

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

August 19, 2011
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Edmund Jansen, Jr., Chairman, Rollinsford; Lou Vita, Vice Chairman, Middleton; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Brian Tapscott, Somersworth.

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 8:08 AM.

1. Minutes of July 15, 2011 Executive Committee Meeting

Chairman Jansen entertained a motion to approve the minutes of the July 15, 2011 Executive Committee meeting. Tapscott made the motion to approve the minutes as written and Ortmann seconded the motion. The motion passed unanimously.

Vita asked why the June accounts payable was a negative amount, and Osburn stated that the payment checks were dated before the actual due date in July but the expenses were incurred in June.

2. Draft Financial Reports for July 2011

Copeland referenced the draft July 2011 financial reports with draft income of \$41,674.72, expenses of \$46,598.43, receivables of \$129,933.71 and payables of \$2,772.19. Copeland discussed the income through July and stated the auditors would make adjustments to the financials after completion of the audit. Copeland reviewed the receivables and payables. Tapscott asked about the payments to Fosters Daily Democrat, and Copeland responded that they were for legal and public notices that were required to be published. Ortmann asked if the publication of the notices was checked, and Osburn responded that she received an online copy of the newspaper page that contained the public notices as proof of the publication.

3. Approval of FY 2012 Billing Rate

Copeland reviewed the proposed billing rate for each position, and Ortmann asked if the billing rate applied to all contracts. Osburn responded that each contract specified the billing rate and that the billing rate structure was comprised of salary and indirect costs per hour for each position.

Ortmann made the motion to approve the FY 2012 Billing Rate as presented. Tapscott seconded the motion. The motion passed unanimously.

4. Draft FY 2013 Dues for recommendation to Commission

Copeland reviewed the FY 2013 draft dues and stated that the actual 2010 Census population numbers were used for each community. She stated that scenario #1 used the actual 2010 Census population numbers and that the per capita rate was not increased from the previous year. Copeland stated that scenario #2 used the actual 2010 Census population numbers and that the per capita rate was increased with the 3.6% CPI from June 2010 to June 2011. Ortmann stated that SRPC should stick with the policy of not discounting SRPC services and recommended scenario #2 that included the actual 2010 Census population numbers and an increase to the per capita rate.

Ortmann made the motion to recommend the FY 2013 dues with updated population numbers and increased per capita rate to the Commissioners and Tapscott seconded the motion. The motion passed unanimously.

5. Approval of July Monthly Minor Administrative/Informational Revisions

Chairman Jansen noted the request to approve the request from the NH Department of Transportation to process July 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. Specific project broken out into 16346 to close project 16227.
2. STATEWIDE, 16346. Mitigation site investigations and reporting, noise sound wall reporting, invasive species investigations. Breakout from 16227 for post-construction activities. \$102,000.
3. Durham, 20146. UNH seeks to increase ridership, reduce emissions & improve passenger info dissemination through implementation of automated vehicle location technology in the current UNH bus fleet (06-02CM). The implementation year has shifted to 2012.
4. Somersworth NH-Berwick, ME Route 9 Bridge, 12228. Rehab bridge over Salmon Falls River – 101/114. Demo ID NH082. The construction year has shifted to 2013 and there is a slight increase to reflect inflation. This project is managed by Maine DOT and had been changed at their request.
5. STATEWIDE, FTA 5309. Rural Public Transit. Rural transit funding is being made available by NH DOT to prevent losing the funding which is set to expire.
6. Newmarket, 16048. NH 108, elevator and sky bridge connection with historic mill building (09-35TE). NH DOT has agreed to advance the engineering phase of this project to 2011 to allow Newmarket to advertise for this phase in September. This request was from Newmarket.
7. COAST, FTA Various. COAST updated various minor changes to reflect FTA's final FY 11 funding allocations. Removal of "ARRA" from funding categories, minor funding shifts.

Copeland stated that she recommended the administrative modifications.

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

Copeland stated that Transportation Planner Ambrosi noticed that the Route 9 bridge project was not listed in the Transportation Improvement Program (TIP) of the Kittery Area Comprehensive Transportation System (KACTS) which is the Metropolitan Planning Organization (MPO) for the

Maine portion of the Portsmouth-Dover-Rochester, New Hampshire urbanized area. She stated that Ambrosi sent a message regarding the project.

6. Approval of August Monthly Minor Administrative/Informational Revisions

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

1. Durham-Newmarket, 13878. Construct 4' bike shoulders from the southerly limit of project 13107 in Newmarket to Newfields T/L. (CMAQ Program) [02-25CM]. The implementation year has shifted to 2012 and funding is adjusted for inflation.
2. STATEWIDE, BRPPI. Bridge rehabilitation, painting, preservation & improvement projects (Federal Program). Increased construction funds in 2011. Projects in Strafford Region: Lee – Durham Route 4 repaving.
3. STATEWIDE, FOHWY. To enhance national benefits by providing construction & maintenance of forest highways (Annual Project). Increased funding in 2011.
4. STATEWIDE, HSIP. Highway safety Improvement Program (HSIP) [Parent]. Increase in engineering and ROW funding for 2011. Increased “C” in 2013, 2014. HSIP projects in Barrington (2), Dover (1), Farmington (1), and Lee.
5. STATEWIDE, MOBRR. Municipal owned bridge rehabilitation & replacement projects (Federal, State, and Local Funds). (Annual Project). Small funding increase. MOBRR funded projects in Durham and Rochester.

Copeland stated that she recommended the administrative modification.

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

7. Sustainable Communities Initiative Regional Planning Grant Application

Copeland stated that last year the 9 planning commissions applied for a Sustainable Communities grant. She stated that the grant was 15 points away from receiving funding and the planning commissions were reapplying for funding this year by the pre-application deadline of August 25, 2011. Copeland stated that she had received letters of support from Dover, Rochester, Somersworth, Newmarket and Durham which met the requirement of 50% of the population represented by support letters. She stated that if the pre-application met the criteria, then the commissions would apply for the complete grant funding with a letter of support from SRPC. She discussed the possible funding of \$300,000 over three years, the matching funds requirement, the tasks by project years, and the possible challenges. Copeland stated that her best estimate was the project would begin in the last quarter of FY 2012 or early FY 2013 and the possible challenges of securing local matching funds during FY 2012 and FY 2013.

8. Approval of Executive Director Job Description

Copeland stated her job description was created in June 1999 and the review subcommittee worked on a new job description. She stated she reviewed a Boston MPO recruitment advertisement. Vita stated that the subcommittee compared the 1999 job description with the demands for today including employee issues and plan applications, and asked for input from the committee. He stated he would like approval of the job description today to concentrate on the future goals section. Ortmann asked if

the job description would serve as a recruitment tool if Cynthia were to leave and questioned the skill requirement of 10-15 years of experience in professional planning. Copeland stated the position was not a learning curve position and suggested a minimum range. Ortmann asked if 5 years would be an acceptable minimum. Copeland responded that 4 years of management of people and budgets would be required. Vita stated the description could be altered if needed for recruitment. Keans stated that the requirement of 10 years of planning and 4 years of managing people and budget should match up. Ortmann suggested a minimum of 10 years of progressively responsible experience including 4 years of management of people and budgets. Vita stated he concurred with the minimum of 10 years of progressively responsible experience including 4 years of management of people and budgets. He stated that there would be a discussion of goals and salary increase in September. Ortmann asked if the job description should be a consensus or a vote.

Vita made a motion to approve the Executive Director job description with the amended skills required of 10 years of progressively responsible experience including 4 years of management of people and budgets. Ortmann seconded the motion. The motion passed unanimously.

Copeland stated that the evaluation was a 2 year evaluation period.

9. Updates

a. NH Rail Authority

Keans stated that the next meeting was scheduled this morning following the Executive Committee meeting. She stated that 10 year rail plan for New England had been completed and was in a public comment period. Ortmann asked if the NH Rail Authority had remained the same, and Keans stated that the bill to change the NH Rail Authority failed. Copeland stated that the NH Rail Authority was included in the Comprehensive Economic Development Strategy document and discussed projects submitted by Somersworth and Rochester to develop rails. Copeland discussed the possible application to the Rural TIGER III Grant program to fund improvements to the NH Northcoast Rail Line. She discussed the NH DOT rules regarding rural versus urban grant proposals and the meeting with the Mark Sanborn, federal liaison with the NH DOT and Bureau Chief for Rail and Transit. Copeland discussed the three versions of the proposal, the significant match required, and she stated that this was one of 4 projects that NH DOT was considering for the TIGER III Grant. A discussion of using rails for freight ensued.

b. NHARPC Legislative Committee

Ortmann stated that there was nothing to report, and that a meeting would be scheduled when the Legislative Service Requests (LSRs) are available. Ortmann noted that he is a representative to the committee with Crosby as an alternate and asked if others were interested.

c. FEMA Mitigation Grants for Community Mitigation Planning

No update was available at the meeting.

10. Executive Director Report

Copeland stated that the two interns would be leaving and worked well as a team. She discussed the possible Brownfields Assessment Grant application this fall with a consortium of the NH Department of Environmental Services and two other regional planning commissions. She stated that SRPC

would provide data and very sad stories regarding potential brownfields sites. Copeland stated that SRPC was supporting the Community Gardens grant application by the Rockingham Conservation District.

11. Other Business

Vita stated that a dialogue had begun between Copeland and Lori Chase of the Cocheco River Local Advisory Committee to adopt mutual aid and additional presence on the SRPC website.

Vita stated that there was another legislative inquiry regarding what the planning commissions did and how they were funded. He stated that SRPC was an open body and that Cynthia was the point of contact for the organization. Keans stated the Right to Know Law outlined the process to obtain information. Copeland stated that a state legislator requested information from legislative services and was unable to locate the requested information regarding budgets, sources of funds and positions, on the planning commissions' websites. Legislative services contacted Mike King, the chair of the NH Association of Regional Planning Commissions for the information. Vita stated he wanted to make sure that everyone knew what was happening and that Copeland was the point of contact. Ortmann discussed the possibility of a bill to eliminate regional planning commissions, and Vita discussed possible testifying before a committee and other proactive actions.

Tapscott discussed the NH-Maine bridge in Somersworth and the issue of not being on the TIP of the Kittery Area Comprehensive Transportation System (KACTS). Copeland stated that Transportation Planner Ambrosi noticed the omission. Ortmann stated that noticing the omission was a great example of the benefit of the regional planning commission.

No other business was discussed at the meeting.

12. 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 9:20 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on 16 SEPTEMBER, 2011.

By: 

