

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

**December 18, 2009**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

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

**Absent:** George Snyder, Somersworth; Larry Brown, Alternate, Milton.

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

**Others Present:** Bruce Mayberry, BCM Planning LLC.

Chairman Jansen called the meeting to order at 8:10 AM and noted a quorum.

**1. Minutes of November 20, 2009 Executive Committee Meeting**

**Chairman Jansen entertained a motion to approve the minutes of the November 20, 2009 Executive Committee meeting as written. Ortmann made a motion to approve the minutes labeled Draft #2 as written. McMenimen seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports November 2009**

Vita discussed the restriction of the overdraft protection account authorized at the last meeting. Crosby stated the overdraft protection account was to be used only to cover for a short-term amount for payroll while waiting for guaranteed payments. Copeland discussed the draft November 2009 financial reports including the income of \$20,163.10 and expenses of \$31,308.70; accounts receivables of \$94,171.90; accounts payable of \$1,396.39. Copeland discussed the income by customer, accounts receivable and aging summary and accounts payable. Osburn stated that payments for invoices through October had been received from the NH Department of Transportation. Copeland discussed delayed contracts, cash flow challenges, billable hours, workflow and the timing of reimbursement of expenses. Copeland discussed the delayed contracts for statewide broadband mapping, comprehensive economic development strategy, energy planning and hazard mitigation plan updates. Ortmann discussed the struggle with contracts and payment and asked about parallel paths to the institutional path to help with bottlenecks. Discussion of stimulus funding and possible contacts ensued. McMenimen stated that Copeland should ask for assistance if she needed and review the situation next month.

**3. Proposed Revisions to Strafford Regional Planning Commission Bylaws**

Copeland discussed the following proposed revisions to the Bylaws of Strafford Regional Planning Commission to be recommended to the full Commission for adoption at the January 28, 2010 meeting after a 30-day comment period.

**Article III Section 3:** Change “TERMS OF REPRESENTATIVES” to “VOTING. Change first sentence to “For regular business, voting is limited to representative of dues paid members, including alternates when replacing appointed representatives.” Change “MPO” to “SMPO” in second sentence.

**Article III:** Add new section “Section 4: TERMS OF REPRESENTATIVES.”

**Article IV Section 1:** ELECTION AND FILLING OF VACANCIES: Add “officers” after “elected” to second sentence regarding vacancies

**Article IV Section 2:** DUTIES OF CHAIRMAN: Add “Policy Committee” to first sentence.

**Article V Section 1:** (COMMISSION) RESPONSIBILITIES: Add “and Annual Dues” to the responsibilities.

**Article 5 Section 2:** MEETINGS: Remove “typewritten” and change “meeting” to “meetings” in the second sentence. Change “June” to “May” as the Annual Meeting in third sentence. Remove the last sentence “The annual budget may be adopted at the prior meeting if the Commission so desires.”

**Article 5 Section 3:** QUORUM: Replace entire section with “A quorum of the Commission shall be deemed as representing no less than one half (1/2) of the dues paid municipalities that have appointed Commissioners. A lesser number may hold a meeting to review agenda items but no vote shall be taken until a quorum is present.”

**Article VI Section 1:** (EXECUTIVE COMMITTEE) RESPONSIBILITIES: Add “Annual Dues formula” to second sentence.

**Article VI Section 2:** MEETINGS: Change “meeting” to “Meetings” in second sentence.

**Article VI Section 2:** QUORUM: Replace entire section with “A quorum of the Executive Committee shall be deemed as four members.”

**Article VII Section 1:** (EXECUTIVE DIRECTOR) RESPONSIBILITIES: Remove “obtaining the chairman’s prior approval for policy related issues” in the second sentence.

**Article VIII:** Delete “AMENDMENTS” article and add “INDEMNIFICATION OF DAMAGES.” Add “The Commission adopts RSA 31:105 Indemnification for Damages.”

**Article IX:** Add new article “AMENDMENTS”. Add: “Any section herein contained may be amended by resolution of the voting representatives of the Commission at any legally constituted and noticed meeting provided the following: The proposed amendment is presented in writing to the Commission representatives at least thirty (30) days prior to the date of the meeting at which it is adopted. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds (2/3) of the Commission dues paid representatives present and voting. These Bylaws shall be revised, updated, or amended as the circumstances dictates. Bylaw amendments shall become effective upon passage.”

**Ortmann made a motion to recommend the agreed slate of revisions to the Bylaws of Strafford Regional Planning Commission. McMenimen seconded the motion. The motion passed unanimously.**

#### 4. Updates

##### a. NH Rail Transit Authority

Keans stated the Nashua regions supplied funding to hire a consultant to assist in the application for planning and study funds.

**b. Pease Airport Master Plan Update**

Vita stated the fourth meeting was scheduled for January. He stated the updated document from Hoyle Tanner should be issued prior to the meeting and he would share a copy with Ortmann. Discussion of a rail spur into Pease ensued. Copeland discussed the Newington-Dover bridges project and the NH Department of Transportation purchase of adjacent property to use as staging for the project with future resale.

**c. NHARPC Legislative Committee**

Ortmann discussed the process of reviewing and identifying legislation that could have impact on this region and determining priorities.

**5. Subcommittee Reports: Executive Director Evaluation**

Ortmann stated there was no update available and asked that the item not appear on the next meeting agenda. Ortmann discussed the NH Regional Planning Commission chart of revenue for FY 2009. He stated that some regional planning commissions have funds that flow through and are included in their revenues but they cannot use. Copeland discussed pass through grants such as funding for Brownfields studies, Economic Development Authority (EDA) and Community Finance Development Authority (C DFA) funds, and Community Development Block Grant (CDBG) funds. Ortmann discussed the small amount of state funds and discussed similarities and differences. Copeland explained the Brownfields grants were to assess properties for remediation by a consultant. Chairman Jansen asked if the amount of revenue that was passed through and the amount of revenue that stayed with the regional planning commissions would be identified. Copeland stated she would ask for the information.

**6. Executive Director Report**

Copeland discussed the possible outline of the Federal Highways Administration (FHWA) Program Review Presentation scheduled for February 10, 2010. Copeland stated that SRPC would send out invitations to SPRC Commissioners, Executive Committee members, Technical Advisory Committee members, and regional transit operators such as COAST, UNH and C&J. Ortmann asked if any assistance was needed while the Transportation Planner was on leave. Crosby left the meeting at 9:50 AM and Camara and Barton joined the meeting.

**7. 2009 Housing Needs Assessment Presentation by Bruce Mayberry**

Bruce Mayberry discussed the outline of the final report and slides handout. He stated the report was divided into Part 1. Regional Housing Needs: Supply, Demand, Cost and Affordability and Part 2: Local Accommodation of Regional Housing Needs. Part 1 topics included: A. Statutory Context for Housing Needs Assessment; B: History of Housing Needs Assessments by SRPC; C: Growth in the SPRC Area Housing Supply; D: Projection of Future Needs: Households and Housing Supply; E. Housing Affordability Based on Census and ACS Indicators; F: Housing Costs: Trends and Distribution in SRPC Area; G: Affordability of Housing and SRPC Area Wages by Industry; H: Analysis of Sub-Regional Housing Characteristics; I. Sub-Regional Roles in Future Housing Production. Part 2 topics included: A. Introduction; B: Statutory Guidance and Case Law; C: Fair Share as a Number: Allocation of Need by Community; D: Fair Share as a Principle: Enabling Local Workforce Housing Opportunities. Mayberry stated the final report would be completed in January.

Chairman Jansen discussed the possible risk and uncertainty of workforce housing in an economic downturn. Ortmann discussed workforce-housing legislation. Discussion of self-audit questions and screening of ordinances that preclude workforce housing ensued. Barton, Camara and Mayberry left the meeting at 10:56 AM.

**8. Other Business**

Keans and Ortmann suggested correspondence be sent to the Dover Mayor inviting the City of Dover to return as a dues paying member. McMenimen suggested Copeland write a letter to be signed by the Commission Chairman and Vice Chairman.

No other business was discussed at the meeting.

**9. Adjournment**

**Chairman Jansen entertained a motion to adjourn the meeting. McMenimen made a motion to adjourn and Ortmann seconded the motion. The motion passed unanimously and the meeting adjourned at 10:59 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on January 15, 2010.

By: Edmund F. Jansen, Jr.