

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

March 13, 2009
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Larry Brown, Chairman, Milton; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Lou Vita, Middleton; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

Absent: Frank Torr, Dover; C. Thomas Crosby, Secretary-Treasurer, Madbury; Sandra Keans, Rochester.

Proxy: C. Thomas Crosby, Secretary-Treasurer, Madbury.

Staff Present: Cynthia Copeland, Linda Osburn, Marilyn Barton.

Chairman Brown called the meeting to order at 8:00 AM and noted a quorum.

1. Minutes of February 13, 2009 Executive Committee Meeting

Chairman Brown entertained a motion to approve the minutes of the February 13, 2009 Executive Committee meeting as written. Ortmann made the motion to approve the minutes of the February 13, 2009 Executive Committee as written. Vita seconded the motion. The motion passed with Chairman Brown abstaining.

2. Draft Financial Reports February 2009

Copeland discussed the draft February 2009 financial reports including the income of \$34,436 and expenses totaling \$38,230 resulting in net loss of \$3,794; accounts receivables totaling \$75,965; accounts payable totaling \$3,162. Copeland discussed billing 600 hours to the Unified Planning Work Program (UPWP) contract, the status of the Hazard Mitigation Plans and the \$5,000 of the contract revenue in advance taken into income. She discussed the contracts due by the end of March and the end of June. Osburn stated that the NH Estuaries for the Barrington Natural Resource Inventory and one receivable from the NH Department of Transportation had been received.

3. SRPC Lease Update

Osburn distributed and reviewed a memorandum regarding the SRPC lease options: current location at 2 Ridge Street; McConnell Center in Dover; Webb Place in Dover; Rochester Community Center in Rochester; Dover Mills in Dover; and two office condominiums in Dover. Osburn stated the current landlord had offered an additional two-year lease at the current lease rate. She discussed the available space at the McConnell Center that would require interior improvements and a minimum 5-year lease. She stated that she and Copeland had toured the available space Tuesday with the City's representative Gary Bannon. Osburn discussed the available space at the Webb Place location that would require interior improvements and a minimum 5-year lease. Ortmann stated that renting of the

Rochester Community Center was not settled at this time. Costs of interior renovations, disruption to staff and billing contracts and other costs to move, meeting scheduling and possible parking restrictions were discussed. Copeland stated the Commission does not have the cash to pay moving costs and disrupt billing contracts.

Ortmann made a motion to continue at the current location based on the costs to complete interior renovations and move surpassing any cost savings in rent. Vita seconded the motion.

Woodruff joined the meeting at 8:25 AM and stated that Bannon was not the right person to talk to and that he had additional knowledge regarding the renovations and lease expenses. He discussed the meeting areas, public transit, Fastrans service and the financial savings.

Ortmann amended his motion to continue at the current location unless the City of Dover was willing to provide leased space at a lease rate that included renovations and all relocation costs amortized over the term of the lease that was equal to or less than the lease rate at the current location. Vita seconded the addendum to the motion.

Chairman Brown asked for a one-page paper outlining the tangible costs of moving to a new location, the obligation to employees regarding adequate window and space needs, the sources of funds that would be needed to carry through at 5 year lease, the nature of the duration of the lease contract, the true executor authority, and the time to complete the renovations at a new location before the current lease ends. Ortmann asked if this would make Dover a dues paying member. Woodruff discussed long term planning and discounting costs fronted now being worth it for the long haul over 20 plus years. Woodruff requested a meeting with the Dover Planning Director, the McConnell Center building manager Bannon, and himself. Ortmann requested the meeting occur and information be presented at the next Executive Committee meeting. Chairman Brown discussed the disruption to personnel to complete work, the effect on the business plan, access to funds for moving costs and if the City of Dover would assist with personnel or vehicles to help SRPC move. Woodruff discussed how the City of Dover utilized County services.

Ortmann amended his amendment to allow staff to continue negotiations with the current landlord and explore the options with the City of Dover regarding an in-kind lease rate that would be, over the term of the lease and including all costs of relocation, equivalent to the lease rate paid at the current location. Vita seconded the motion. The motion carried with note of Crosby's proxy vote against moving being not economically feasible.

4. Strafford Regional Planning Commission and Strafford Metropolitan Organization Annual Meeting Venue and Cost Update

Barton joined the meeting at 9:05 AM to discuss the options available for the current venue for the SRPC Annual Meeting at The Oaks in Somersworth with a \$500 non-refundable deposit and the guidelines to cap the meeting expense at \$800. She described the options of postponing the meeting to another date with the \$500 credit, or serving appetizers, deli buffet or a plated meal. Discussion ensued regarding charging a nominal fee for the Commissioners and their guests to offset or cover the entire cost including honoraria to the guest speaker(s). Discussion of potential speakers and invitations to municipal officials ensued. Copeland stated that municipal officials had been invited and attended past annual meetings. Osburn asked if staff would be charged. The general consensus was to have a plated meal with the costs including honoraria to be borne by charging Commissioners and their guests with the amounts presented at the next Executive Committee meeting. Barton left the meeting at 9:20 AM.

5. Subcommittee Reports

a. Grievance/Appeals Policy

Vita stated he submitted changes regarding the maximum number of meetings between employee and Executive Director. Copeland stated she would follow up with a legal review of the policy.

b. Executive Director Evaluation

Ortmann stated the evaluation was almost complete, that the evaluation subcommittee would meet and report at the next Executive Committee meeting.

6. Executive Director Report

Copeland discussed the resignation of Bill Proulx and a discussion regarding requiring exit interviews ensued.

Copeland discussed the NH Department of Transportation review of invoices and indirect cost proposals. Osburn explained the percentage allocated by contract dollars between Federal Highways Administration (FHWA) and Federal Transit Administration (FTA) was no longer acceptable by FHWA and FTA. Osburn discussed the indirect cost proposal submitted to NHDOT on June 1, 2008 that had not been signed by NH DOT due to an unallowable interest expense on leasing equipment. Chairman Brown suggested writing a letter from the Executive Committee to NHDOT to request the clarification of information as part of the fiduciary duty. Copeland discussed the FY 2010-2011 UPWP Scope of Work's performance measures and budget as priority items and the need to determine the carryover funds from the current FY 2008-2009 Scope of Work.

Copeland discussed the proposed cut to the Regional Environmental Planning Program (REPP) through the NH Department of Environmental Services and the work from the compensating Clean Water Act program included in the economic stimulus package.

Copeland discussed an energy efficiency and sustainability program for services that the regional planning commissions would offer to municipalities after staff was trained to perform the services. Ortmann asked if the training would add to the commission's core services and competency.

Copeland discussed the Comprehensive Economic Development Strategy funding status. Ortmann explained the strategy document was needed in order to obtain funding from Rural Development.

7. Senate Bill 168 Coastal Watershed Alliance and NHDES Relationship

Copeland discussed Senate Bill 168 regarding the Coastal Watershed Alliance and her concerns that the bill did not address the role of the regional planning commissions in the process. Discussion of the need to look at and consider other models ensued to seek a vertical and horizontal integration of responsibilities.

8. Dues and Strafford MPO Membership: DOT/State Matching Funds Update

Copeland stated the federal matching funds requirement was a problem at the national level and the need to find other mechanisms to secure local matching funds. She stated that several planning commissions dues were less than the local matching funds required in their UPWP contracts. Ortmann discussed the lobbying for the increased gas tax funds to provide relief to communities for dues, and Copeland stated that would be a multi-year task. Ortmann stated Strafford MPO could still move ahead with initiatives.

9. Strafford Metropolitan Planning Organization Meeting at 10:00 AM on March 13, 2009

The Executive Committee noted the Strafford MPO meeting directly following the Executive Committee meeting.

10. Other Business

Strafford Metropolitan Organization approval of the March Minor Revisions

Administrative Modifications:

- a. **Statewide 15263A- Complex Bridge Inspection**
- b. **Statewide CBI*7237- Complex Bridge Inspection (PARENT)**

Copeland reviewed the administrative modifications and stated she recommended approval of the administrative revisions. A brief discussion of what would happen should the revisions not be approved. Copeland stated that projects would not move forward.

Ortmann made a motion to concur with the Executive Director's recommendation to approve the administrative modifications listed above. Woodruff seconded the motion. The motion passed unanimously.

Chairman Brown discussed a letter of support for the Milton Town Hall Restoration Committee due to the historical significance of the building. Copeland agreed to write a letter of support.

Chairman Brown asked for a motion to adjourn the meeting. Ortmann made a motion to adjourn and Jansen seconded the motion. The motion passed unanimously and the meeting adjourned at 10:07 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on _____, 2009.

By: LARRY BROWN JAMES D BROWN