

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
NON-PUBLIC SESSION

November 19, 2010
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Sandra Keans, Rochester; Kenn Ortmann, Rochester.

Absent: Edmund Jansen, Jr., Chairman, Rollinsford; Rick McMenimen, Newmarket.

Staff Present: Linda Osburn.

Vice Chairman Vita noted a quorum and called the meeting to order at 10:05 AM.

1. Minutes of October 15, 2010 Executive Committee Meeting

Vice Chairman Vita entertained a motion to approve the minutes of the October 15, 2010 Executive Committee meeting. Ortmann requested the removal of the words "and these" from the 5th sentence under Item 2, the removal of the word "be" in the 8th sentence under Item 2, and the correction of the words "that was on" to "that there was one" in the first sentence of Item 9. Ortmann made the motion to approve the minutes with the noted corrections and Crosby seconded the motion. The motion passed unanimously.

Ortmann made a motion to move Item #2 to the end of the meeting. Crosby seconded the motion and the motion passed unanimously.

3. Draft Financial Reports October 2010

Osburn stated the draft October 2010 financial reports reflected the income of \$63,231.29, expenses of \$42,289.74, receivables of \$133,457.83 and payables of \$4,669.94. Osburn stated that the monthly invoices for the Unified Work Planning Program were completed and forwarded to the NH Department of Transportation for payment.

Vice Chairman Vita asked for an explanation of the NH Association of Regional Planning Commissions (NHARPC) dues invoice for \$1800. Ortmann stated that NHARPC is made up of the nine regional planning commission in NH and the dues pay for a lobbyist to monitor bills proposed by the legislature and organize testimony if necessary, pay for administration of the NHARPC as one member planning commission hosts the NHARPC meetings and takes minutes, and to attend conferences. Vice Chairman Vita asked if NHARPC had a physical office location, and Ortmann stated that the NHARPC currently used the services and address of one regional planning commission. Ortmann stated the NHARPC was involved with the HUD Sustainability Grant

application. Crosby asked if there were minutes available, and Ortmann stated they should be on a web page and he would forward a link to the site.

Osburn stated that SRPC was in the process of applying to the Automated Standard Application for Payments (ASAP) system in order to receive payments from the Economic Development Administration for the Comprehensive Economic Development Strategy (CEDS) document.

4. FY 2010 audit acceptance

Ortmann stated that the draft audit had been presented to the Executive Committee in October and this was the final audit.

Ortmann made a motion to accept the FY 2010 audit as presented and Crosby seconded the motion. The motion passed unanimously.

5. Contract Authorization

Osburn stated that the potential contract to perform minutes taking services for a member community was no longer being considered.

6. Approval of Strafford Metropolitan Planning Organization November Administrative /Informational Revisions

Vice Chairman Vita noted the request from the NHDOT to process administrative modification to the 2009-2012 Transportation Improvement Program (TIP).

1. 6767 STATEWIDE, HSIP – Preservation, HIGHWAY SAFETY IMPROVEMENT PROGRAM. Funding shifts to Preliminary Engineering (PE) in FY 11. Request for authorization \$500,000 PE funding shift from FY 12 to FY 11.
2. 1147 STATEWIDE, RR-RCS- Rail, RECONSTRUCTION OF CROSSINGS, SIGNALS & RELATED WORK (Annual Project). Request for authorization of \$90,000 PE funding increase in FY 11.
3. 4148 STATEWIDE, SSRR – Pavement, SECONDARY SYSTEM RECLAMATION /REHAB WITH VARIOUS PAVEMENT. Request for authorization of \$5,000 ROW funding increase in FY 11.

The Executive Director recommended the administrative modifications in the memorandum presented.

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

7. Building Hours Access

Osburn stated she had attended a Community Center meeting with Marilyn Barton and adjacent tenants of the Community Center. Concern was raised regarding open access during evening hours and the suggestion was made to lock the doors at a certain time if there were no night meetings. Osburn explained that staff would be made aware that they could not reenter the office after the outside doors are locked.

8. Updates

a. NH Rail Authority

Keans stated that the rail authority was in a queue to receive funding. Discussion of the high-speed rail funding situations followed. Jaffin and Keans discussed how state Commissioners are appointed.

b. NHARPC Legislative Committee

Ortmann stated that the Legislative Committee continues to study legislative bills and decide whether to respond, testify or oppose.

d. FEMA Mitigation Grants for Community Mitigation Planning

Commissioner Jaffin stated the first meeting was scheduled for December 3, 2010 at 9:00 AM.

9. Staff Communications

Ortmann stated he had met with Marc Ambrosi, transportation planner, to discuss a Safe Routes to School program and concerns about obtaining the final signage costs for an applications, and the amount of assistance given to a community. Crosby discussed the possibility of predators using the information, and Ortmann discussed the need for parent and school involvement to determine solutions to the issues regarding safety.

10. Other Business

Crosby stated he wanted to minutes to reflect the appreciation to staff that stepped up in the Executive Director's absence.

2. Request for Non-Public session in accordance with RSA 91: A: 3 (c).

Ortmann made the motion to enter into non-public session at 10:55 AM per RSA 91:A: 3(c). Crosby seconded the motion with a roll call vote: Vita, yes; Crosby, yes, Keans, yes and Ortmann, yes. The board came out of non-public session at 11:16 AM and stated the minutes would be sealed to the public.

11. Adjournment

Vice Chairman Vita entertained a motion to adjourn the meeting. Ortmann made a motion to adjourn and Crosby seconded the motion. The motion passed unanimously and the meeting adjourned at 11:17 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on 17 DECEMBER, 2010.

By: 

