

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

February 17, 2012
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Vice Chairman Lou Vita, Middleton; Sandra Keans, Rochester; Brian Tapscott, Somersworth.

Members Absent: Chairman Ed Jansen, Jr., Rollinsford; C. Thomas Crosby, Secretary-Treasurer, Madbury; Kenn Ortmann, Rochester.

Staff Present: Cynthia Copeland, Linda Osburn.

Vice Chairman Vita noted the lack of a quorum at 8:15 AM and noted that items would be discussed and no votes would be taken.

1. Minutes of December 16, 2011 Executive Committee Meeting Non-Public Session

Vice Chairman Vita asked if the members had read the minutes and if they had any comments or changes. The group had no comments or changes and recommended that the minutes be approved at the next meeting.

2. Minutes of January 20, 2012 Executive Committee Meeting

Vice Chairman Vita asked if the members had read the minutes and if they had any comments or changes. The group had no comments or changes and recommended that the minutes be approved at the next meeting.

3. Draft financial reports for January 2012

Osburn reviewed the January 2012 Accounts Receivables and stated that the Lee and Northwood dues payments were expected in March, and that the Unified Planning Work Program (UPWP) funds and Coastal Program funds had been received. Copeland joined the meeting at 8:21 AM and reviewed the draft January 2012 statements with draft revenue of \$42,552.62, draft expenses of \$54,386.23, accounts receivable of \$94,081.53, accounts payable of \$6,779.13. She discussed the GIS software expense of the ESRI maintenance agreement and the meeting advertising expense of \$1,000 for Foster's Daily Democrat.

Copeland discussed the income by customer contracts including the rural addressing project, park and ride development study, United Planning Work Program (UPWP), broadband mapping and planning, energy technical assistance, and mapping assistance. She stated that SRPC had started billing for the Intelligent Transportation Systems (ITS) update for staff time and for the consultant IBI Group. Vice Chairman Vita noted that the IBI Group was located in Boston and asked if the consultant contract had

been bid out. Copeland responded that the consultant contract had been bid out and that most firms are multi-state and Vanasse Hangen Brustlin, Inc. had offices throughout the country. She stated that the Director of the IBI Group lived in Durham and commutes to work on the train. Copeland stated that the IBI Group did primarily planning work while Vanasse Hangen Brustlin, Inc., (VHB) did more installation work and stated that the NH Department of Transportation (DOT) was quite pleased at the kick off meeting.

Copeland discussed the accounts payable accounts noting the second installment payment to Conway Office for the Xerox copier. She stated that the proforma had been completed and adjustments made, and noted she was saving the UPWP contract for cash fluidity, and that the Housing and Urban Development (HUD) grant for sustainable communities would replace the energy and broadband mapping funds.

4. Motion to move funds to reserve account

Copeland discussed the approximately \$5,500.00 received as an indirect cost adjustment from the FY 2010 expenses in the UPWP contract where the rate used in billing invoices was lower than the actual final rate. She stated that she wanted to move the funds to the reserve account in anticipation of the FY 2011 indirect cost rate adjustment where the rate used in billing invoices was higher than the actual final rate. She noted that the audited indirect rate for the previous fiscal year is the provisional rate for the next fiscal year until an audit is completed and the adjustments completed.

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

Vice Chairman Vita 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. NEWMARKET 13878 – NH 108. CONSTRUCT 4' BIKE SHOULDERS FROM THE SOUTHERLY LIMIT OF PROJECT 13101 IN NEWMARKET TO NEWFIELDS T/L (CMAQ Program) [02-25CM] Shifting construction funds from 2012 to 2013. Overall funding increase: \$21,000.
2. STATEWIDE, PRRCS- Pavement. PAVEMENT RESURFACING, REHABILITATION & CRACKSEAL PROGRAM RELATED WORK (Annual Federal Resurfacing Program). Funding increase for 2012 ROW and Construction Phases, decrease in 2014 Construction. Overall funding increase: \$3,220,000.

Copeland stated that she recommended the approval of these changes in the projects as proposed. Tapscott asked if the estimates were more and Copeland responded affirmatively. Vice Chairman Vita expressed concerns that much work was being done in the southern part of the state and Keans stated that nothing new was planned in the Rochester area. Vice Chairman Vita asked if there were any way to have a greater presence in the Rochester area and focus on improvement. Copeland stated that in the past, the state unofficially kept track of area projects to see if everybody was receiving a fair share. She stated the Interstate I-93 need exploded and the state started to go in the hole with funding. Copeland discussed fair share determinants and stated that SRPC should be happy with this Transportation Improvement Program (TIP) in comparison to other parts of the state. She discussed the Spaulding Turnpike improvements and the Transportation Enhancements (TE) and Congestion Mitigation/Air Quality (CMAQ) funding rounds. Copeland stated that she worked with Farmington and Rochester on potential projects and was working to ensure fairness and equity. She stated that the southern part of New Hampshire was where COAST and UNH systems were located and stated that the last time she looked, the area received 10-11% of funds. She stated that she was working with

Barrington on Route 125 safety issues, the Lee Traffic Circle, and projects that have not come to fruition yet. Copeland stated that Regional Transportation Planner Ambrosi was working on the project portfolio to have projects in a shovel ready status and discussed the TIGER grants with two weeks to respond and the Northcoast Project. Tapscott discussed the Maine DOT and border bridges and would let Copeland know when the next meeting was scheduled.

6. Draft FY 2011 Audit Presentation

Vice Chairman Vita noted that the auditors requested postponement of the presentation until the March meeting.

7. Executive Director Report

Copeland noted Osburn's resignation effective March 6, 2012 and stated that a replacement recruitment process would begin with 7-10 days to interview and the need for interim temporary to complete payroll. Tapscott asked where Copeland would be posting the recruitment and Copeland stated that the advertisement would be in Fosters Daily Democrat, Local Government Center web page and potentially Craigslist.

Copeland stated that she would propose next month that the Commission pause paying for couples and family benefits. She discussed the need for a cafeteria plan that matches dollars and people choose the benefits they need and want. Copeland stated that the FY 2013 budget was in the planning phase but was unsure what would happen in FY 2014 and FY 2015. She stated she wanted to set up savings to deal with the unknown due to federal questionable activities and bills. Copeland discussed one proposed bill that would eliminate the current minimum amount plus a population calculation for federal programs for Metropolitan Planning Organizations including CMAQ, TE and Safe Routes to School programs and replace it with funding based on a population calculation. Copeland stated that a huge change was coming and she was focused on managing internal costs. Keans asked what the other planning commissions did, and Copeland stated that she tried to get the other planning commissions to combine their group health insurance but all nine commissions were needed and two would not agree. Copeland stated that some other planning commissions were utilizing private insurance companies with high deductibles and contributing towards the deductibles if needed. Keans asked what the current insurance program was and Copeland responded that it was Blue Choice through the Local Government Center. Copeland stated that she would like to go back to the other regional planning commissions and enter into the 100+ group pool status. A discussion of renewal rates including timing and group size ensued. Copeland stated she would complete research and stated that the remaining current employees utilizing the health plan would all be single plan subscribers. Keans asked if there were a health incentive program and Osburn stated that the current policy was to pay 20% of what the Commission would have paid for a single plan. Copeland stated that was a good incentive that attracted people.

Keans asked about Item 15 d. regarding traffic counts. Copeland explained that the traffic counts were the traffic counts and locations requested by the NH Department of Transportation as part of the UPWP contract. Vice Chairman Vita asked about Item 14 regarding the Milton Hazard Mitigation Plan and lack of response from Milton. Copeland stated that the Milton Hazard Mitigation Plan had expired and Vice Chairman Vita suggested sending a letter and ending the matter. Copeland stated that the Commission had a contract to complete the update and that she would meet with the Town Administrator and bring a letter stating that time is of the essence due the expired plan and loss of federal funds in the event of a flood.

8. Updates

a. NH Rail Authority

Keans stated that the legislation to abolish the NH Rail Authority was killed and stated that the group was still working on a federal grant to get the railroad to the Manchester airport. Vice Chairman Vita asked if existing facilities would be upgraded, and Keans stated that the focus was completing the rail to the airport.

b. NHARPC Legislative Committee and Priorities

No information was discussed.

c. FEMA Mitigation Grants for Community Mitigation Planning

No information was discussed.

9. Executive Director Report

This was discussed as Item 7.

10. Legislative

a. HB 1561.

Vice Chairman Vita stated that the Committee voted that the legislation was inexpedient to legislate 16-0 and that historically there was a high rate of retaining the committee's recommendation. Copeland stated that the bill would go to the House consent calendar and a representative could pull it from the consent calendar; it would then go to the House for a vote to kill the bill or put it forward.

b. Federal Legislation on MPO and RPC status

Copeland referred to the previous discussion regarding the proposed bill that would eliminate the minimum and population factor and base funding on the population factor. She discussed Senator Shaheen introducing legislation to grandfather existing Metropolitan Planning Organizations.

11. Other Business

No other business was discussed.

12. Adjournment

Upon the suggestion of Tapscott, the meeting adjourned at 9:00 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on March 16, 2012.

By: Edmund Jansen, Jr., Chairman