

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

September 12, 2008

Conference Room

Strafford Regional Planning Commission

2 Ridge Street

Dover, NH

Members Present: Larry Brown, Chairman, Milton; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Frank Torr, Dover; Lou Vita, Middleton; Bruce Woodruff, Milton; Sandra Keans, Rochester.

Members Absent: C. Thomas Crosby, Secretary-Treasurer; Kenn Ortmann, Rochester.

Proxy: C. Thomas Crosby, Secretary-Treasurer, Madbury; Kenn Ortmann, Rochester.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Brown called the meeting to order at 7:45 AM.

1. Minutes

Chairman Brown entertained a motion to approve the minutes of the August 8, 2008 Executive Committee meeting as written. Jansen made the motion to approve the minutes of the August 8, 2008 Executive Committee as written. Vita seconded the motion. The motion passed unanimously.

2. Draft Financial Reports August 2008

Copeland reviewed the draft August 2008 financial reports and discussed contract income, expenses, receivables. Copeland reviewed the Income by Customer report totaling \$28,290.63 and the draft accounts receivables as of August 31, 2008 totaling \$78,749.06. Copeland reviewed the draft accounts payable as of August 31, 2008 totaling \$4,058.04. Copeland noted the doubtful collection of the Dover dues and the anticipated receipt of the Brookfield and Northwood dues.

3. Final FY 2007 Audit and Recommendations

Copeland stated the final version included the letter signed by Secretary/Treasurer Tom Crosby to Melanson Heath & Company requiring documentation of SRPC internal control policies and creating an internal control audit function. She stated the audit was accepted at the July 11, 2008 meeting. Keans asked why the FY 2007 audit was so late. Osburn discussed the various components and items to be reconciled, especially the hourly indirect rate audit required by NH Department of Transportation. Chairman Brown asked if the final FY 2008 audit would be late. Osburn replied that the remaining documents would be supplied to the auditors by the end of September with the goal of a draft report in October.

4. Draft FY 2010 Dues for Recommendation to Commissioners for Approval on September 25, 2008 Meeting

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Copeland reviewed the draft FY 2010 dues that the Executive Committee would recommend to the SRPC Commissioners for approval at the September 25, 2008 SRPC Commission meeting. Copeland discussed the factors used to calculate the dues: estimated population, consumer price index (CPI) and per capita rates. She reviewed the June 2007 to June 2008 US City Average CPI of 5% and reviewed the estimated Office of Energy and Planning (OEP) 2007 population for each community. Vita discussed the usual practice of Copeland making a presentation to the communities regarding services and why the community should be a member of SRPC. Discussion of the difference between the US City Average CPI and the Boston-Brockton area CPI used ensued, and Copeland reviewed the history of the dues rates. Woodruff joined the meeting at 8:10 AM. Jansen suggested the use of a logical and consistent factor. Further discussion ensued regarding the rates and factors used in calculating the dues for past years.

Keans made a motion to continue the use of the US City Average CPI as the basis for calculating the per capita rate. Vita seconded the motion. The motion passed with Woodruff opposed.

Woodruff discussed his concern regarding potential loss of member communities if dues are increased too much and stated his preference for a 2% increase. Copeland stated the issue could be discussed at the Commission meeting. Woodruff asked why Middleton and Milton dues had increased. Copeland stated the population had increased in both communities per OEP estimates.

Vita made a motion to recommend the FY 2010 dues as presented to SRPC Commissioners for approval at the September 25, 2008 meeting. Woodruff seconded the motion. The motion passed unanimously.

Chairman Brown suggested the preparation of the FY 2010 dues using the Boston-Brockton area CPI for comparison at the SRPC Commission meeting on September 25, 2008. Jansen left the meeting at 8:20 AM.

5. SRPC Commission /Strafford Metropolitan Planning Organization Meeting on September 25, 2008

Copeland discussed the necessity for the meeting of the Technical Advisory Committee (TAC) of the Strafford Metropolitan Planning Organization (MPO) at 6:00 PM on September 25, 2008 to review the draft 2009-2035 Metropolitan Transportation Plan, draft 2009-2012 Transportation Improvement Plan and draft Air Quality Analysis and provide comments and recommendations to the Strafford MPO Policy Committee. Copeland discussed the Public Hearings scheduled at 7:00 PM to solicit public comments on the Land Conservation Plan for NH's Coastal Watershed, draft 2009-2035 Metropolitan Transportation Plan, draft 2009-2012 Transportation Improvement Plan and draft Air Quality Analysis documents. She stated the SRPC Commission meeting to adopt the Land Conservation Plan for NH's Coastal Watershed and FY 2010 dues, and the Strafford MPO Policy Committee meeting to adopt the 2009-2035 Metropolitan Transportation Plan, 2009-2012 Transportation Improvement Plan and Air Quality Analysis would follow the Public Hearings. Torr joined the meeting at 8:30 AM.

Vita discussed the basic understanding of the process and orientation for new commissioners. Chairman Brown stated the meetings should be orderly, and the members should be able to see each other. He stated it would be an opportunity to talk about transportation and bridges and the impact that SRPC had in the area.

6. General Meeting Workshop Dates Updates

Copeland discussed the workshop originally scheduled for August 2008 was now the New Housing Legislation Workshop scheduled for September 29, 2008 at the Rochester City Council Chambers where Attorney Ben Frost would discuss new housing legislation. She stated that invitations to the workshop had been sent to SRPC Commissioners, Boards of Selectmen, Planning Boards, Zoning Boards and housing authorities to provide multiple opportunities for community training.

Copeland discussed the October 2008 Local Housing and Regional Housing Needs Assessment workshop at the SRPC office where Bruce Mayberry will provide the background and reasons for the mandated housing needs assessment. She stated a second workshop would be considered later in the year to discuss the methodology, use and interpretation of the data collected.

Copeland stated the Conservation Stewardship meeting/workshop tentatively scheduled for February 2008 was still under discussion. She discussed the request from the Town of Durham for an educational workshop for the Town on Section 401 Clean Water Act permitting activities and protected river status with Department of Environmental Services (DES) staff. Keans asked how this topic would interact with the Shoreline Protection Act, and discussion ensued regarding the communities need to know how the quality of clean water was impacted by the quality of the shoreline.

7. Executive Director Report

Copeland discussed the status of current staff, including Senior Land Use Planner Julie LaBranche's resignation, and the status of current contracts. She discussed the need for a GIS Analyst with a focus on natural resources and land use for the current contracts. Copeland stated she would be arranging interviews next week. Copeland discussed delaying recruitment for a land use planner due to the majority of member communities having full or part time professional planning staff, the overwhelming amount of night meetings demanded from a land use planner, and the municipal constraints on budgets that have limited funding for planning functions. A discussion ensued regarding land use services, municipal staffing and future needs. Woodruff discussed the needs of communities for circuit riding contracts and dealing with mandated state law requirements such as workforce housing. He suggested a round table discussion on key roles, prioritizing services and expenses, and how to be a viable agency to serve communities. Ortmann suggested a forum or subcommittee, and Keans stated the full commission needed to discuss the issues.

ref/10/08
LDB
Woodruff

8. Executive Director Evaluation

Copeland stated she met with the evaluation subcommittee members Ortmann, Jansen and Crosby in June, July and August, and had requested a temporary postponement. Chairman Brown stated the Executive Committee had one employee-the Executive Director- and had properly delegated the evaluation to a subcommittee to complete the evaluation and bring the subcommittee's review and recommendations to the full Executive Committee for discussion. Keans stated the annual evaluation should coincide with the budget year to complete goals and salary adjustments in a timely manner. Vita stated he would like to see a timeline of the process with updates on progress. Chairman Brown stated he would be in contact with Ortmann, chair of the executive director evaluation subcommittee, and Copeland stated she would complete her report and ask for a meeting with the subcommittee.

9. Regional Planning Issues

Metropolitan Planning Organization Business: Discussion of MPO Approval Process for September 25, 2008.

Chairman Brown noted the process was discussed previously under Item #5.

10. Other Business

Keans referenced the struggle to obtain a quorum at the Executive Committee meeting and suggested a survey of members to determine the best meeting time. Copeland stated a survey of meeting times would be sent to members, and the results reported at the next Executive Committee meeting.

Vita and Keans discussed the appeals subcommittee and grievance procedure. Copeland suggested the subcommittee meet with the SRPC employment attorney to discuss the policy. Vita suggested a brief written statement from the attorney regarding the appeals proves for the subcommittee to review and bring recommendations to the Executive Committee. Keans requested a copy of the current employee handbook, and Copeland stated it was time to schedule an update the employee handbook.

Chairman Brown requested the subcommittees provide summary reports, and Osburn stated she would list the subcommittee reports as an item on the Executive Committee agenda.

Chairman Brown discussed water withdrawals and the impacts on recharge as a regional issue. Copeland stated the local planning boards have the authority to determine if a project has regional impact after receiving an application.

No other business was discussed.

Chairman Brown entertained a motion to adjourn. Vita made the motion to adjourn, and Woodruff seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:55 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on OCTOBER 17, 2008.

By: LARRY BROWN
Larry Brown, Chairman