

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

December 16, 2011
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; Kenn Ortmann, Rochester.

Members Absent: Sandra Keans, Rochester; Brian Tapscott, Somersworth.

Staff Present: Cynthia Copeland, Linda Osburn.

Vice Chairman Vita noted the lack of a quorum at 8:06 AM and asked to discuss the non-voting item #2. The members concurred. Chairman Jansen joined the meeting at 8:07 AM and noted a quorum.

2. Draft Financial Reports for November 2011

Copeland reviewed the draft November 2011 financial reports with draft revenue of \$44,884.26, draft expenses of \$43,056.25, accounts receivable of \$82,852.99, accounts payable of \$4,764.81. She stated that there were no issues with the accounts receivable. Copeland reviewed prior year to date comparison report and stated that the November income included \$5,535.17 as an indirect cost adjustment for FY 2010. She stated the indirect cost rate adjustment of \$5,535.17 should be deposited into the reserve account for the FY 2011 indirect cost rate adjustment. Vita asked if Copeland had heard from communities that were reluctant to pay membership dues. Copeland responded that the Northwood Planning Board had voted to pay dues, and stated she would follow up with New Durham and other communities. Copeland stated that discussion was underway with Dover regarding payment of dues. Ortmann discussed the potential confusion that all members of the Strafford Metropolitan Planning Organization (SMPO) were able to vote while only dues paying members of the Strafford Regional Planning Commission (SRPC) were able to vote. He asked about the list of Commissioners on the SRPC website and Copeland stated that commissioners were members of both the SMPO and the SRPC.

Ortmann made a motion to change the order of the agenda to consider Item #1 Approval of Minutes from November 18, 2011 meeting and to move Item #5 Request for Non-Public Session in accordance with RSA 91:A:3 II as the next item. Vita seconded the motion. The motion passed.

1. Minutes of October 21, 2011 Executive Committee Meeting

Chairman Jansen entertained a motion to approve the minutes of the November 18, 2011 Executive Committee meeting. Ortmann made the motion to approve the minutes with the correction of Southern NHRPC to Southern NHPC on Page 4. Vita seconded the motion. The motion passed.

5. Request for Non-Public Session in accordance with RSA 91- A: 3 II (a) to discuss the dismissal, promotion or compensation of any public employee.

Ortmann made a motion to move into non-public session in accordance with RSA 91-A: 3 II (a) to discuss the dismissal, promotion or compensation of any public employee. Vita seconded the motion. On a roll call vote with Jansen, Vita, Crosby and Ortmann voting affirmatively, the motion passed and the group entered nonpublic session at 8:20 AM.

Osburn left the meeting at 8:20 AM.

Chairman Jansen reconvened the meeting at 10:40 AM with Executive Committee members Jansen, Vita, Crosby and Ortmann and staff members Copeland and Osburn present.

Ortmann stated that the following two motions had been made and passed between 8:20 AM and 10:40 AM:

- 1. Ortmann made a motion to return to public session and Vita seconded the motion. On a roll call vote with Jansen, Vita, Crosby and Ortmann voting affirmatively, the motion passed and the group exited nonpublic session at 8:58 AM.*
- 2. Ortmann made a motion to recess the meeting at 8:58 AM to attend the Seacoast MPO Policy Committee meeting and reconvene following the meeting. Crosby seconded the motion. The motion passed unanimously.*

Ortmann made a motion to implement the salary revisions discussed in the non-public session and the Chairman to provide the necessary paperwork to the appropriate personnel. Vita seconded the motion. The motion passed unanimously.

3. Approval of November 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. STATEWIDE, RR-RCS. – Rail. RECONSTRUCTION OF CROSSINGS, SIGNALS, & RELATED WORK, Annual Project E-1. Increase in funding for 2012 “P”, “R”, and “C”. Combining programs Statewide RRRPD with Statewide RR-RCS and increasing the overall funding for RR-RCS by \$660,000.
2. STATEWIDE, SRTS - Various. SAFE ROUTES TO SCHOOL PROGRAM [Parent] {Safe Routes to School Program} ATT. Slight increase in funding for the 2012 “P”, “R”, and “C”. Overall funding increase of \$196,000.
3. STATEWIDE 16346- Various. MITIGATION SITE INVESTIGATIONS AND REPORTING, NOISE-OUNDWALL REPORTING, INVASIVE SPECIES INVESTIGATIONS, E-O. Shifting “R” one year.

Copeland 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 November monthly minor revisions per the memo dated November 19, 2011, and Vita seconded the motion. The motion passed unanimously.

4. Approval of December 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. FARMINGTON #16146, NH 153. REPLACE BRIDGE OVER COCHECO RIVER-096/140 {Red List} (Federal Bridge Program) E-19. Provide funding for 2012 "P" (Engineering). Overall funding increase of \$147,000.
2. STATEWIDE FBRPI – Preservation. BRIDGE REHABILITATION, PAINTING, PRESERVATION & IMPROVEMENT PROJECTS (Federal Program) E-19. Increase funding for the 2012 and 2013 "P" & "R". Funding decrease for 2012 "C". Overall program funding increase of \$50,000.
3. STATEWIDE IPPP – Pavement. INTERSTATE MAINTENANCE & INTERSTATE PAVEMENT PRESERVATION PROGRAM (Annual Program). Increase in 2013 "C". Overall Program increase of \$2,000,000.
4. SEACOAST 14818 – Seacoast Region. SEACOAST COMMUTER OPTIONS- PROGRAM EXPANSION/ACCELERATED IMPLEMENTATION (CMAQ Program) [06-25CM] E-32. Shifting funding from 2011 to 2012. Ongoing negotiations to determine the most appropriate grant administrator is delaying project implementation.
5. STATEWIDE HSIP – Preservation. HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) [PARENT] E-6. Funding decrease for 2012 "P" & 2011 "C", Increase in 2011 "P" & "R" and 2012 "C". Overall program funding increase of \$450,000.

Copeland 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 December monthly minor revisions per the memo dated December 12, 2011, and Vita seconded the motion. The motion passed unanimously.

6. Executive Director Report

Copeland discussed the HUD Sustainable Initiatives for Regional Planning grant that was successful with SPRC's share of \$300,000 over a three year period. She stated that a contract was expected to be signed in January or February with a kick off date in the spring.

7. Other Business

Ortmann discussed the New Hampshire Association of Regional Planning Commissions (NHARPC) and the monitoring of legislative bills. He stated that the text of most bills was available yesterday and his understanding that the text of the remaining bills would be available today. Ortmann stated that a subcommittee would be reviewing the bills to determine interest after the text of all the bills was available. He stated that the subcommittee would review the bills to determine the position of the NHARPC- whether to support, watch or oppose the bill.

Copeland stated that in her research of non-profit status, that Seacoast Computer informed her about Techsoup.org which provided significant savings of software and hardware to non-profits. She discussed the experience of COAST purchases of operating software, and stated that SRPC could stay ahead of the curve with software and purchasing. Copeland stated that a disadvantage of losing status

as a regional planning commission would be the loss of state contracts. Vita asked why the pricing would be so low and Copeland replied that it was only for nonprofits. Vita suggested that Copeland make certain that no strings were attached or downsides and that the right products would be received. A discussion of the challenges of updating software ensued.

No other business was discussed.

8. Adjournment

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

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on _____, 2012.

By: Edmund F. Jansen, Jr.