

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

June 17, 2011
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Edmund Jansen, Jr., Chairman, Rollinsford; Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Kenn Ortmann, Rochester.

Members Absent: Sandra Keans, Rochester.

Others Present: Commissioner Ed Comeau, Brookfield, and Commissioner Robert Jaffin, Rochester

Staff Present: Cynthia Copeland, and Linda Osburn.

Chairman Jansen noted a quorum and called the meeting to order at 8:01 AM.

1. Minutes of May 20, 2011 Executive Committee Meeting

Chairman Jansen entertained a motion to approve the minutes of the May 20, 2011 Executive Committee meeting. Ortmann made the motion to approve the minutes as written and Vita seconded the motion. The motion passed unanimously.

2. Draft Financial Reports for May 2011

Copeland referenced the May 2011 financial reports with income of \$40,267.98, expenses of \$44,295.21, receivables of \$163,621.86 and payables of \$3,623.99. Copeland noted that the FY 2011 dues would be taken into income in June and noted that the FY 2012 dues that were not received in June would be removed from the FY 2011 receivables. Copeland discussed the income through May and stated that staff billable hours were 82% in May. Vita asked if Barrington was a member, and Osburn replied that they had already paid the FY 2012 dues. Copeland reviewed the receivables and payables and the draft year to date net income of \$28,444.70. Ortmann asked what items were contained in payroll expenses, and Osburn stated that payroll expenses included unemployment insurance, medical and insurance benefits, social security and Medicare expenses.

3. Approval of Strafford Metropolitan Planning Organization June Administrative /Informational Revisions

Chairman Jansen noted the request from the NH Department of Transportation to process administrative modifications to the 2011-2014 Transportation Improvement Program (TIP).

1. STATEWIDE, 16227- POST CONSTRUCTION MITIGATION, SITE MONITORING AND OTHER COMMITMENTS AND RELATED EFFORTS AS REQUIRED.

- Funding required for fulfillment of NH DOT post construction contractual obligations. Decrease of \$150,000. Grouped from projects 16345, 16347, and 16344.
2. STATEWIDE, CULTURAL, 16345 – Various Routes, DATABASE DEVELOPMENTS/IMPROVEMENT TO CAPTURE FHWA ELIGIBLE PROJECT COMMITMENTS. Funding required for fulfillment of NH DOT post construction contractual obligations. Increase of \$50,000.
 3. STATEWIDE CULTURAL, 16347 – Various Routes, CULTURAL RESOURCES, POST-CONSTRUCTION COMMITMENTS FOR FHWA ELIGIBLE PROJECTS. Funding required for fulfillment of NH DOT post construction contractual obligation. Increase of \$133,000.
 4. STATEWIDE. HAZMAT, Various Routes, CONTAMINATION ISSUES ON POST-CONSTRUCTION COMMITMENTS ELIGIBLE PROJECTS. Funding required for fulfillment of NH DOT post construction contractual obligations. Increase of \$54,000.
 5. STATEWIDE, GRR- Preservation, GUARDRAIL REPLACEMENT [Federal Aid Guardrail Improvement Program] (Annual Project) E-9. Funding increase requested for \$230,000. Various minor funding increases over the FY 2011-2014 period affecting all phases.
 6. STATEWIDE, HSIP- Preservation, HIGHWAY SAFETY IMPROVEMENT PROGRAM, (HSIP) [PARENT] E-6. Funding increase requested for \$150,000. Various minor funding changes over the FY 2011-2014 period affecting all phases.
 7. STATEWIDE, PRRCS- Pavement, PAVEMENT RESURFACING, REHABILITATION & CRACKSEAL PROGRAM & RELATED WORK (Annual Federal Resurfacing Program) E-10. Funding increase requested for an additional \$1,525,000 for the construction phase of FY 2011.
 8. STATEWIDE, USSS- Traffic, UPDATE SIGNING ON STATE SYSTEM (Annual Project). Funding decrease of \$450,000. Various minor funding changes over the FY 2011-2014 period affecting all phases.

Copeland reviewed the projects and stated that she recommended the administrative modifications. Chairman Jansen discussed the Route 4 upgrades that included guardrails.

Ortmann made a motion to concur with the recommendation of the Executive Director to approve the June Administrative modifications, and Crosby seconded the motion. The motion passed unanimously.

Commissioner Comeau joined the meeting at 8:15 AM. Vita asked for information on the Routes 11/153 Farmington construction project. Copeland stated the project was on the STIP list and that she had seen NH DOT surveying projects to ensure connectivity with other projects.

4. Video of SRPC Commission and SMPO Policy meetings and placement on website

Copeland stated that Commissioner Comeau wanted to tape meetings and place the video on a website and she wanted to have an Executive Committee discussion. Comeau stated that the website where the videos would be posted was www.governmentoversite.com. He stated that the site was paid for by advertising and included town meetings and was similar to a virtual town hall. Comeau stated that his mission was to secure more public involvement with government. He cited the example of the Carroll County Commissioners meeting where only three people attended the meeting. Comeau stated that his website had an excellent reputation, that that he controlled the process from start to finish, and that the videos were not edited or doctored. Ortmann stated that there was a clear legal precedent to allow for audio and video recording, and his only concern was that the recording

processes not disrupt the process of the meeting. Comeau stated that when he was not in the meeting, he would pan around the room to be more even, and stated that he would set up the camera for a long shot if he were in the meeting. Copeland asked about the advertisers, and Comeau stated that they currently were a pet sitter and a hair cutter.

Vita asked if Comeau would be taping the meetings of the Executive Committee, Technical Advisory Committee and Policy Committees. Comeau stated that RSA 91-A covered only publicly advertised meetings. Copeland stated that everything was a public meeting unless the group went into non-public session. Vita discussed ground rules, scope and what to expect, and stated that although this was presented as no cost to the Commission, he wanted to know what would happen in the future. Comeau stated that taping the Selectmen's meeting kept people from swearing but was not restrictive and has been positive as people were able to watch the Selectmen's meeting. He stated that the people have the right to know and the videos increase publicity. Vita asked Copeland if she saw any cost to the Commission and Comeau stated there was no cost to the Commission. Copeland stated she thought there was a cost to the Commission and discussed her concern regarding consistency and the possibility of pirating. She stated that there would be liability and risk from not taping meetings when Comeau did not attend. Copeland stated she proposed a system for under \$500 available from Best Buy, and the record would show what SRPC recorded and what Comeau recorded. Comeau stated that the videos were used in compliance with RSA 91-A, and that there would be no editing or other use. Copeland stated she had to look at risk management and liability, and her recommendation to purchase equipment for under \$500 would level the playing field for everyone.

Ortmann stated that there was always the potential for abuse of video, audio or minutes but the community had the official record. He discussed the Rochester Government Channel where meetings are recorded and played back on the government channel and the communities that have videos on command. Ortmann stated that Comeau was allowed to videotape the meetings and repeated his request that Comeau's taping does not disrupt the meeting. He discussed the reasons that the Commission might want to videotape meetings internally to provide assistance or backup to the record, to provide more public light and an option on the website to view the videos, and he stated he was not convinced about the need to worry about editing or abuse.

Copeland stated that marketing the Commission by using new technology, DVDs to send out, and coordinating with cable channels had been part of her evaluation. Crosby asked if Attorney Schulte should provide a review. Copeland stated that she had sent Attorney Schulte a message but had not yet received a response. Vita stated the communities currently not paying dues would be able to see what they were missing by not being members. He asked about the time that would be spent on recording and asked if anything required an approval. Copeland stated the commission would be acting in consistency with the largest funder which was NH DOT. Ortmann asked about the cost of the investment in equipment, the person setting up the equipment and any other costs associated with videotaping. Copeland stated the costs were reimbursable. Ortmann asked if the advantages of the benefit outweighed the cost.

Crosby asked Comeau how long he kept the meeting videotapes. Comeau stated that the current meeting was on his website and the past meetings were on YouTube. He stated that he used to leave all meetings on his website but it became confusing. Ortmann asked if Copeland was looking for any action from the Executive Committee, and Copeland stated that she wanted Comeau to be able to talk with the Executive Committee regarding issues and concerns. She stated that as a political subdivision of the state with oversight from the Executive Committee, it was necessary to maintain objectivity, be open and transparent, manage risk and liability, and get out information to the public. Ortmann asked if Comeau if he were making a presentation to the Strafford MPO and Copeland responded that he

would be under Other Business. Comeau stated that at the annual meeting approving the budget, he noticed a \$5000 expense for website and marketing costs. Copeland discussed the requirements and costs of advertising the public notices of meetings. Comeau stated that the advertising funds were failing to increase involvement and discussed the need to find more ways to increase involvement. Ortmann stated that the purpose of a public notice was to get the notice to people if they wanted to participate, but another issue was how to market or get people to attend meetings. Comeau discussed the minimum information required in a public notice and Copeland discussed the additional requirements for compliance with the American Disabilities Act. Comeau stated that most people did not know what a Regional Planning Commission was. He stated that he saw a disconnection and by increasing involvement, people would understand why they needed grant money or matching funds to obtain the federal funds.

Chairman Jansen entertained a motion to continue the discussion of public viewing of meetings at the next Executive Committee meeting. Crosby made the motion and Ortmann seconded the motion. The motion passed unanimously.

5. Executive Director Evaluation

Chairman Jansen requested that Item 5 be skipped and revisited after Item 7, and the committee agreed.

6. Updates

a. NH Rail Authority

No update was available at the meeting.

b. NHARPC Legislative Committee

Ortmann stated that a report card on issues of legislative bills showed that of the 100 bills at the start of the legislative session, the NHARPC followed 50. He stated that the NH Rail Authority bill was vetoed by the Governor and discussed the 9 supported bills of which 7 were passed and 2 were retained in Committee. Ortmann stated the need to wait for any of the Governor's veto actions to know the final score.

c. FEMA Mitigation Grants for Community Mitigation Planning

Commissioner Jaffin discussed the Annual Preparedness Conference on June 16, 2011, the interest in the Seacoast Evacuation Plan for statewide considerations and possible funding sources.

7. Executive Director Report

Copeland discussed the Comprehensive Economic Development Strategy document schedule. She discussed the 30 day review and the June 7, 2011 public hearing. Copeland stated that Michelle Auen met with Alan Brigham, Economic Development Agency Representative in Portland, Maine, and the possibility of receiving approval after submission to the EDA.

At 9:00 AM, Chairman Jansen called a recess to attend the Seacoast MPO Policy Committee meeting and reconvene following the meeting to discuss Items 5, 8, and 9.

At 10: 29 AM, the Executive Committee reconvened.

Members Present: Edmund Jansen, Jr., Chairman, Rollinsford; Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury.

Members Absent: Sandra Keans, Rochester; Kenn Ortmann, Rochester.

Others Present: Commissioner Robert Jaffin, Rochester

Staff Present: Cynthia Copeland, and Linda Osburn.

Chairman Jansen noted the lack of a quorum.

5. Executive Director Evaluation FY 08, 09, 10, 11

Copeland stated that Vita had requested her job description and she matched up the 1999 recruitment notice with the Executive Director description of duties in the SRPC bylaws. Vita stated that the evaluation would be presented to the entire Executive Committee. Copeland stated she had sent the last two draft evaluations to Jansen and Crosby and had discussed them with Vita. Vita stated that the next subcommittee meeting would be on June 24, 2011 at 8:00 AM.

6. Other Business

Copeland stated that she was trying to interest someone to use the 604(b) funding from the Clean Water Act. She stated that she had applied last year for funding but the project did not match the NH Department of Environmental Services priorities which were working with local advisory committees with mapping and management plans. Chairman Jansen discussed conservation plans and wetland mitigation projects and updating ordinances. Copeland stated that wetlands and habitats are priorities. Copeland stated she would contact communities and concentrate on dues paying communities. Jaffin asked if commercial uses of the waterways were beyond the scope of the 604(b) funds, and Copeland stated that would be beyond the scope as the funds were primarily for drinking water quality.

No other business was discussed at the meeting.

7. Adjourn

Chairman Jansen entertained a motion to adjourn the meeting. Crosby made a motion to adjourn and Vita seconded the motion. The motion passed unanimously and the meeting adjourned at 11:10 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on July 14, 2011, 2011.

By: Edmund F. Jansen, Jr.

