

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

**August 14, 2009**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

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

**Absent:** Rick McMenimen, Newmarket; Larry Brown, Alternate, Milton.

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

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

**1. Minutes of July 10, 2009 Executive Committee Meeting**

**Chairman Jansen entertained a motion to approve the minutes of the July 10, 2009 Executive Committee meeting as written. Ortmann made a motion to approve the minutes as written. Crosby seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports July 2009**

Copeland discussed the draft July 2009 financial reports including the income of \$26,248 and expenses of \$51,033; accounts receivables of \$151,330; accounts payable of \$2,653. Copeland discussed the cash flow challenge, the United Work Plan Program's (UPWP) specific tasks, work tasks and assignments and the indirect cost rate.

**3. FY 2011 Draft Dues Review**

Copeland reviewed the FY 2011 draft dues totaling \$120,882.82 stating the per capita rate remained the same as FY 2010, and the community population numbers were the estimated 2008 population by the Office of Energy and Planning (OEP).

**Chairman Jansen entertained a motion to recommend the FY 2011 Membership Dues as presented to the SPRC Commissioners for approval at the September 24, 2009 Commission meeting. Vita made a motion to recommend the FY 2011 Membership Dues as presented to the SPRC Commissioners for approval at the September 24, 2009 Commission meeting. Snyder seconded the motion. The motion passed unanimously.**

#### **4. FY 2010 Billing Rates Review**

Copeland reviewed the draft FY 2010 billing rates and stated that SRPC had not raised the billing rates since FY 2004. She stated there was a slight increase for administrative staff, technician and planner/analyst positions. Copeland stated the average SRPC billing rate was \$50, and that the average billing rates was \$50 at 4 regional planning commissions and was \$65 at 4 regional planning commissions. She stated the rates were comprised of salary and indirect costs.

**Ortmann made a motion to approve the FY 2010 Billing Rates as presented. Crosby seconded the motion. The motion passed unanimously.**

#### **5. FHWA Rescission in Federal FY 2009 funds**

Copeland discussed the possible rescission of planning funds per Section 10212 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) that was scheduled to occur by September 30, 2009. She stated she has sent emails to Congressional delegations requesting support of the repeal of the funding and discussed appropriated and obligated funds. Keans asked what responses she had received, and Copeland answered that she was working with the Association of Metropolitan Planning Organizations (AMPO) and with Mike Firestone from Senator Shaheen's office. Ortmann discussed the rescission of non-obligated funds and the question of whether contract funds are obligated funds. Copeland stated the Federal Highways Administration would make the final decision.

#### **6. Subcommittee Reports**

##### **Executive Director Evaluation**

Ortmann stated the evaluation would be a bi-annual review through 6/30/2009 and that he would meet with the subcommittee members Chairman Jansen and Crosby.

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

Copeland stated she was waiting for grant funds from the Economic Development Authority (EDA) before hiring any additional staff. She discussed cross-training staff to cover the transportation planner duties while Myranda was on leave.

Copeland discussed the question raised regarding the use of proxy votes in the bylaws of the SRPC Commission and Strafford MPO being noncompliant with NH's Right to Know Law (RSA 91-A). She stated the issue had been sent to SPRC's attorney for review and possible changes. Ortmann discussed the issue of proxy votes and the "physically present" requirement in RSA 91-A. Copeland stated any changes to the bylaws would require public notice for review and would be on the agenda for the November Commission/MPO meeting.

Copeland discussed the issue of providing services for non-dues paying communities. Stated she had been visiting dues paying communities to discuss regional initiatives and would send letters to the non-dues paying communities. Copeland discussed the Scenic Highway Project for the Branch River Corridor which included two non-dues paying communities. Ortmann stated there were benefits from membership, and he stated that services should be provided to non-dues paying members for a fee if there was a net benefit for the organization. Vita stated the contracted work should be the priority and Ortmann repeated the work for non-dues paying communities would have to financially benefit the commission.

Copeland stated she did not invite Transportation Commissioner Campbell to the September 24, 2009 Commission meeting due to Governor's Advisory Commission on Intermodal Transit (GACIT) hearings in September, and would send the invitation letter for the November 19, 2009 Commission meeting. Ortmann asked if the GACIT hearing dates had been scheduled yet, and Copeland answered that no hearing dates had been set but the schedule should be available by August 24, 2009. Ortmann requested the September Executive Committee agenda include the explanation of using toll credits as in-kind match for UPWP contract, and an overview of where the funds come from, where the funds go to, and the impact on the region.

## 8. Updates

### a. NH Rail Transit Authority

Keans stated the NH Rail Transit Authority meetings were scheduled at 10 AM on the same day as the Executive Committee meeting. She discussed the rail authority's cooperative work with other states, federal funding grants and subsidies, and the rail corridors. Keans left the meeting at 9:11 AM to attend the August meeting,

### b. Pease Airport Master Plan Update

Vice Chair Vita stated the next meeting was scheduled for September 2, 2009. He stated there was no product from the consultant yet and that he would contact Ortmann with the meeting materials for Skyhaven consideration and discussion. Ortmann discussed the differences the physical infrastructure of Pease the larger picture to include Skyhaven Airport in Rochester.

### c. Southeast Watershed Alliance

Copeland stated that a general information meeting was scheduled for the last week of September. Ortmann asked if the alliance was created legislatively, and Copeland replied affirmatively. Copeland stated she was working with communities to update them on the alliance and she will post information on the SRPC website.

### d. NH Association of Regional Planning Commissions

Copeland stated that Bruce Woodruff had resigned as the Strafford Regional Planning Commission's representative to the NH Association of Regional Planning Commissions

**Vita made a motion to appoint Crosby and Ortmann as Strafford Regional Planning Commission representatives to the NH Association of Regional Planning Commissions. s presented. Crosby seconded the motion. Ortmann amended the motion to appoint Chairman Jansen as an alternate representative to the NH Association of Regional Planning Commissions. Snyder seconded the amended motion. The motion passed unanimously.**

## 9. Other Business

Osburn asked if the Executive Committee wanted to meet in the second floor conference area. The committee agreed to meet in the second floor conference area.

McGowan joined the meeting at 9:25 AM to discuss the following items:

**Strafford Metropolitan Organization approval of August Administrative Modifications**

1. Dover #13042- Replace Bridge over B&M Railroad-09/106 (funding increase to \$6,203,000; construction advanced to FY 09.)
2. Durham #14405 – NH 155A Main Street Improvements- Construct Sidewalks, multi-use paths and bicycle shoulders (project received ARRA TE funding; to be constructed in FY 09.)
3. Districts BRPPI – Bridge rehabilitations, painting, preservation & improvement projects- Statewide SBCM – Low Volume Corridors: Scenic Byways Corridor Management, Planning and Development of Facilities to Enhance Scenic Qualities of New Hampshire (increased engineering and construction costs.)
4. Statewide IPPP- Interstate Maintenance & Interstate Pavement Preservation (increased engineering and construction costs.)
5. Statewide MOBRR – Municipal Owned Bridge Rehabilitation & Replacement Projects (increased engineering and construction costs.)
6. Statewide PRRCS – Pavement Resurfacing, Rehabilitation & Crackseal Program (increased engineering and construction costs.)
7. Statewide SBCM – Low Volume Corridors: Scenic Byways Corridor Management Program and Planning, Development of Facilities to Enhance Scenic Qualities of New Hampshire (increased engineering and construction costs.)

Copeland stated she had sought the advice of the Technical Advisory Committee and the Strafford Metropolitan Planning Organization (MPO) regarding the administrative modifications, and that she recommended approval of the administrative modifications.

**Ortmann made a motion to concur with the Executive Director’s recommendation to approve the administrative modifications listed above. Crosby seconded the motion. The motion passed unanimously.**

McGowan discussed the draft version of the 2009-2012 Statewide Transportation Improvement Program Amendment #3 that included two local projects: Durham #15808- a project for UNH transit and Newmarket #13878 –the Newmarket bike shoulders project.

Copeland discussed the Save the Dates meeting dates:

- September 24, 2009 for the first quarter meeting
- November 19, 2009 for the second quarter meeting
- January 28, 2010 for the third quarter meeting
- May 28, 2010 for the annual meeting

Copeland stated the possible revision to the bylaws would be scheduled for the November Commission meeting due to public notice requirements. She discussed the workload and time commitments for the meetings and requested the Executive Committee provide comments regarding an educational component for the meetings. In context of the role of the Executive Committee, Ortmann discussed the SRPC Commissioners, the Executive Committee and the Strafford Metropolitan Planning Organization (MPO) duties and powers. Ortmann suggested a large calendar be available for the Executive Committee meetings.

No other business was discussed at the meeting.

**Chairman Jansen entertained a motion to adjourn the meeting. Vita made a motion to adjourn and Crosby seconded the motion. The motion passed unanimously and the meeting adjourned at 9:36 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on September 11, 2009.

By: Edmund F. Jansen, Jr.