

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

August 20, 2010  
Conference Room  
Strafford Regional Planning Commission  
150 Wakefield Street  
Rochester, NH

**Members Present:** Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Rick McMenimen, Newmarket; Sandra Keans, Rochester; Kenn Ortmann, Rochester.

**Absent:** Edmund Jansen, Jr., Chairman, Rollinsford; George Snyder, Somersworth.

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

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

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

**1. Minutes of July 16, 2010 Executive Committee Meeting**

**Vice Chairman Vita entertained a motion to approve the minutes of the July 16, 2010 Executive Committee meeting. McMenimen questioned the sentence on beginning on line 8 of page 2 which quoted the non-appropriation clause of the proposed lease. Ortmann stated that the sentence was a quote from the proposed lease that did not make sense and would be corrected in the lease. Ortmann made the motion to approve the minutes as written. Crosby seconded the motion. The motion passed with McMenimen abstaining.**

**2. Draft Financial Reports July 2010**

Copeland discussed the draft July 2010 financial reports including the income of \$32,185.51 and expenses of \$61,527.54; accounts receivable of \$110,723.02; accounts payable of \$4,588.27. Copeland discussed the income by customer, accounts receivable, accounts payable, July expenses and Seacoast Commuter Options. Vice Chairman Vita discussed the outstanding invoice to NH Department of Transportation (NHDOT) for the FY 06-07 indirect rate adjustment. Copeland stated she stated she would discuss the issue with the front office of the NH Department of Transportation if the funds had not been paid by the end of August.

**3. FY 2012 Draft Dues Review**

Copeland discussed the draft proposed dues rates for FY 2012. She discussed the calculation factors: 2009 estimated population from the Office of Energy and Planning and the per capita rate increase of 1.1% from the June 2009-June 2010 US City Average Consumer Price Increase (CPI). Copeland stated the dues increase from FY 2011 to FY 2012 totaled \$2,191.98. Crosby asked if students were included in the Durham population figures, and Copeland replied that students were included in the population figures. Ortmann stated he was pleased with talking about a CPI increase and asked if the 1.1% increase was applied to the per capita rates for up to 5,000 population and over 5,000

population. Copeland stated the increase was applied to both per capita rates. Ortmann suggested that when the dues letters are sent, that a cover letter include a notification that the population figures for the past ten years have been based on the estimates from the Office of Energy and Planning as the actual census data would be available next year. Vice Chairman Vita asked why the draft dues rate chart showed the communities that were not contributing. Ortmann stated the chart showed what communities should pay and the budget showed what the communities were expected to pay. Copeland stated that she expected approximately \$35,000 of the dues amount would not be paid by communities. Discussion of ways to help communities pay dues ensued. Copeland stated that \$35,000 is the average amount of dues that Strafford Regional Planning Commission contributed as a match to the Unified Work Planning Program (UPWP). She stated that SRPC would have to use dues as matching funds as toll credits would not be available as matching funds next year.

**Ortmann made the motion to recommend the proposed dues to the Commission for approval in September. McMenimen seconded the motion. The motion passed unanimously.**

#### **4. Strafford Metropolitan Planning Organization August Administrative Modifications**

Vice Chairman Vita noted the request from the NHDOT to process administrative modifications to the 2009-2012 Transportation Improvement Program (TIP). Ortmann stated he liked the electronic version of the modifications that were color-coded.

1. 3695 STATEWIDE 14932 – Various routes, SAFE ROUTES TO SCHOOL PROGRAM [SRTS 14932\*] Additional PE required. Request for authorization \$50,000.
2. 6601 STATEWIDE, BRRPI – Various, BRIDGE REHABILITATION, PAINTING, PRESERVATION & IMPROVEMENT PROJECTS (Federal Program) [JOBS] Additional C required. Request for authorization \$1,120,000. Reduction of C Funding. Request for authorization to remove \$4,500,000 (Jobs for Main Street.)
3. 444 STATEWIDE, EFH – Low Volume Corridors, TO ENHANCE NATIONAL BENEFITS BY PROVIDING CONSTRUCTION & MAINTENNACE OF FOREST HIGHWAYS (Annual Project) Additional ROW required. Request for authorization \$50,000

Copeland stated that she recommended the administrative modifications. .

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

#### **5. Updates**

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

Keans stated that the NH Rail Transit Authority's next meeting was scheduled for next Friday after a two-month hiatus. Copeland asked if the Authority was assembling a Transportation Investment Generating Economic Discovery (TIGER) II grant application. Keans stated she thought the Authority was working on a grant application. Ortmann asked Jaffin about the link he sent regarding funding sources. Jaffin discussed the New England Rail Coalition, attempts to get New England to work together to obtain funding, agree on priorities and projects, and discussed support for proposals.

**b. Pease Airport Master Plan Update**

Vice Chairman Vita stated that there was no plan report regarding the master plan update and asked if the Executive Committee wanted him to contact the Pease Development Authority. Vice Chairman Vita stated he would have a report next month.

**c. NHARPC Legislative Committee**

Ortmann stated that the Legislative Committee would be meeting next month and reviewing suggestions that were submitted regarding prioritizing goals and how to implement those goals.

Jaffin asked Keans if a state has the authority to disenfranchise a rail operator. Keans responded that the process could be difficult. Discussion ensued regarding rail owners setting rates but not shutting out other users, the perceived lack of support from the NH Department of Transportation, and the possible involvement of Amtrak for leverage.

**d. FEMA Mitigation Grants for Community Mitigation Planning**

Ortmann stated that the last meeting differentiated the mitigation planning programs and the support for the ad hoc committee to develop a strategy to assess local interest in community mitigation planning and bring the information back to the Executive Committee. Jaffin requested a letter of appointment for the committee consisting of Chairman Robert Jaffin, Tom Crosby, Lou Vita and John Parry.

**6. Executive Director Report**

Copeland stated that she would be on vacation August 30<sup>th</sup> through Labor Day. She discussed the possibility of closing the office on Friday, September 3 if staff chose to take a vacation day and stated the closure would be posted on the SRPC website, office door and on the phone message. Copeland discussed the possibility of staff members working 4 ten-hour days and the possibility of the office being closed one day per week. Vice Chairman Vita asked if this would create a change in the perception of service. Ortmann stated there were two separate issues: 1- employees working four days per week and the office being open 5 days per week, and 2- the office being open 4 days per week and closing 1 day per week. McMenimen stated the group's consensus that the office be open 5 days per week with rotating staff could work 4 ten-hour days at Copeland's discretion.

Copeland discussed the move to the office space in Rochester and the need for appropriate signage on Wakefield Street, the exterior of the Community Center and the interior lobby of the Community Center. Vice Chairman Vita discussed the number of offices in the building and the locked door to the main corridor. Ortmann stated he would work on solving the signage and access problems.

Copeland discussed the Sustainable Communities Grant and the leveraged resources of \$150,000 and receipt of letters of support representing 78% of the population in the region (Barrington, Dover, Durham, Farmington, Newmarket, Rochester, Somersworth and Strafford). Vice Chairman Vita discussed possible assistance to Farmington and Copeland stated that SRPC was utilizing Hazard Mitigation and energy assistance grants to assist Farmington.

Copeland reviewed the Save the Dates handout listing the four quarterly SRPC meeting dates of September 23, 2010; November 18, 2010; January 27, 2011; and the Annual Meeting/Dinner on May 26, 2011.

Copeland discussed potential Brownfields grants for engineering firms to compile inventories with SPRC research. Copeland stated that a community would apply for remedial grants for individual sites that were identified in the inventories. Copeland stated she would complete a report on how sites are identified and added to the inventories.

Vice Chairman Vita asked why Middleton was missing from the Sustainable Communities Grant, and Copeland stated she had a one-week window to obtain the support letters and maximized her efforts to reach the most people in the short time frame.

## 7. Other Business

McMenimen asked what happened if SRPC could not pay the rent on the Rochester office. Osburn gave McMenimen a copy of the signed lease. Crosby stated that SPRC could not go to another location with lower rent or they would have to pay damages to the City of Rochester.

Ortmann suggested that future Executive Committee meetings be shortened, or adjourned and reconvened, to accommodate an earlier start date for the SRPC Policy Committee meeting which was scheduled to begin at 10:00 AM.

Crosby asked the status of the Lee Traffic Circle. Keans stated the plans include the expansion of the circle with double lanes. Copeland stated that the alternatives of a roundabout and minor improvements to the existing circle were rejected at a public meeting with emergency services concerned with getting through the circle.

The SRPC Policy Committee meeting agenda was discussed. No other business was discussed at the meeting.

## 8. Adjournment

**Vice Chairman Vita 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 9:35 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on SEPTEMBER 17, 2010.

By: 