

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
**June 13, 2008**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Edmund Jansen, Jr., Chairman, Rollinsford; Frank Torr, Vice Chairman, Dover; C. Thomas Crosby, Secretary-Treasurer, Madbury; Larry Brown, Chairman-Elect, Milton; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

**Members Elect Present:** Lou Vita, Middleton; Sandra Keans, Rochester.

**Others Present:** Susanne Brown, Milton, Michelle Beauchamp, Julie LaBranche.

**Staff Present:** Cynthia Copeland, Linda Osburn.

**Chairman-Elect Brown** called the meeting to order at 7:40 AM.

**1. Minutes**

**Chairman-Elect Brown** entertained a motion to approve the minutes of the May 16, 2008 Executive Committee meeting as written. **Ortmann** made the motion to approve the minutes of the May 16, 2008 Executive Committee as written. **Crosby** seconded the motion. Motion passed unanimously.

**2. Draft Financial Reports May 2008**

Copeland reviewed the draft financial reports and discussed contract income, expenses, receivables and cash flow. She stated that Osburn prepared a cash flow report each week and the proforma projected a positive income if staff completed all contracts due by the end of the fiscal year in June.

**3. Charge Off Invoices**

Woodruff joined the meeting at 7:48 AM. Copeland discussed the outstanding invoices report and the concern about collecting from the following invoices:

- 4513      \$491.20      NH Department of Transportation 06-07 contract
- 4604      \$292.50      Town of Nottingham
- 4627      \$168.75      Town of Nottingham
- 4523      \$135.00      Town of Milton
- 4524      \$157.50      Town of Milton
- 4525      \$167.50      Town of Milton
- 4526      \$337.50      Town of Milton

- 4557        \$ 56.25        Town of Milton
- 4558        \$ 67.50        Town of Milton
- 4559        \$303.75        Town of Milton
- 4560        \$202.50        Town of Milton
- 4561        \$ 90.00        Town of Milton
- 4563        \$ 90.00        Town of Milton
- 4564        \$ 22.50        Town of Milton
- 4565        \$ 45.00        Town of Milton
- 4588        \$ 45.00        Town of Milton

Osburn stated the invoice to the NH Department of Transportation was an outstanding invoice due to a funding limit imposed for fiscal year 2007 and would not be paid as the contract had been completed.

**Ortmann made a motion to charge off Invoice #4513 in the amount of \$491.20. Crosby seconded the motion. The motion passed unanimously.**

Chairman-Elect Brown stated he would inquire about the status of payment for the Town of Milton invoices. Copeland discussed her concern regarding the Town of Nottingham's payment for Invoice #4604 in the amount of \$292.50 and Invoice #4627 in the amount of \$168.75. She stated the applicant did not pay the Town of Nottingham for planning reviews. Discussion of establishing escrow accounts ensued. Woodruff asked how the write offs would affect the organization. Osburn stated the income is credited when the invoice is entered, making the income overstated if not charged off. Ortmann suggested encouraging towns to establish escrow accounts in order to pay SRPC for planning reviews.

**Ortmann made a motion to charge off Invoice #4604 in the amount of \$292.50 and Invoice #4627 in the amount of \$168.75. Crosby seconded the motion. The motion passed unanimously.**

Woodruff expressed concern about the future viability of the Commission and asked if a workshop to develop a financial plan was needed. Beauchamp and LaBranche joined the meeting at 8:01 AM. Copeland stated they were on their own time and did not request to be placed on the agenda. Chairman Elect Brown suggested the topic be placed under Other Business.

Copeland discussed the conservative budget for FY 2009, the resources for FY 2010 and how she was working on getting the organization in fiscal shape to weather the economic slowdown and community tax caps. Jansen left the meeting at 8:10 AM. Woodruff stated his concern about providing services to smaller communities and availability of staff for the next fiscal year. Copeland stated that current staff positions were included in the next fiscal year's budget. She discussed the cyclical income and reviewed the different cycles of billing contracts: monthly, quarterly, product driven and level of effort contracts. Woodruff suggested sending letters to Planning Board Chairs to work on regulations and other opportunities at the local levels. Copeland responded that the local contracts evaporated this year due to the economy and stated services could be provided through other contracts with the NH Department of Environmental Services (DES), NH Estuaries, and the New Hampshire Charitable Fund.

#### **4. Executive Committee Meeting Dates and Locations**

Discussion ensued regarding Executive Committee meeting dates and times for the next fiscal year with suggested times of 7:30 AM, 8:00 AM and 9:00 AM and work schedules of members.

**Chairman-Elect Brown made a motion to schedule the Executive Committee meeting to begin at 7:30 AM. Torr seconded the motion. The motion passed with Woodruff opposed.**

Discussion regarding the meeting date ensued. Crosby suggested the meeting be scheduled for the second Friday of the month.

**Ortmann made a motion to schedule the Executive Committee meeting on the second Friday of each month. Crosby seconded the motion. The motion passed unanimously.**

#### **5. Commission Meeting Dates and Locations**

Copeland reviewed the FY 2009 Commission/MPO meeting dates and stated the meetings have been scheduled on the fourth Thursday of the month except for Thanksgiving in November when it would be scheduled for the third Thursday. She reviewed the following schedule:

September 25, 2008 7-9 PM First Quarter Meeting Location: TBD  
November 20, 2008 7-9 PM Second Quarter Meeting Location: TBD  
January 22, 2009 7-9 PM Third Quarter Meeting Location: TBD  
May 28, 2009 6-9 PM Annual Meeting/Dinner Location: Great Bay Gallery in Somersworth, NH

Copeland stated the NH DOT anticipated 8 full amendments to the Transportation Improvement Plan in the next two years. She stated the Commission used to include an educational component but the MPO business meeting now takes up that time, and had suggested General Meeting/Workshop Dates that would be open to the public and local community officials.

Copeland discussed the following suggested topics and dates:

**August 2008** – for Town Meetings in March 2009:

1. Required Zoning Ordinances such as Workforce Housing SB 342, Growth Management HB 1260, and Comprehensive Shoreline Protection Act RSA 483-B.
2. Voluntary Zoning Ordinances such as Establishment of Housing Commissions HB 1259 and Expansion of Conservation Commission authority SB 381.

**October 2008** – Local Housing and Regional Housing Needs Assessment

**February 2009** – Conservation Stewardship cooperative meeting with Strafford Rivers Conservancy, Strafford County Conservation District and Office of Energy and Planning

**March 2009** – USGS Groundwater Study results cooperative meeting with Department of Environmental Services Coastal Program.

Discussion ensued regarding possible locations and dates.

#### **6. General Meeting Workshop Dates**

This item was discussed under Item #5.

#### **7. Executive Director Report**

Copeland discussed the Bike or Walk to Work Day events in Dover, Durham, Rochester, Milton and Lee. Chairman Elect Brown suggested sending press releases to John Nolin.

#### **8. Executive Director Evaluation**

Ortmann stated the item was placed on the agenda as a reminder. He stated the review committee consisting on Crosby, Ortmann and Jansen would meet before the next Executive Committee meeting.

## **9. On going and Emerging Regional Planning Issues Roundtable**

### **a. Metropolitan Planning Organization (MPO) Business**

Copeland discussed two memoranda and one letter distributed regarding:

1. Memorandum regarding the request from the NH Department of Transportation (NH DOT) approving March 2008 Monthly Minor Revisions (administrative modification and informational revision);
2. Memorandum regarding the request from Cooperative Alliance for Seacoast Transportation (COAST) that Strafford Metropolitan Planning Organization (MPO) amend their 2007-2010 Transportation Improvement Plan (TIP) to reflect a minor change in funding for COAST with changes reported in Amendment #8 of the Statewide Transportation Improvement Plan (STIP);
3. Letter to NH DOT regarding the request from COAST that Strafford MPO amend their 2007-2010 TIP to reflect changes in funding for COAST that would add new projects.

Copeland discussed the approval process for administrative, informational and minor revisions per the updated MPO bylaws that stated the Executive Director would review the request, seek the Technical Advisory Committee's (TAC) opinion, and recommend approval or disapproval to the Executive Committee for their concurrence or disapproval. She stated the Executive Committee would issue a letter to the NH DOT regarding their decision and provide copies to the MPO members. Copeland discussed the memoranda and letter in the following detail:

Memorandum 1:

Administrative modification regarding Rochester Project 10620K: Exit 11 and 12 Bridge to phase construction of the project from 2010 to 2009, 2010, 2011, and increase price from \$16 million to \$16.886 million. The Executive Director recommended approval.

Informational revision for Newmarket-Newfields Project 13878: Construct 4' bike shoulders to delay construction form 2008 to 2009 and allow the Town of Newmarket to municipally manage the project without the Town of Newfields. The Executive Director recommended approval.

**Ortmann made a motion to approve the administrative modification and informational revision above as recommended by the Executive Director. Crosby seconded the motion. The motion passed unanimously.**

Chairman Elect Brown asked what happened if the revisions were not approved. Copeland discussed the difficulty NH DOT would encounter and the possibility of funding being delayed. Discussion ensued regarding cost increases due to extraordinary ledge.

Memorandum 2:

Minor change in the total cost of a project under COAST general planning to reflect changes in funding and additional funding from the Federal Transit Service (FTA) New Freedoms grant program and funding for the Dover Intercity Bus Service, with changes reported in Amendment #8 of the Statewide Transportation Improvement Plan (STIP). Copeland stated that current STIP funding was \$139,000 and the requested funding was \$195,000, a 40% change from the current

funding. Copeland explained that with projects of less than 1 millions dollars, a funding change of less than 50% is considered an Information Only change. The Executive Director recommended approval.

**Woodruff made a motion to approve the information only change above and as recommended by the Executive Director. Ortmann seconded the motion. The motion passed unanimously.**

Letter to NH DOT:

Copeland discussed the draft letter to William Watson of NH DOT regarding the request from COAST that Strafford MPO amend their 2007-2010 TIP to reflect changes in funding for COAST and the additional funding from the Federal Transit Service (FTA) New Freedoms grant program and funding for the Dover Intercity Bus Service, with changes reported in Amendment #8 of the Statewide Transportation Improvement Plan (STIP) amendment. Copeland discussed the NH DOT process and the question regarding the inclusion of COAST funds. A discussion ensued regarding obligated funds, CMAQ projects, annual listing of obligated and deobligated projects, and the process to add or remove a federally funded project to the Strafford MPO TIP. Ortmann asked if action should be taken on the letter, and Copeland responded that no action should be taken. Chairman Elect Brown stated that no further action would be taken in regard to this letter. Copeland stated she could contact Nick Alexander at NH DOT to discuss and resolve the issues.

#### **b. Legislative Updates**

Copeland discussed SB 342, HB 1260, HB 1259 and HB 381. Ortmann discussed the planned August workshop to discuss the required and voluntary zoning ordinances.

#### **c. Employee Carbon Challenge Program**

Copeland discussed the request from the NH Carbon Challenge to create a testimonial page with quotes representing the impact of their trainings. Copeland asked for directive from the Executive Committee. Discussion ensued regarding energy audits, staff recommendations to towns, transportation and land use integration and the innovative land use guide. Woodruff discussed sustainability and energy conservation; education outreach regarding what individuals and large organizations can do without political encumbrances. Ortmann suggested offering guidance and support to communities using the Innovative Land Use Guide. Vita left the meeting at 9:30 AM.

#### **10. Other Business**

Chairman Elect Brown discussed his satisfaction with his term of chairmanship of one year.

Chairman Elect Brown discussed the Local Government Center's opinion regarding public meetings. Woodruff stated the meetings are open to the public but not for public input at the meeting unless as an agenda item. Torr left the meeting at 9:37 AM. Copeland requested employees let her know prior to attending the Executive Committee meeting in order to make adequate room arrangements. Discussion ensued regarding the process and responsibility for personnel reviews of employees and the Executive Director. Chairman-Elect Brown discussed the roles of the Executive Committee, the Executive Director Evaluation Committee and the Executive Director. He stated he would look to the Executive Director Evaluation Committee to deal with any personnel management issues.

No other business was discussed.

**Chairman-Elect Brown entertained a motion to adjourn. Ortmann made the motion to adjourn, and Crosby seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:42 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2008.

By:



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Larry Brown, Chairman-Elect