

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

**April 15, 2011**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Edmund Jansen, Jr., Chairman, Rollinsford; Lou Vita, Vice Chairman, Middleton; Rick McMenimen, Newmarket; Sandra Keans, Rochester; Kenn Ortmann, Rochester.

**Members Absent:** C. Thomas Crosby, Secretary-Treasurer, Madbury.

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

Chairman Jansen noted a quorum and called the meeting to order at 8:03 AM.

**1. Minutes of March 18, 2010 Executive Committee Meeting**

Chairman Jansen entertained a motion to approve the minutes of the March 18, 2011 Executive Committee meeting. McMenimen made the motion to approve the minutes as written and Ortmann seconded the motion. McMenimen requested the correction to add the word “noted” in the 6<sup>th</sup> line to read “Chairman Jansen noted a quorum.” The motion passed unanimously with the noted correction.

**2. Draft Financial Reports for March 2011**

Keans joined the meeting at 8:04 AM. Osburn referenced the draft March 2011 financial reports of income of \$70,305.41, expenses of \$39,079.37, receivables of \$111,106.20 and payables of \$1,372.92. She stated that \$18,147.75 of FY 2011 dues was taken into income this quarter. Copeland joined the meeting at 8:06 AM. Osburn stated that several contracts allowed quarterly billing. Ortmann asked which contracts were quarterly invoicing and Osburn stated the Coastal, Hazard Mitigation, and local dues were quarterly, and the 606(b) contract paid upon completion of projects. Keans stated there was a broadband contract approved at a recent Governor and Council meeting.

**3. Draft FY 2012 Budget**

Copeland discussed the first draft of the FY 2012 Budget. She stated that Brookfield has indicated that they will not be paying dues next year and that she is on the agenda to speak with the Brookfield Selectmen next week. Copeland stated that Regional Planner Auen would be meeting with Wakefield and Brookfield regarding the Technical Assistance and Planning for NH Communities (ETAP) program. Copeland stated there were no municipal contracts and reviewed the state and federal contracts. Copeland discussed the remaining American Reinvestment and Recovery Funds that were allocated for FY 2012 in energy planning and broadband mapping and asked for guidance on the Coastal program funds that require a 50-50 match. Ortmann asked if funds were available, and

Copeland stated the funds were limited to Coastal communities Dover, Rollinsford, Madbury, Durham and Newmarket. Vita asked if the fluvial erosion hazard grant funds were available for water monitoring in the Cochecho River. Copeland stated that the funds were for public education and meeting facilitation work for hazard mitigation and that she would consider funding to water monitoring under the Coastal Program. Copeland discussed the Metropolitan Planning Organization contract for the Unified Planning Work Program (UPWP) and a Park and Ride Study for rural areas in conjunction with Central and Southern Regional Planning Commissions. Copeland discussed the amount of funds from the current UPWP contract that were not spent and the administrative change instituted by the State of New Hampshire that meant the unspent funds would lapse at the end of June 2011. Keans asked if the action was due to a law, and Copeland responded affirmatively. She discussed the possible \$100,000-\$150,000 State Planning and Research Funds and stated that the allocation formula in 2009 was based on population and the new allocation formula was based on population and miles.

Copeland discussed the expenses and noted the similar percentages of the budget for the past year, with the personnel percentage increasing due to an unemployment rate and base salary increase. Copeland discussed the contract work that included a web designer, air quality model consultant, contracted update to the Intelligent Transportation Systems plan and computer network consultant. She stated that NH Department of Transportation had set aside \$300,000 to complete a household survey to include the SRPC area. Copeland stated that she remembered Chairman Jansen's prediction in 2008 that 2012-13 would be the hard times, and she had planned for hard times

#### **4. Approval of Strafford Metropolitan Planning Organization February Administrative /Informational Revisions**

Osburn stated there was a late interagency meeting yesterday and revisions would not be available until next month.

#### **5. Updates**

##### **a. NH Rail Authority and New England Rail Coalition**

Keans stated that there was no updated information.

##### **b. NHARPC Legislative Committee**

Ortmann stated that he had been sending updates and discussed the spreadsheet of 2011 legislation dated 4/8/11. He discussed HB368 regarding Workforce Housing, which the committee voted inexpedient to legislate but was passed by the House and went to the Senate that voted the bill inexpedient to legislate. He discussed the reactions and the ability to have reasonable housing as part of economic development. Ortmann discussed the number of bills to protect rivers and the amendments attached regarding restrictions to be dealt with at a later time. Copeland discussed HB144 regarding energy efficiency and clean energy districts, and stated that Durham was the only community that had enacted the Property Assessed Clean Energy (PACE) program. Ortmann asked what actions the group would like him to take on any bills. Copeland stated that HB1490 was a significant bill as it added Lamprey River segments to protection and HB044 added Oyster River segments to protection. Copeland discussed fluvial erosion considerations and their importance for hazard mitigation.

Ortmann discussed HB218 regarding repealing the NH Rail Transit Authority. He stated the House had passed the bill and the Senate would amend the bill to define the authority and restrict bonding and eminent domain actions. Ortmann stated that if the Senate passed the amended bill, it would go back the House for compromise. Keans stated that if the Senate did not pass the amended bill, then the legislation died and the Rail Authority would remain as it was.

**c. FEMA Mitigation Grants for Community Mitigation Planning**

Commissioner Jaffin was not in attendance at the meeting, and there was no discussion on this subject.

**6. Executive Director Report**

Copeland discussed the Scenic Byway and support for Route 4 in Rollinsford and Route 108 in Dover, Durham and Newmarket. Keans asked about bridge work in Rollinsford, and Chairman Jansen stated there was repair work on the bridge and sidewalks between Rollinsford and South Berwick. Copeland stated that NH Congressman Guinta's staff and the Regional Economic Development Administration staff would be visiting New Hampshire on April 27 with stops in Londonderry, Rochester, Laconia and Pease Tradeport in Newington. Copeland stated that the Innovation Commercialization Center (ICC) business incubator at Pease had received a \$300,000 grant from the Economic Development Administration. Copeland stated that the Comprehensive Economic Development Strategy (CEDS) document was on track, a project solicitation process had been started, and a public meeting would be held in May or June.

**7. Other Business**

No other business was discussed at the meeting.

**8. Adjourn**

**Chairman Jansen entertained a motion to adjourn the meeting. Ortmann made a motion to adjourn and McMenimen seconded the motion. The motion passed unanimously and the meeting adjourned at 8:58 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on

*date: 5/20/2011*  
*by Edmund F Jansen Jr*

\_\_\_\_\_, 2011.

*[Handwritten mark]*

