

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

February 15, 2013
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Chairman Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Bill Connor, Somersworth.

Members Absent: Secretary-Treasurer, C. Thomas Crosby, Madbury; Bob Jaffin, Rochester; and Alternate, Ed Jansen Jr., Rollinsford.

Staff Present: Cynthia Copeland, Executive Director and Tammy Butt, Finance Manager

Guest Present: E. Comeau, Brookfield Commissioner, S. Brown, Wakefield Commissioner.

Chairman B. Tapscott welcomed everyone and began the meeting at 8:03 a.m. T. Butt requested to jump down to Agenda Item #5 Updates first, due to an expected arrival of C. Copeland in the next few minutes.

5. Updates

a. NH Rail Authority and New England Rail Coalition – S. Keans

S. Keans discussed a new federal grant for the Boston - Manchester rail corridor. More freight rail planning is expected to add to passenger rail regulations. Any further updates will be brought to the Executive Committee meetings.

b. NHARPC Committee Update – Kenn Ortmann

K. Ortmann handed out a list of House Bills currently under review by the state legislature, and stated NH Association of Regional Planning Commissions was holding a meeting later in the day to discuss this list. A discussion ensued on the list of House Bills.

C. Copeland mentioned HB617 contains wording that it will increase the rate of the “road toll”, among other fees, and this was going to a public hearing shortly. S. Keans further explained this is actually the NH Gas Tax, not the tolls drivers pay when going through a toll booth. A discussion ensued about toll revenue and NH DOT highway project funding.

i. NH Association of Regional Planning Commissions Policies & Procedures

K. Ortmann stated that NHARPC focused on revisiting general planning policies previously distributed this fall. There currently is discussion about clarifying these policies and procedures. Any further updates will be brought to future Executive Committee meetings.

1. Welcome/Introductions

Chairman B. Tapscott went back to the first agenda item and asked if everyone could introduce themselves since the meeting is being video-taped.

a. Communications

There were no communications announced.

2. Draft financial reports for January 2013

C. Copeland explained the January A/R Aging report had invoices for the BroadBand project that were greater than 90 days unpaid. This has been resolved with Southwest Regional Planning Commission. We are expecting payment of those invoices soon.

T. Butt stated she researched how to account for In-Kind match of funding within the financial software, QuickBooks. These new line items appear on the January 2013 Profit & Loss Report.

3. Action Items – motion required

a. Minutes of January 18, 2013 Executive Committee Meeting

Chairman B. Tapscott announced the next agenda item, approval of the meeting minutes from January 18, 2013.

K. Ortmann MOVED to approve the meeting minutes of January 18, 2013. B. Connor seconded the motion. There was no discussion. The motion to approve the meeting minutes PASSED unanimously.

b. Monthly February Minor Revisions

C. Copeland stated there weren't any statewide projects on the list of minor revisions this month. She reviewed the two local projects that directly affect SRPC communities. B. Connor asked when ME DOT would hold a public hearing. C. Copeland answered that Foster's Daily Democrat or other local newspapers should have an announcement. NH DOT uses Foster's Daily Democrat for public notices in our region. A discussion ensued about the Somersworth, NH/Berwick, ME and Newmarket DOT projects.

K. Ortmann MOVED to concur with the Executive Director's recommendation to accept the monthly February Minor Revisions as proposed. Vice Chair V. Parmele seconded the motion. A vote was taken and it PASSED unanimously.

4. Discussion Items

There weren't any discussion items on the agenda, T. Butt explained, however, she left it on the agenda to see if any members needed to add to it. Chairman, B. Tapscott moved on to Agenda Item #5c.

5. Updates (continued from page 1)

c. Executive Director Report

C. Copeland announced the new planning intern, Wayne Prindle, was hired February 4th to work in the UPWP contract. SRPC Staff are planning to attend a UNH Career and Intern Fair in March for help recruiting the summer intern staff. C. Copeland provided information about some new grants. A discussion ensued about the new grants, the award of grant funds process, and funding issues.

C. Copeland clarified that we cannot start work on a contract unless we have received the signed contract approving the work. There are a couple of contracts SRPC has submitted and is waiting on the final, signed contract to start work. The Town of Durham is an exception; the town has a request for SRPC to work on maps. The Town of Durham, Director of Planning & Community Development, Michael Behrendt, sent SRPC an email stating they will pay any charges incurred knowing there is a contract about to be finalized and signed. K. Ortmann asked if the broken plotter would affect this contract. C. Copeland and T. Butt explained these are specifically sized, digital maps that can be electronically sent to the Town.

V. Parmele asked about the current server status update. C. Copeland answered she purchased the current server when she started with SRPC 14 years ago. It is in dire need of a replacement. She and staff are researching various options including the "cloud". A discussion ensued.

6. Other Business

Chairman B. Tapscott announced the next agenda item. B. Connor and V. Parmele expressed how pleased they were with the Executive Director's reports.

A discussion ensued regarding storm water runoff, community storm water plans and EPA regulations.

7. Adjournment

K. Ortmann MOVED to adjourn the meeting, S. Keans seconded the motion. It PASSED unanimously.

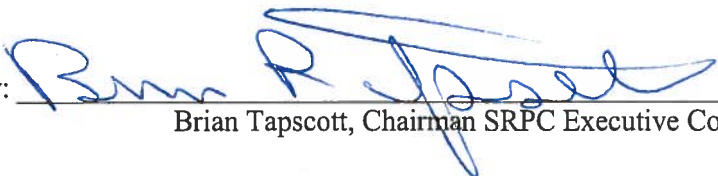
The meeting adjourned at 8:51 a.m.

Minutes respectfully submitted by,

Tammy Butt, MBA
Finance Manager & Recording Secretary

Minutes approved on March 15, 2013

By:



Brian Tapscott, Chairman SRPC Executive Committee