website.

#### **6. Updates**

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

Keans stated that the NH Rail Transit Authority cancelled last month's meeting. Copeland discussed the Tri-State Rail Corridor Plan and the focus on economic development along the Maine, NH and Massachusetts rail line of the Downeaster.

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

Vita stated that there was no change and no indication of any change to report regarding the master plan update.

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

Ortmann stated that he brought the legislative priority list to the last meeting. He stated that next step was to take information for sponsorship.

#### **7. Executive Director Report**

Copeland discussed the energy planning grant group meetings and the broadband mapping and planning progress. She discussed the Congestion Mitigation Air Quality (CMAQ) deadlines and the need for a Strafford Metropolitan Planning Organization Policy Committee meeting after the August Executive Committee meeting. Copeland discussed the Lee Traffic Circle and the Clean Water Act projects.

**8. Other Business**

**Strafford Metropolitan Planning Organization July Administrative Modifications**

Chairman Jansen noted the request from the NHDOT to process administrative modifications to the 2009-2010 Transportation Improvement Program (TIP).

1. 7674 STATEWIDE 16080 – Various routes, replacement of substandard cable guardrail and ‘F’ terminal units throughout the state. [HSIP 6767] {Highway Safety Improvement Program}. Additional PE required. Request for authorization \$5,000.
2. 7539 STATEWIDE 15950 – Various FY 2010 digital imagery acquisition and data management. [HSIP 6767] {Highway Safety Improvement Program}. Additional PE required. Request for authorization \$250,000.

Copeland stated that she recommended the administrative modifications. Ortmann asked what the original budget for the digital imagery acquisition and data management item had been, and Copeland responded that the item was new and represented cost overruns of an ARRA funded project.

**Chairman Jansen entertained a motion to concur with the recommendation of the Executive Director to approve the July administrative modifications. Ortmann made the motion to concur with the recommendation of the Executive Director to approve the June Administrative modifications and Vita seconded the motion. The motion passed unanimously.**

Vita discussed the Little Bay Bridges project and the anticipatory raising of tolls to pay for the project. He stated how the tolls were 50 cents in Hampton and 25 cents in Dover/Rochester when he moved to New Hampshire and discussed the balance between cost and repairs. Keans discussed the user fees that New Hampshire charges.

No other business was discussed at the meeting.

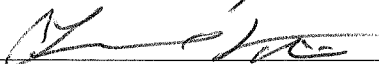
**9. Adjournment**

**Chairman Jansen entertained a motion to adjourn the meeting. Ortmann made a motion to adjourn and Vita seconded the motion. The motion passed unanimously and the meeting adjourned at 9:40 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on August 20, \_\_\_\_\_, 2010.

By:  \_\_\_\_\_