

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

May 12, 2006
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Thomas Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer, Newmarket; Thomas Crosby, Madbury; Bruce Woodruff, Milton; Ken Ortmann, Rochester; Rod Cools, Wakefield.

Others Present: Cliff Sinnott, Executive Director, Rockingham Planning Commission; Annette Stoller, Chair, Rockingham Planning Commission Executive Committee; Ted Tocci, Secretary, Rockingham Planning Commission Executive Committee; Bob Landman, Rockingham Planning Commission Executive Committee; Steve Parkinson for David Holden, Rockingham Planning Commission Executive Committee.

Staff Present: Cynthia Copeland, Linda Osburn, Tim Roache.

Chairman Fargo called the meeting to order at 7:35 AM.

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the April 14, 2006 Executive Committee meeting. Crosby made the motion to approve the minutes of the April 14, 2006 minutes as written. Ortmann seconded the motion. Motion passed and Dixon abstained.

2. Financial Reports

Osburn stated that the March financials were revised to include the billing for the Route 125 study as the contract ended on March 31, 2006, and that the quarterly dues were taken into income in April. Copeland arrived at 7:40 AM. Chairman Fargo noted that the Executive Director report stated that May income would be low due to a lack of contracts that could be billed in May.

3. FY 2007 Budget for Approval and Recommendation to Commissioners

Osburn distributed a revised FY 2007 budget that contained an increased amount to the Targeted Block Grant contract. Copeland described the projected revenues from contracts and the projected expenses. Chairman Fargo noted the additional funding for the Route 125 study. Copeland stated VHB had completed the first phase of the study and had done an excellent job. Discussion ensued regarding state funds and local match requirements. Dixon asked about potential salary adjustments. Copeland responded that she had included a 4% increase to the salary line item and had other areas to make adjustments to salaries as needed.

Chairman Fargo entertained a motion to endorse the budget and recommend to the Commissioners with any minor adjustment. Dixon made the motion and Jansen seconded the motion. Motion passed unanimously.

4. FY 2007 Executive Committee Slate of Officers for Recommendation to Commissioners

Chairman Fargo stated that Dover might not pay dues for FY 2007 and he would not be Chairman. Discussion followed regarding the dues and budget process in Dover. Copeland stated that she needed a slate of officers to move forward by the Commissioners meeting on May 31, 2006. Dixon stated that if the worse happened, the Vice Chair could assume the duties until a new chair was selected. After discussion with the current member and officers, all agreed to stay as executive committee members and to recommend the current officers for FY 2007: Tom Fargo, Chair; Ed Jansen Jr., Vice Chair; Al Dixon, Secretary-Treasurer. Woodruff arrived at 7:55 AM and agreed to stay as an Executive Committee member.

5. Annual Meeting Logistics

Copeland announced the annual meeting would be held on 5/31/2006 at 6:00 PM at the Great Bay Gallery and Function Hall on Willand Drive. She stated that postcards had been sent out and RSVPs would be appreciated.

6. Executive Director Report

The Executive Director report has been distributed to the committee via email earlier in the week and no discussion of this item occurred.

7. Office Space Lease

Osburn discussed the memorandum outlining the current landlord's offer to leasing the approximately 1700 square foot second floor area of 2 Ridge Street for \$1740.00 beginning January 1, 2007 for a three year period with a yearly adjustment of 3.5%. She stated the landlord's strong preference that any modifications to the area would be at SRPC's expense. Cools suggested that the Commission form a committee to locate a suitable place to purchase by the end of the three year lease period.

Chairman Fargo entertained a motion to recommend the lease approval and forward to the Commission. Ortmann made the motion and Cools seconded the motion. Motion passed unanimously.

8. Executive Director Evaluation Committee

No discussion of this item occurred at this meeting.

9. Seacoast MPO Process Meeting with Rockingham Planning Commission Executive Committee

After introductions of the Executive Directors and Executive Committee members of Strafford Regional and Rockingham Planning Commissions, Chairman Fargo reviewed the white paper entitled "Realigning Regional Planning and MPO Boundaries in the Seacoast and Southern Rockingham Regions of New Hampshire." Sinnott summarized the report stating that federal laws require the existence of a defined regional transportation planning process in metropolitan areas in order to

access federal transportation funds to those areas. He stated the Seacoast Metropolitan Planning Organization (MPO) was formed after the 1980 census when the "Portsmouth-Dover-Rochester Urbanized Area" became eligible for MPO designation as a unit, and there was a single administrative unit called the Strafford-Rockingham Regional Council. Sinnott stated that the administrative unit split into Strafford Regional Planning Commissions and Rockingham Planning Commission and split the boundaries of the MPO. He stated that the 2000 census created a new urbanized area called the "Portsmouth NH-ME Urbanized Area" and that it made sense to align the regional planning commissions and MPO boundaries. Sinnott listed the pros of realignment: clarity and consistency of policies to be implemented by region; improved integration between land use and transportation planning; elimination of duplication of effort by Rockingham Planning Commission who currently administers two separate MPOs. He then listed the cons: COAST bus service area would exist in two MPOs with the center of operation in the SRPC area; concern regarding splitting the strong north-south transportation region and major corridors and the regional transportation demand model. Discussion ensued regarding the University of New Hampshire and COAST who are MPO members but not Commission members. Sinnott stated that this action would not create a new MPO but would align the boundaries of two existing MPOs to coincide with the two regional planning commission boundaries. Copeland asked about the effect on the regional transportation model. Sinnott responded that the commissions would continue to share and develop the transportation model and that it needed to be developed beyond boundaries.

Chair Stoller stated that there were no material objections and that redrawing the boundaries does not mean suspending collaboration. She stated that participation would be streamlined and items would not be duplicated. Landman stated that RPC commissioners had to attend duplicate meetings and referenced the difficulty of managing two staffs under one MPO. Woodruff asked how soon the realignment could be accomplished and who would keep the Seacoast MPO name. Sinnott suggested doing away with the Seacoast name and the MPOs would be the Rockingham Planning Commission MPO and the Strafford Regional Planning Commission MPO. He stated he would like to follow the Unified Planning and Work Program contract timeline of July 2007. Sinnott stated that 75% of the member communities were required to approve the realignment. Discussion ensued regarding the difference between participation in the MPO and the regional planning commissions. Chair Stoller stated that RPC had similar problems with a community not paying dues and offered to share their efforts with SRPC. Chair Fargo asked if a community was able to participate in the MPO even if they were not a member of the regional planning commission. Woodruff stated that per federal rules, the community has representation by one commissioner even if the community is not a member of the regional planning commission. Sinnott stated that the MPO needs to be designated by the Governor. Landman stated that non-dues paying members may not vote on regional planning commission matters but are still voting members of the MPO. Sinnott stated that MPO funding is on a matching basis, and if a community does not pay dues, then other communities must subsidize the match. He stated that regional planning commission members are MPO commissioners by default. Sinnott stated the community would have one vote instead of the commissioners' votes if they were not members of the regional planning commission.

Ortmann asked if approval was needed at a town meeting in communities. Sinnott replied that the Board of Selectmen approves the realignment. Chairman Fargo asked if the realignment would affect the MPO strength at state level planning. Sinnott replied that the state partners with the regional planning commissions in areas other than transportation, and the clarification of regional planning commissions and MPOs should help at the state level. Tocci discussed membership issues and how the towns do not always understand what the regional planning commissions were. Roache joined the meeting at 8:45 AM. Tocci stated that commissioners should get the word out to their communities and add a regional planning commission report to their town reports. Chair Stoller discussed marketing operations to towns, commissioners, town reports, newspaper articles, and suggested

placing an explanation of what the regional planning commissions were at the end of each article or report. Copeland asked Roache for his thoughts on the realignment. Roache stated that he saw an opportunity to invigorate participation. He stated that he leaned on RPC staff for advice and assistance. Roache stated that he saw the region functioning economically together and needed to work together. Sinnott suggested a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) to build in collaboration. Chairman Fargo listed transit planning, COAST, the University of New Hampshire, and the regional transportation demand model as collaborative projects. Landman added Pease Tradeport, Roache added traffic management and the Newington-Dover Little Bay Bridges. Ortmann stated that the MOU or MOA would be adjusted and that several projects and ideas do not have political or geographic boundaries.

Copeland suggested the topic for discussion at the SRPC annual meeting. Chair Stoller stated that the next Rockingham Planning Commission meeting would discuss the realignment. Landman stated the consensus was agreement on the realignment. Woodruff asked about the timeline to accomplish the realignment. Sinnott stated time was needed for the communities to vote and approve after presentation of the realignment proposal. Chair Stoller stated that the realignment could be approved earlier and put into effect with the next UPWP contract. Landman asked what would change if the realignment were to be approved tomorrow. Sinnott stated that several Seacoast MPO documents would have to be re-written and re-adopted. He stated that he needed time to start working on the realignment process. Tocci stated that the realignment process was at the Executive Committee level and would now go to the Commissioners and then to their towns for discussion and approval. Chairman Fargo stated that the results of this meeting would be brought to the full SPRC Commission meeting.

Chairman Fargo entertained a motion to recommend the realign the existing Seacoast MPO with the existing planning commission boundaries. Dixon seconded the motion. Motion passed unanimously.

Landman expressed his enjoyment at meeting across the Little Bay Bridges and the success of the train/bus ticket reciprocity issues. Chair Stoller expressed her appreciation for the attendance at the meeting.

10. Other Business

Cools made a motion to send a letter to Dover in support of Strafford Regional Planning Commission. Dixon seconded the motion. Motion passed.

Chairman Fargo entertained a motion to adjourn. Woodruff made the motion to adjourn and Dixon seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:00 AM.

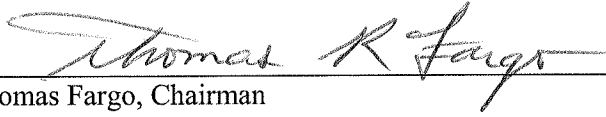
Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on June 9, 2006.

Executive Committee Meeting Minutes
May 12, 2006

By:

A handwritten signature in cursive script that reads "Thomas R. Fargo". The signature is written in black ink and is positioned above a horizontal line.

Thomas Fargo, Chairman