

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

June 12, 2009

Conference Room

Strafford Regional Planning Commission

2 Ridge Street

Dover, NH

Members Present: Larry Brown, Chairman, Milton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Lou Vita, Middleton; Sandra Keans, Rochester; Kenn Ortmann (arrived 8:10), Rochester.

Absent: Edmund Jansen, Jr., Vice Chairman, Rollinsford; Bruce Woodruff, Milton.

Others Present: Sheryl Stephens Burke, Melanson Heath & Company

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Brown called the meeting to order at 8:03 AM and noted a quorum.

1. Minutes of May 8, 2009 Executive Committee Meeting

Chairman Brown entertained a motion to approve the minutes of the May 8, 2009 Executive Committee meeting as written. Osburn noted the following changes: Remove Lou Vita from Present; Item 4 motion change Woodruff seconded the motion to Crosby seconded the motion; Item 5 third sentence add "portions of" before the words "current year." Keans made the motion to approve the minutes of the May 8, 2009 with noted corrections. Crosby seconded the motion. The motion passed unanimously.

2. Draft Financial Reports May 2009

Copeland discussed the draft May 2009 financial reports including the income of \$24,232.84 and expenses totaling \$30,756.54; accounts receivables totaling \$64,100.37; accounts payable totaling \$625.07. Copeland discussed the income by customer report. Copeland discussed cash flow and reviewed the proforma projections for the remaining fiscal year.

3. Charge off Invoices

Osburn discussed the FY 2009 Dover Membership Dues Invoice # 4697 in the amount of \$18,386.54 and requested approval to remove the invoice from Accounts Receivable on the Balance Sheet as Dover had stated in writing they would not be paid. Ortmann joined the meeting at 8:10 AM. Osburn noted the balance of the Northwood 2009 Membership Dues had not been received despite repeated requests being sent, and stated the receivable might be classified as doubtful if not received by the end of FY 2009.

Chairman Brown entertained a motion to remove the FY 2009 Dover Membership Dues Invoice # 4697 in the amount of \$18,386.54 from Accounts Receivable. Crosby made the motion and Keans seconded the motion. Motion passed unanimously.

4. FY 2008 Audit Presentation by Melanson Heath & Company

Stephens Burke joined the meeting at 8:15 AM and introductions followed. Stephens Burke stated the FY 2008 audit was a clean audit and reviewed the independent auditors report page stating "in our opinion, the financial statements referred to above present fairly, in all material aspects, the financial position of the governmental activities and the major fund of Strafford Regional Planning Commission as of June 30, 2008 and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America." Stephens Burke reviewed the financial statements and notes to the financial statements. She discussed the internal audit control committee issue. Osburn stated there was a binder of reviewed and signed financial statements, bank statements, payroll reviews and general ledger entries by month which would serve as evidence of the internal audit control. Stephens Burke discussed general ledger approvals and required purchase orders. Copeland discussed the use of toll credits by the NH Department of Transportation (DOT) to provide the match for the Unified Planning Work Program. Stephens Burke suggested obtaining the NH DOT procedure from the NH DOT office for documentation. Discussion of indirect cost rate proposals per hour and per salary, and acceptance by a federal agency of a state accepted proposal ensued. Stephens Burke left the meeting at 8:50 AM.

5. SRPC Lease Update

Copeland updated the potential leasing options. She stated the Rochester City Council approved funds to renovate space at the Rochester Community Center in return for a five-year lease. Copeland stated Durham gave SRPC first priority to lease the Durham District Court in Durham to be vacated by June 30, 2009. Crosby discussed parking and noise concerns at the Durham District Court building. Keans stated no further affirmative action would be taken on the Durham District Court House building. Osburn stated the current landlord's position requiring a minimum one-year lease. Osburn distributed a memorandum from Vice Chairman Jansen stating his concern about rising rental costs and loss of membership dues for the next fiscal year and his recommendation to remain at the current location with the reduced space and costs for an additional one to two years to firm up the revenues and membership issues. Discussion of space needs, conference room requirements, the possible design of the required space, costs, and the need to demonstrate the progress to moving to a space in compliance with the Americans with Disability Act (ADA) ensued.

Ortmann made a motion that the Executive Committee authorize the Executive Director to negotiate a lease with the City of Rochester for office space at the Rochester Community Center based on a rate of \$12.00 per square foot inclusive of maintenance and utilities up to a maximum of \$30,000 per year and subject to standard escalation clauses for a period of five years at the earliest practical date but beginning no later than August 1, 2010 and to negotiate the terms of a continuation lease at the present address not beyond July 31, 2010. Crosby seconded the motion. Motion passed with Vice Chairman Jansen proxy vote opposed.

6. Strafford Metropolitan Organization approval of May Minor Revisions Administrative Modifications:

1. Statewide 15610-Install RWIS Stations Around the State

2. Districts BRPPI- Bridge Rehabilitations, Painting, Preservation & Improvement Projects
3. Statewide EFH- To Enhance National Benefits by Providing Construction & Maintenance of Forests Highways
4. Statewide HSIP- Highway Safety Improvement Program
5. Statewide IPPP- Interstate Maintenance & Interstate Pavement Preservation Program
6. Statewide MOBRR- Municipal Owned Bridge Rehabilitation & Replacement Projects
7. Statewide PRRCS- Pavement Resurfacing, Rehabilitation, Crackseal Program
8. Statewide SSRR- Secondary System Reclamation/Rehab with Various Pavement Treatments

Copeland stated the modifications involved statewide projects and no local projects and that she recommended approval of the administrative modifications.

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

7. Strafford MPO Policy Committee Meeting on July 10, 2009 to Approve Amendment #2 to NHDOT 2009-2012 Statewide Transportation Improvement Program

Copeland stated a Strafford Metropolitan Commission Policy Committee meeting was required to approve the recommendations to the Ten Year Plan and had been scheduled for July 10, 2009 at 10:00 AM after the scheduled Executive Committee meeting.

8. Subcommittee Reports

a. Grievance/Appeals Policy

Vita discussed the legal review and suggested changes to the grievance /appeals policy and the two remaining subcommittee members. Keans stated the attorney recommended against a grievance/appeals policy and that it was up to the Executive Committee to accept the legal opinion or request specific structure and changes for a grievance policy.

Ortmann made a motion to adopt the changes as recommended. Vita seconded the motion.

Ortmann stated if a policy were adopted, the procedures must be followed. Keans stated she was not prepared to go forward today and Chairman Brown suggested the subcommittee review the legal opinion and bring the policy structure back to the Executive Committee for consideration at the July meeting. Discussion ensued regarding the need for and structure of the policy. Vita stated that he and Keans would meet and bring their recommendations to the next Executive Committee meeting.

Following discussion, the motion failed unanimously.

b. Executive Director Evaluation

Ortmann stated the evaluation subcommittee had nothing to report.

9. Executive Director Report

Copeland discussed the contracts awaiting approval by the Governor and Council; the current contracts with Coastal, Hazard Mitigation, Statewide Planning & Research (SPR) program. She

discussed the Comprehensive Economic Development Strategy (CEDS) application, the Targeted Block Grant (TBG) and Regional Environmental Planning Program (REPP) and the use of toll credits.

10. Legislative Update

Keans discussed the toll roads and highway systems plan by NH DOT. Ortmann discussed Senate Bill 147 and House Bill 446 that were sent to a conference committee.

11. Other Business

Ortmann stated the NH Planners Association honored Michael Behrendt, Chief Planner in Rochester, as 2009 Professional Planner of the Year.

Copeland discussed the New England Regional Rail Coalition and a request for signing a support letter from the New England Rail Coalition to the New England Governors regarding an improved rail system for the New England area. Discussion of the New England Rail Coalition's purpose, signing the letter of support, becoming a member, and the ability to resign membership at any time were discussed.

Ortmann made a motion to authorize the Executive Director to sign the support letter to the New England Governors from the New England Rail Coalition. Vita seconded the motion. The motion passed with Keans opposed.

The Committee discussed becoming a member of the New England Rail Coalition. Ortmann stated his support of passenger rail transportation and the ability to vote to terminate the voluntary membership. Chairman Brown stated the development of passenger rail would improve New Hampshire. Keans discussed the positive effect of commercial traffic back on the rail system and off the highways.

Keans made a motion to join the England Rail Coalition. Ortmann seconded the motion. The motion passed with Vita opposed

No other business was discussed at the meeting.

Chairman Brown asked for a motion to adjourn the meeting. Ortmann made a motion to adjourn and Chairman Brown seconded the motion. The motion passed unanimously and the meeting adjourned at 10:14 AM.

Respectfully submitted,


Linda Osburn
Bookkeeper

Minutes approved on July 10, 2009.

By:

