

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 20, 2012
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Chairman Ed Jansen, Jr., Rollinsford; Vice Chairman Lou Vita, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Sandra Keans, Rochester; Brian Tapscott, Somersworth.

Members Participating Telephonically: Kenn Ortmann, Rochester.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Jansen noted a quorum at 8:23 AM and noted that Ortmann was participating by means of telephone as he was the only staff available at the Office of Planning and Development and could not leave the office to attend the meeting in person.

1. Minutes of December 16, 2011

Ortmann stated that the motion he made under Item 5 on Page 2 should have stated that the salary revisions were approved instead of discussed in the non-public session. Osburn indicated that Ortmann's motion was to implement the salary revisions discussed in the non-public session. Vita discussed the minutes from the non-public session and Copeland stated that the non-public session minutes were not part of the public session meeting.

Ortmann made a motion to approve the minutes as presented and Vita seconded the motion. The motion passed unanimously.

2. Draft Financial Reports for December 2011

Copeland reviewed the draft December 2011 financial reports with draft revenue of \$72,590.83, draft expenses of \$68,622.10, accounts receivable of \$95,994.17, accounts payable of \$8,039.69. She stated that \$20,145.09 of municipal dues was taken into income this quarter. Copeland stated that there were three payrolls in December, the balance of the new furniture was paid, and the NH Planning and Land Use Books were purchased. She stated that dues paying communities receive the number of books that they order complimentary and non-dues paying members receive two complimentary books. Copeland stated that she closed out the Coastal 2010 grant and that the Hazard Mitigation grant funds were spent with the status that hazard mitigation plan updates were almost completed in Newmarket, Middleton and Rochester and that Milton had not yet responded.

3. Draft FY 2011 Audit

Copeland stated that Osburn had prepared the Indirect Cost Rate Proposal that certifies the final FY 2011 indirect rate and is used for billing in FY 2012. Copeland stated that there was a large increase in fund

equity in FY 2011 largely due to the indirect cost repayment from the FY 08-09 UPWP contract. Keans asked about the timing of receiving adjustments and Copeland stated that the process has been sped up now that all regional planning commissions have been using the indirect cost rate process.

4. Possible approval of January Monthly Minor Administrative/Informational Revisions

Chairman Jansen noted the request from the NH Department of Transportation to process Administrative Modifications and/or Informational Revisions to the 2011-2014 Transportation Improvement Program (TIP).

1. DURHAM 16236, US 4. BRIDGE REPLACEMENT & APPROACHES OVER BUNKER CREEK – 145/116. Slight funding increase in Engineering (2012-2014) and Right of Way (2012). Overall funding increase: \$11,000.
2. STATEWIDE, FOHWY- Low Volume Corridors. TO ENHANCE NATIONAL BENEFITS BY PROVIDING CONSTRUCTION & MAINTENANCE OF FOREST HIGHWAYS (Annual Project). Slight funding increase in Engineering (2012) and Right of Way (2012). Overall funding increase: \$170,000.

Copeland stated that she recommended the approval of these changes in the projects as proposed.

Ortmann made the motion to concur with the Executive Director's recommendation to approve the January monthly minor revisions per the memo dated January 19, 2012, and Keans seconded the motion. The motion passed unanimously.

5. Discussion of HB 1561

Copeland stated that the hearing for HB 1561, which would discontinue regional planning commissions, was scheduled for February 9, 2012. She stated that the bill was discussed at the New Hampshire Association of Regional Planning Commissions' (NHARPC) meeting. Copeland discussed the draft model letters of opposition to the bill signed by the Chairs of the Rockingham and Nashua Planning Commissions and stated someone needed to represent the regional planning commissions. Ortmann stated that he would be representing the NHARPC at the hearing and that all directors will be in attendance to answer specific questions. He stated that this would be a good opportunity to provide education about what regional planning commissions do. He stated that other department heads will testify and discussed the possibility of non-typical people to testify against the bill such as representatives from businesses and chambers of commerce. Keans stated she was curious about large cities and towns testifying about services. Ortmann stated that 91% of communities were dues paying members of regional planning commissions on a voluntary basis. Vita stated that the bill would come out of a committee with a recommendation and discussed the list of legislators who were also regional planning commissioners. Discussion regarding establishing talking points and coordination of efforts to maximize effectiveness ensued. Copeland stated that she included the model letters to get an idea of taking points and stated that the letters were of different styles and included different points. Keans suggested that a NH Department of Transportation (NHDOT) official explain the how the department utilizes the regional planning commissions. Ortmann stated his understanding that NHDOT Commissioner Clement would provide a letter or testify at the hearing. Vita discussed the sending of taxes to Washington and the concern about taking federal money due to the strings attached. Keans stated that in New Hampshire, for every dollar sent to Washington, \$.82 comes back to New Hampshire. Ortmann stated that he would provide testimony on behalf of the regional planning commissions and that he understood that Copeland wanted a letter from the Strafford Regional Planning Commissions. He stated he would work with Copeland and include all points of this discussion and include the main points of the NHARPC for a draft letter for

SRPC. Ortmann stopped participating telephonically at 8:58 AM. Vita asked Copeland in what format she wanted input. Copeland stated she would like the group to send her their input and stated she would draft a letter with the core points. Vita suggested Copeland list the functions that the state would have to supply if the regional planning commissions are gone in bullets format.

Copeland distributed the draft list of potential Coastal Grant projects. She stated that Coastal Grant was a non-competitive set-aside of funds from The National Oceanic and Atmosphere Administration (NOAA) for work in Coastal communities and that there was a public hearing scheduled next week regarding the grant projects regarding climate change and fluvial erosion. Copeland stated that she had met with Coastal Program staff and that they were excited about the projects. She stated that the grant required a 50% match of cash and/or volunteer and professional time. She stated she would contact Madbury to see if the town had any potential projects.

Keans made a motion to recess the meeting at 9:02 AM to attend the Seacoast MPO Policy Committee meeting and reconvene following the meeting. Crosby seconded the motion. The motion passed unanimously.

Chairman Jansen reconvened the meeting at 11:30 AM with Executive Committee members Jansen, Crosby, Ortmann and staff member Osburn present.

6. Updates

a. NH Rail Authority

Keans stated that she had no updates to provide.

b. NHARPC Legislative Committee and Priorities

Ortmann stated that the committee discussed HB 1561. He stated that there was a list of bills that the committee is watching, supporting or opposing. He stated he would send out the list as soon as he received the minutes from the last meeting and would forward copies of letters sent out.

c. FEMA Mitigation Grants for Community Mitigation Planning

No information was available.

7. Executive Director Report

Chairman Jansen stated that the Executive Directors report had been emailed and was available at the meeting and asked if there were any questions. No questions were asked.

8. Other Business

Ortmann stated that the minutes of the non-public meeting in December had not been approved. He stated that he sent them to members of the group asking for comments. Ortmann stated that he would make the minutes available for the next meeting.

No other business was discussed.

9. Adjournment

Chairman Jansen entertained a motion to adjourn. Crosby made the motion to adjourn and Ortman seconded the motion. The motion passed unanimously and the meeting adjourned at 10:55 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on March 16, 2012.

By: Edmund Jansen, Jr., Chairman