

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

March 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; George Snyder, Somersworth.

Absent: Edmund Jansen, Jr., Chairman, Rollinsford; Larry Brown, Alternate, Milton.

Staff Present: Cynthia Copeland, Linda Osburn.

Vice Chairman Vita called the meeting to order at 8:05 AM and noted a quorum.

1. Minutes of February 19, 2010 Executive Committee Meeting

Vice Chairman Vita entertained a motion to approve the minutes of the February 19, 2010 Executive Committee meeting as written. Crosby made a motion to approve the minutes as written. McMenimen seconded the motion. The motion passed and Snyder abstained.

2. Draft Financial Reports February 2010

Copeland discussed the draft February 2010 financial reports including the income of \$40,104.60 and expenses of \$34,516.99; accounts receivable of \$64,855.80; accounts payable of \$1,698.33. Copeland discussed the income by customer and stated the Southwest Regional Planning Commission sub agreement and invoices for broadband mapping and planning were in place. Copeland stated the FY 06-07 invoice for the Unified Planning Work Program (UPWP) for indirect costs exceeded the amount set aside from the FY 06-07 contract. Crosby asked if the Lee and Northwood dues would be received. Copeland stated the Lee dues were paid quarterly, and the Northwood dues were paid semi-annually.

Ortmann asked if the communities had notified SRPC that they would not be paying dues after the March Town Meetings. Copeland stated that she had not yet heard from any communities regarding dues other than Milton's letter that covered a two-year period. Ortmann suggested designing a strategy for the next Town Meetings to make sure the dues were on the warrant articles. Snyder asked if there were a way to obtain in-kind services from communities. Vice Chairman Vita asked how to get the federal contracts to accept in-kind match. Copeland discussed the cash flow and stated the contracts are now cost reimbursable rather than product completion. She stated that state agencies had been audited and the grant managers were constrained. Ortmann discussed creative thinking such as trading rental space in lieu of dues. Copeland stated that Bill Watson at NH Department of Transportation (DOT) was discussing how in-kind match might work in New Hampshire. McMenimen discussed the need to generate

income. Copeland and Ortmann discussed the possible repercussions of communities not paying dues when submitting applications for Transportation Enhancement funds.

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

The group discussed the House Finance Committee that would cut state funding programs that provide funds to regional planning commissions such as Regional Environmental Planning Program (REPP) and Targeted Block Grant (TBG).

3. May 2010 Executive Committee Meeting date

Copeland stated that the scheduled Executive Committee meeting on the third Friday of May was also the date of the Executive Directors retreat this year. Discussion ensued regarding moving the meeting to May 14, 2010, the second Friday of May. McMenimen stated he would not be available for the May 14, 2010 meeting.

Vice Chairman Vita entertained a motion to reschedule the May 2010 Executive Committee meeting to May 14, 2010. Ortmann made a motion to reschedule the May Executive Committee meeting to May 14, 2010. Crosby seconded the motion. The motion passed unanimously.

4. Approval of March Monthly Minor Revisions

Copeland discussed the March Monthly Administrative Modifications:

- a. Durham – Newmarket 13080 – Construct 4 ft bike shoulders from Oyster River Bridge to Dame Road and Sanborn Avenue in Newmarket – Total funding will increase from \$4,755,000 to \$4,893,000.
- b. Newington-Dover 11238L – Construction of Little Bay Bridge – Independent Sister Structure from N-D 11238 – Total funding will increase from \$55,371,000 to \$58,140,000.
- c. Statewide BRPPI – Bridge Rehabilitation, Painting, Preservation & Improvement Projects – Total funding will increase from \$35,110,000 to \$35,360,000.
- d. Statewide CRDR – Culvert Replacement/Rehabilitation & Drainage Repairs– Total funding will remain the same.
- e. Statewide HSIP – Highway Safety Program – Total funding will increase from \$21,775,000 to \$22,025,000.
- f. Statewide IPPP – Interstate Maintenance & Interstate Pavement Preservation Program – Total funding will decrease from \$57,245,000 to \$52,025,000.
- g. Statewide SSR – Secondary System reclamation/Rehab with various Pavement Treatments – Total funding will remain the same.

Copeland stated she recommended approval of the administrative modifications.

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

Copeland discussed the Durham-Newmarket project and stated that the NH Department of Transportation had forwarded her letter to Washington regarding assistance for local roads and their use in an emergency response. She discussed how the project was originally a Transportation Enhancement project to widen the bike shoulders. Copeland stated she would discuss the availability

of federal funds from FEMA/Homeland Security with Leigh Levine from the Federal Highway Administration.

5. SRPC Lease Update

Copeland stated that the construction bids for the renovation of the Rochester Community Center space were due back next week. Crosby discussed including a government escape clause: that if a state or governmental agency were not funded, the lease would be cancelled without damages. Ortmann requested that Crosby send him the draft language and he would check with the City of Rochester. Vita asked the projected moving date, and Copeland stated that it would be by July 2010.

6. Updates

a. NH Rail Transit Authority

Keans stated that the next meeting was Friday, March 26th. She stated she was unable to attend the last meeting and that the authority did not receive the planning grant funding but would recheck the grant application.

b. Pease Airport Master Plan Update

Vice Chairman Vita stated that he contacted Bill Hopper, Pease Development Authority (PDA) Airport Manager for an update. He stated that the draft update submitted by the consultant group Hoyle Tanner was returned by the PDA to the consultant for revisions, and he stated the expectation of an April revision to be submitted to approval in May. Ortmann asked about the functions of the PDA board and the Advisory Committee. Vice Chairman Vita stated the Advisory Committee was an observer at this point, and that the Advisory Committee members would receive a copy of the draft plan before the May meeting. Discussion of the Pease Airport Master Plan update process and the Skyhaven Airport ensued.

c. NHARPC Legislative Committee

Ortmann discussed the state budget process and the implications of funding to people. He stated he would attend the NHARPC meeting next week. Ortmann stated he would look at the bills that survived the legislative meeting next week and decide which bills to watch, support or oppose. Keans discussed the process of legislative bills. Ortmann stated he would email the status of any bills that affect SRPC and provide an update at the next Executive Committee meeting. McMenimen asked about the bill that allowed planning board alternate members to sit at the table with planning board members. Ortmann stated he was watching that bill as well as the bill that allowed the Zoning Board to ask for outside consultant review and charge the applicant.

7. Executive Director Report

Copeland state she was unable to print her report as the construction on the first floor required the shutoff of the electrical power that morning. McMenimen requested the Executive Director's report be sent out before the meeting. Copeland discussed the resignation of the Transportation Planner and the mandatory NHDOT and broadband contract meetings. She stated that she had posted a regional planner position on the SPRC website and in Fosters Daily Democrat and had interviewed two candidates. Copeland discussed the options of hiring a mid-level planner with experience or training and mentoring a less experienced planner.

Copeland discussed the Office of Energy and Planning's contract with the Conservation Law Foundation for energy planning that was tabled at the Governor and Council meeting last week. She discussed a Letter of Intent that would provide funding to the regional planning commissions to train and build infrastructure capacity in the state for energy planning. Ortmann stated the state should use the expertise of the regional planning commissions.

Copeland stated she was still waiting to hear from the Economic Development Agency (EDA) regarding the funding for the Comprehensive Economic Development Strategy plan. She discussed the broadband mapping agreement tasks and the pending application for a Coastal grant. Copeland stated that she and Kerrie Diers from Nashua Regional Planning Commission were working on a Housing and Urban Development (HUD) Sustainable Communities application for the 9 regional planning commissions. Copeland discussed the Seacoast Commuter Options that works with transportation demand and carpooling. Ortmann discussed the EDA grant process and asked if there were any way to assist in securing the grant funds. Copeland stated she would call Dennis McCann for an update. Crosby left the meeting at 9:35 AM. Keans requested Cynthia email salient talking points to her and Ortmann regarding the contract for energy planning.

Copeland stated that the first round of presentations at NHDOT for the Transportation Enhancement proposals were becoming political. She discussed the Congestion Mitigation and Air Quality (CMAQ) applications and the successful Safe Routes to School application for sidewalks at Woodman Park School. Ortmann suggested the announcement credit the work done by SRPC and the importance of paying dues to the commission for technical assistance with funding applications.

Copeland discussed the updates to the Executive Director report, and McMenimen requested the Executive Director's report be provided before the meeting with any updated information provided at the meeting. Discussion ensued regarding the level of details provided. Copeland stated she would email the Executive Director's report when the electricity had been restored.

8. Strafford Metropolitan Planning Organization Meeting

Vice Chairman Vita reminded the members of the Strafford Metropolitan Planning Organization meeting at 10:00 AM this morning.

9. Other Business

Ortmann asked if there were feedback yet from the Program Review by the Federal Highways Administration (FHWA) and the Federal Transit Administration (FTA) on February 10, 2010. Copeland stated she had not yet received any feedback.

No other business was discussed at the meeting.

10. Adjournment

Vice Chairman Vita entertained a motion to adjourn the meeting. Ortmann made a motion to adjourn and McMenimen seconded the motion. The motion passed unanimously and the meeting adjourned at 9:45 AM.

Respectfully submitted,

Executive Committee Meeting Minutes
March 19, 2010

Linda Osburn
Bookkeeper

Minutes approved on April 16, _____, 2010.

By: Edmund F Jansen Jr _____

