

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

July 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; C. Thomas Crosby, Secretary-Treasurer, Madbury; Kenn Ortmann, Rochester; Brian Tapscott, Somersworth.

Members Absent: Sandra Keans, Rochester.

Others Present: Paul Parker, Farmington, Cochecho River Local Advisory Committee member.

Staff Present: Cynthia Copeland, Linda Osburn, Marilyn Barton, and Dan Camara.

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

1. Minutes of June 17, 2011 Executive Committee Meeting

Chairman Jansen entertained a motion to approve the minutes of the June 17, 2011 Executive Committee meeting. Ortmann made the motion to approve the minutes as written and Crosby seconded the motion. The motion passed with Tapscott abstaining.

2. Draft Financial Reports for June 2011

Copeland referenced the draft June 2011 financial reports with draft income of \$103,923.59, expenses of \$83,652.02, and unadjusted receivables of \$169,945.08 and payables of \$(-12,234.81). Copeland noted that the FY 2011 dues were taken into income in June in the amount of \$21,221.97 and noted that the FY 2012 dues would be removed from the FY 2011 receivables. Copeland discussed the income through June. She stated that the Comprehensive Economic Development Strategy document was in final edit and this was taking a longer time than expected due to the new version of Microsoft Office and the need for a protocol regarding opening older documents in the new version.

Parker joined the meeting at 8:10 AM. Copeland reviewed the receivables and payables and stated there would be some big expenses in July. She discussed the draft year to date net income of \$48,718.00. Copeland stated that staff billable hours were 85% in June. She stated that there had been delays in receiving indirect cost rate adjustments from the NH Department of Transportation in the past and she stated that \$44,000.00 of the \$48,000 draft income was due to indirect cost rate adjustment payments. Copeland discussed the concerns about cash flow and the difficulty of needing to build equity in order to pay staff and consultant costs while waiting for reimbursements from contracts. Crosby discussed the process of paying staff, consultants and other direct costs during a month and providing the cancelled checks before seeking reimbursement. Ortmann suggested that Tapscott might want to meet with Copeland to discuss any questions regarding billable hours or reimbursement contracts. Copeland discussed the spending and reimbursement timing and the

difficulty for the communities to provide matching funds for the Coastal Program grant funds. She discussed the upgrade of software and purchase of new equipment and stated that the server would probably need to be replaced next year.

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

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

1. COAST, Final FY2011 Federal Transit Authority (FTA) Funding Authorizations for COAST. A separate memorandum dated June 27, 2011 referenced the COAST request for revisions to their FU 2011 projects contained in the FY2011-2014 Transportation Improvement Program.

Copeland stated that she recommended the administrative modification.

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

Copeland requested that the committee skip to Item 7. Executive Director Report, paragraph 8, and the committee agreed.

7. Executive Director Report

Copeland referred to Paragraph 8 in the Executive Director report. She stated that Strafford Regional Planning Commission contracted with PRIMEX for the workers compensation program and discussed the offer of a Multi-Year Discount Program that would provide a 5% discount in premium this year. Copeland stated that the commission could not change carriers for at least two years. Ortmann asked if SRPC were changing carriers. She responded that PRIMEX had been the workers compensation carrier for many years and had requested a Resolution to enter into the multi-year discount program. Osburn stated that the program would guarantee that the annual contribution during the period would be limited to an 8% increase. The committee discussed binding future years in multi-year contracts. Copeland stated that she recommended acceptance of the offer from PRIMEX for a multi-year discount program for Workers Compensation.

Crosby made a motion to concur with the recommendation of the Executive Director to accept the offer from PRIMEX to enter into a multi-year discount program. Ortmann seconded the motion. The motion passed unanimously.

Chairman Jansen stated that the committee would return to the Agenda Item 4.

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

Copeland discussed the last meeting when Commissioner Comeau was willing to tape meetings and post them to his website at www.governmentoversite.com. She stated she had sent an inquiry to Attorney James Schulte regarding concerns about editing content. Copeland stated that Attorney Schulte stated that the recording question was addressed in the Right to Know law and agreed that the best policy would be to purchase a camcorder and record meetings to have available on the SRPC

website or on CD. She stated that Attorney Schulte suggested asking Commissioner Comeau to place a note on his website that the recording was available on the SRPC website. Copeland stated that she requested staff look at camcorders and stated that SRPC needed to purchase a quality camcorder to be seen and heard in case of any court case. Tapscott asked how long a recorded video must be kept and Copeland stated she would find out.

Ortmann asked if audio tapes were being made of meetings, and Copeland replied affirmatively. Ortmann stated that SRPC had spent funds on upgrading the website, and he noted Commissioner Comeau's frustration that most people did not know or care about regional planning. He stated that he had pushed towards the Rochester government recording site for City Council and School Board meetings due to the interest at budget time but did not think the same interest level existed for regional planning meetings. He stated there was an audio backup of the meeting for the record in case there was a question. Tapscott stated he agreed with Ortmann regarding the public interest in regional planning meetings. Crosby discussed the local level interest versus regional level interest, and Ortmann discussed the foundation building in regional planning.

Ortmann discussed the time and energy expended versus the gain achieved. Copeland discussed the directive to market the commission and managing risk and liabilities. She stated she had seen a change in Newmarket town meetings and the possibility of posting Commission meetings on the Newmarket site. Ortmann discussed the interviews he conducted of department head staff and the purpose of creating programs and getting information out to the public. He stated that if the goal was to protect the integrity of the meeting, then the audio recording accomplished that; and if the goal was to market the Commission, then someone would need to focus the camera on handouts, etc. Ortmann suggested that the Executive Director Evaluation subcommittee come up with a program on how to use video as a resource to add publicity and promote the Commission. Crosby left the meeting at 8:49 AM.

5. Executive Director Evaluation

Chairman Jansen requested that Item 5 be postponed 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 the Legislative Committee which was a group with representatives from all planning commissions with educational initiatives and education of legislators about bills and their effects. Copeland stated that Ortmann had done a great job as the Chair of the Legislative Committee, and Chairman Jansen thanked Ortmann for his service. Camara and Barton joined the meeting at 8:51 AM.

c. FEMA Mitigation Grants for Community Mitigation Planning

No update was available at the meeting.

7. Executive Director Report

Copeland stated that Camara had been promoted to Senior Transportation/GIS Analyst and that Barton had been promoted to Executive Assistant. Camara and Barton left the meeting at 8:53 AM. Copeland stated that the Broadband mapping technician hired was Matt Sullivan and would be working through November.

Copeland stated that Osburn had prepared a Request for Proposal (RFP) for audit services, and that Crosby and Copeland had reviewed the one proposal submitted. Ortmann stated that he was surprised that only one bid had been received, and Copeland stated that the proposed firm specialized in audits of planning commissions. Copeland stated that Osburn had prepared an RFP for computer services and that two responses had been received and reviewed. She stated that the cost had increased due to requesting reports on the inventory and recommendations for replacement as part of the services.

Copeland discussed the interest in the Transportation Investment Generating Economic Recovery (TIGER) III grant with NH Department of Transportation. She discussed the interest in the North Coast Rail Line and the new rules regarding an agency applying for three grants. She stated that there was a meeting scheduled for next week with Economic Development Agency staff and Mark Sanborn, Federal Liaison at the NH Department of Transportation to discuss the project. Copeland discussed the 500 potential jobs from the project, that the project was included in the Comprehensive Economic Development Strategy (CEDS) document, and the upgrade to the entire rail line which would bring major changes to the region. Ortmann asked that Karen Pollard and Mary Ellen Humphrey of the Rochester Development office be included in the contact information regarding economic development meetings, and Copeland stated that she had the contact information. Vita joined the meeting at 9:02 AM.

Copeland stated the Governor's Advisory Commission on Intermodal Transportation (GACIT) met and stated that the Ten Year Plan would not be seen until August with the NH base plan cut \$50 million per year. She discussed the active role requested for the Metropolitan Planning Organizations (MPOs) and Regional Planning Commissions (RPCs) in providing education to the public.

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

Copeland distributed an Executive Director Job description. Vita stated that the Evaluation subcommittee consisting of Vita, Jansen and Crosby had met on June 24, 2011 and attempted to put together an evaluation. He stated that the list of goals for the next two years would involve carrying the commission through the next two years, better communication with employees including professional development, and meeting challenges with professionalism. Vita stated that Copeland came up with a draft document and that there was a meeting of the subcommittee scheduled for next Friday. Vita stated he wanted to complete the evaluation process in the next two months with a finalized draft to the Executive Committee in September for review. Ortmann and Vita discussed obtaining feedback from communities and the need to talk with communities regarding regional planning. Ortmann discussed the process of identifying an issue, addressing the issue, what was accomplished, and the mechanism for feedback. Parker stated that there might be interest in contacting non-participating members to determine what would encourage them to be participating members again. Vita asked if the issue was just monetary, and Parker responded that money was part of the issue but the communities did not see the value between the funds spent and the value received. Copeland stated that a lot of the time when the commission did its job correctly, no one knew that the commission had been there. Chairman Jansen asked if a regional analysis was needed to show that the

infrastructure was in place before activities can happen. Ortmann expressed his appreciation to the subcommittee. Copeland left the meeting at 9:20 AM.

8. Other Business

Vita stated that the work of the Cocheco River Local Advisory Committee and Strafford Regional Planning Commission shared a natural bond. He discussed the guiding work of Lori Chase and the possibilities of working together on newsletters, obtaining new members and promoting education and awareness. Ortmann discussed the process of a project being near a river and receiving feedback from the Committee in time to incorporate the information into deliberations. Parker discussed the lack of a time structure at NH Department of Environmental Service to get information out to the chairs of the planning boards. Ortmann discussed the need to effectively mesh time frames for information, and how the collaboration between SRPC and the Cocheco River Local Advisory Committee could help receive input from the Committee. Parker stated that the purpose of the Cocheco River Local Advisory Committee was to review projects along the river and promote the better management of the Cocheco River. He suggested a site on the SRPC website to develop better management plans. Ortmann asked about SRPC policies regarding materials placed on the SRPC website. Osburn replied that Copeland authorized what was placed on the SRPC website.

Ortmann made a motion to recommend that the Executive Director work with the Cocheco River Local Advisory Committee to the benefit of both groups. Vita seconded the motion. The motion passed unanimously.

Parker thanked the Executive Committee for their support.

No other business was discussed at the meeting.

9. Adjourn

Chairman Jansen entertained a motion to adjourn the meeting. Tapscott made a motion to adjourn and Ortmann seconded the motion. The motion passed unanimously and the meeting adjourned at 9:35 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on August 19, 2011.

By: Edmund F Jansen, Jr.

