

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

**February 19, 2010**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

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

**Absent:** Edmund Jansen, Jr., Chairman, Rollinsford; George Snyder, Somersworth; Larry Brown, Alternate, Milton.

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

Vice Chairman Vita called the meeting to order at 7:58 AM and noted a quorum.

**1. Minutes of January 19, 2010 Executive Committee Meeting**

**Vice Chairman Vita entertained a motion to approve the minutes of the January 19, 2010 Executive Committee meeting as written. Ortmann made a motion to approve the minutes as written. McMenimen seconded the motion. The motion passed unanimously.**

**2. Draft Financial Reports January 2010**

Copeland discussed the draft January 2010 financial reports including the income of \$24,502.47 and expenses of \$43,349.34; accounts receivables of \$36,410.90; accounts payable of \$2,190.87. Copeland discussed the income by customer and stated the Southwest Regional Planning Commission invoice for broadband mapping and planning would change due to ongoing contract negotiations regarding billing rates. Ortmann noted the absence of the aging report and Osburn stated that all accounts receivable were current with the exception of the Lee dues, which were paid quarterly, and the Northwood dues which are paid semi-annually. McMenimen asked about the offset to the liability account FY 2010 Membership Dues in Advance and his concern about overstatement of liabilities. Keans discussed the services owed to the communities for their dues payments. Osburn stated the liability account would be offset by income when the dues are earned.

**Vice Chairman Vita entertained a motion to accept the draft January financial reports. Keans made a motion to accept the draft January 2010 financial reports. Crosby seconded the motion. The motion passed unanimously.**

**3. SRPC Billing Rate Policy**

Copeland discussed the FY 2010 Billing Rate approved by the Executive Committee on 8/14/2009. She discussed how the broadband mapping and planning project was originally proposed as a billing rate but was now a cost reimbursable contract based on direct salary, fringe

and overhead. She discussed the difficulty securing contracts that allow a billing rate and stated that the majority of contracts were cost reimbursable. Copeland discussed how the indirect rate had moved from cost per hour to a percentage of direct salary, and how contracts had been designed to have interns and technicians complete the work. McMenimen asked what other planning commissions did. Copeland responded that some other planning commissions did not believe that most future contracts would not be cost reimbursable. She stated they used a combined billing rate or had a combination of cost reimbursable contracts and contracts with member and non-member billing rates. Billing rates of other planning commissions were discussed. Copeland discussed the cost reimbursable contracts that required billing at direct salary plus an indirect rate as a percentage of direct salary. Ortmann stated that to recoup the indirect rate cost required using the most expensive staff on contracts. Copeland stated that NH DOT was the cognizant agency concurring with the indirect rate. Copeland stated that the broadband mapping and planning contract was still in negotiation with the University of New Hampshire with a deadline of 3/31/2010. Copeland stated making adjustments to the billing rate was a moot point in light of the cost reimbursable contracts.

#### **4. Hiring of Regional Planner**

Copeland discussed the need for billing hours and the need to have funds available to pay staff while waiting for reimbursement. She discussed hiring part time staff when the Economic Development Administration (EDA) funding for the Comprehensive Economic Development Strategy contract was available. Crosby stated a reserve of 2-3 months salary funding would be necessary. Copeland stated the staff was working hard covering medical leave and the economic downturn.

#### **5. Approval of February Monthly Minor Revisions**

Copeland discussed the January/February Monthly Administrative Modifications:

- a. Statewide BRPPI 6601- Bridge Rehabilitation, Painting, Preservation & Improvement – Proposed modification will add \$340,000 to the total project cost.
- b. Statewide USSS 2735 – Update Signing on State System – The proposed modification is to move \$60,000 of existing construction dollars to preliminary engineering costs. Funding will not increase or decrease with this proposed modification.
- c. Statewide HSIP 6767 – Highway Safety Program – Total funding will decrease from \$22,725,000 to \$22,500,000.
- d. Statewide RR-RCS 1147 – Reconstruction of Crossings, Signals & Related Work – Total funding will increase from \$3,360,000 to \$3,580,000.

Copeland stated she recommended approval of the administrative modifications.

**Ortmann made a motion to concur with the Executive Director's recommendation to approve the February monthly minor revisions. McMenimen seconded the motion. The motion passed unanimously.**

- e. Camara joined the meeting at 8:53 AM. Ortmann asked about last month's proposed modification regarding UNH-Wildcat – Capital Assistance to add approximately \$38,000 of ARRA funding. Camara stated that the NH Department of Transportation (DOT) had approved that modification and sometimes NH DOT asked the RPCs to approve statewide projects. Camara stated the next amendment to the Transportation Improvement Program (TIP) was in process. Camara left the meeting at 8:57 AM.

## **6. SRPC Lease Update**

Copeland stated she made requests and suggestions to the City of Rochester's architect. Ortmann stated the office construction should be out to bid imminently. Crosby asked if the lease from the City of Rochester contained the government escape clause that if a state or governmental agency were not funded, the City of Rochester would be notified. Ortmann suggested submitting draft language to the City for review and McMenimen offered to review the lease document. Copeland stated that she was able to show the future building compliance with the Americans with Disabilities Act (ADA) to federal agencies such as at last week's program review with the Federal Highways Administration (FHWA) and Federal Transit Administration (FTA). Copeland thanked the City of Rochester for their assistance. Vita asked if the office renovation was on schedule to be completed before the lease expired at the current location. Ortmann stated that the project was on schedule.

## **7. Updates**

### **a. NH Rail Transit Authority**

Keans stated the authority did not receive the planning grant funding but would recheck the grant application. She stated the authority was still trying to convince NH Transportation Commissioner Campbell to transfer funds for match. Keans stated the next meeting was scheduled for March 19, 2010.

### **b. Pease Airport Master Plan Update**

Vice Chairman Vita stated that the scheduled January meeting did not occur and has not seen a revised Master Plan. He offered to contact the consultant group Hoyle Tanner for an update, and Keans suggested he email Bill Hopper, Pease Development Authority (PDA) Airport Manager for an update.

### **c. NHARPC Legislative Committee**

Ortmann stated he served on the NH Legislative Committee and he provided the status of the Legislative Service Requests (LSR) of interest to support, oppose or watch. He discussed the following items and status: HB1272 (relative to tax incentives for rehabilitation of historic structures): inexpedient to legislate. HB1287 (relative to setback requirements on private rights-of-way): inexpedient to legislate. HB 1375 (establishing a committee to study regional planning commissions): inexpedient to legislate. HB1382 (relative to workforce housing): inexpedient to legislate. HB1395 (relative to workforce housing) proposed changes to the definition of multi-family, percentage of community that needed to provide opportunities for workforce housing, removal of expedited legal review provisions, and a legislative requirement that the property be affordable for a long term: first three items removed from the bill and the long term affordability remained. The group discussed increased but still affordable rent. HB 1457 (relative to establishing a commission to study urban compact areas: inexpedient to legislate. HB1521 (relative to cutting funding for rail transit authority: inexpedient to expedite. Ortmann discussed SB448 (relative to alternate members of land use boards. He stated that a Local Government Center's attorney's interpretation was that alternates to land use boards should not participate in discussions not sit at the table with board members in order to not appear to have influence a decision. Ortmann stated this legislation would allow the alternates to sit with the board members and meaningfully participate in discussions. He stated how difficult it was to recruit members for land use boards and discussed the random way alternates should be selected in order to document

that the chairperson did not select an alternate based on the way the chair thought the alternate would vote. Ortmann discussed members wanting to abstain because the item was controversial or tough.

#### **8. Executive Director Report**

Copeland distributed her report and stated the contracts for Hazard Mitigation, Comprehensive Economic Strategy contract and broadband mapping and planning were still outstanding items. She discussed the Seacoast Commuter Options funded under the Congestion Mitigation and Air Quality (CMAQ) program for \$100,000 over three years. Copeland discussed the Transportation Enhancement (TE) projects and the possibility that the second ranked project might be withdrawn allowing the third and fourth ranked projects to rise to second and third ranked. Copeland discussed the TE project process with the top projects making presentations to the statewide review committee in February and the remaining project presentations in March. Keans asked about the NH Department of Transportation's intention to fund traffic counts. Copeland stated the funds would be from the State Planning and Research (SPR) funds. Keans discussed an article in Governing Magazine about the negative aspects of one-way streets in regard to Somersworth's planned trail period of one-way traffic. Ortmann asked when SRPC would be requesting traffic counts from member communities.

#### **9. Other Business**

Crosby asked if there was any news regarding the addition of a toll to Route 93 near Salem NH. Copeland stated she had sent a letter of support and that Congressional staff response was mixed. Ortmann suggested sending the Congressional staff a letter stating the support of the toll in Salem and Copeland stated she would send the letter out.

Ortmann asked about the changes to the Strafford Regional Planning Commission bylaws. Copeland responded that since there was no quorum at the January 28, 2010 Commission meeting, the actions should be reaffirmed at the next meeting with a quorum present. She stated that ballots were sent out, 6 had been returned, that there were 24 commissioners appointed from dues paid communities, and that 16 ballots were required.

Ortmann asked if there were any surprises or problems from the Program Review by the Federal Highways Administration (FHWA) and the Federal Transit Administration (FTA) on February 10, 2010. Copeland discussed deficiency in having an ADA policy and meeting the ADA requirements in the current building. She discussed the area of financial compliance in processing the Transportation Improvement Program (TIP) and stated the SPRC was not in charge of the funding. Copeland stated that the Federal Highways Administration would send copied of the reports issued to Rockingham Planning Commission and to Southern Planning Commission. Copeland stated that there was a conference call with a representative in the District of Columbia during the Program Review regarding the air quality model process.

No other business was discussed at the meeting.

#### **10. Adjournment**

**Vice Chairman Vita entertained a motion to adjourn the meeting. McMenimen made a motion to adjourn and Crosby seconded the motion. The motion passed unanimously and the meeting adjourned at 9:58 AM.**

Executive Committee Meeting Minutes  
February 19, 2010

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on 19 MARCH, 2010.

By:   
LUCIANI B. VITA

