

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**

**April 20, 2012**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Chairman Ed Jansen, Jr., Rollinsford, Vice Chairman Lou Vita, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury, Sandra Keans, Rochester; Brian Tapscott, Somersworth, and Kenn Ortmann, Rochester.

**Staff Present:** Cynthia Copeland, Marilyn Barton and Tammy Butt

Chairman Jansen noted a quorum at 8 a.m. and began the meeting. C. Copeland introduced the new Finance Manager, Tammy Butt to the group.

**1. Minutes of March 16, 2012 Executive Committee Meeting Non-Public Session**

Chairman Jansen asked if everyone had a chance to look over the minutes of March 16, 2012 and if anyone had any questions or comments. L. Vita asked in the future when stating the motions, to write them out so that it is understood what the motion is for. B. Tapscott made a motion to approve the minutes of March 16, 2012 with the change made by L. Vita. T. Crosby seconded that motion. All in favor, motion carried.

**2. Draft financial reports for March 2012**

C. Copeland stated the financial reports for March were not completed. C. Copeland stated at the end of the quarter \$18, 932 was put into income from LTA (dues) with an audit trail to be compliant. C. Copeland stated T. Butt started on April 9, 2012 and there were three contracts due on April 2, 2012 – LTA, Broadband and Rural Addressing. C. Copeland noted reports were sent in and asked the grantees to not bill this month and the March/April bills would be completed in May. C. Copeland noted two UPWP contracts went in without the bill to the consultant and noted our QuickBooks consultant did the bill for March on April 2, 2012. C. Copeland went over other bills that would be coming up.

C. Copeland noted the copies of the 2011 audit were handed out and shared a letter from the auditors with everyone that stated some recommendations that could be made and C. Copeland noted this has been done. There was also discussion on the letter the auditors regarding the internal review and noted all of the information on the letter had been rectified and that she and T. Crosby had signed off on this. C. Copeland noted that T. Butt was working on how to make processes more transparent. T. Crosby noted more controls are needed.

**3. Draft FY 2013 Budget**

C. Copeland reviewed the budget, reviewing the summary of revenues and expenses, noting that the amount of dues is \$84,073 and there were five communities not currently paying dues. C. Copeland explained the next UPWP contract needs to show six months of funding left to keep the current money we receive now.

#### **4. Annual meeting-slate of officers**

C. Copeland stated it was time to recommend a slate of officers for the upcoming annual meeting. C. Copeland noted E. Jansen would be stepping down as chairman. T. Crosby made a motion to appoint L. Vita as chairman. S. Keans seconded that motion. T. Crosby stated he would stay on as secretary-treasurer. There was a discussion as to who would serve as vice-chair. B. Tapscott volunteered to serve as vice-chair. S. Keans stated she would continue to serve on the Committee and C. Copeland stated she would check with K. Ortmann to see if he would still serve. C. Copeland noted there was still a need for two more members and would begin recruitment for that. The slate of officers is the following: Chairman: Lou Vita, Vice-Chair: Brian Tapscott and Secretary-Treasurer: Thomas Crosby.

M. Barton noted the annual meeting would be taking place at the Three Chimneys Inn in Durham on May 31, 2012 at noon time and additional information would be forthcoming.

B. Tapscott noted that the Somersworth Planning Board voted to forward to the Somersworth City Council that he and Bill Connor would serve as Commissioners and the City Council would be approve this at their next meeting on May 7, 2012.

#### **5. Regional Impact Committee members**

C. Copeland noted there had been a Regional Impact Committee (RIC) meeting regarding the Albany Saffron project for Rochester on April 16, 2012. C. Copeland noted Commissioner Brandon Anderson has volunteered to be on the Committee, however he is not official yet as the Executive Committee needs to appoint him to the Committee. C. Copeland noted E. Jansen will remain as chair. Chairman Jansen asked for a motion. L. Vita made a motion to appoint Brandon Anderson to the Regional Impact Committee. B. Tapscott seconded that motion. All in favor, motion carried.

#### **6. Family Justice-Building security concerns**

M. Barton stated Detective Frechette of the Rochester Police Department discussed with her about adding additional security to the building such as locking the doors to the entry way and letting people in and her concern over this. M. Barton stated she would follow up with him to see if he had any more information on this and would also check with the Facilities Manager as well. M. Barton noted the detective spoke about having a meeting with all tenants affected by this in the future.

#### **7. April Monthly/Minor Administrative/Informational Revisions**

C. Copeland discussed the April Monthly Minor Revisions which included Newmarket 16048. C. Copeland noted the modification was necessary to address for TIP Amendment #5 Public notice consistency. C. Copeland also noted Seacoast 14818 regarding funding being increased for COAST to operate the Seacoast Commuter Options. The Chairman asked for a motion. L. Vita made a motion to approve the changes in the projects as proposed. T. Crosby seconded that motion. All in favor, motion carried.

**The meeting recessed at 9 a.m. due to a Policy Committee meeting and the Executive Committee meeting would reconvene after the Policy Committee meeting.**

Chairman Jansen reconvened the meeting at 11:10 a.m. with Executive Committee members Jansen, Crosby, Vita, Tapscott and Keans present.

#### **8. Updates**

##### **a. NH Rail Authority and New England Rail Coalition**

S. Keans noted there was a new Chairman and that Nashua was devastated by the decision by the Governor and Council and there is a big push to get the money back.

**b. NHARPC Legislative Committee and Priorities**

C. Copeland stated she received notice of the Senate decision not to take up the Affordable Housing Act. A discussion ensued there is a bill attached to the Senate bill to address the worthiness of the Affordable Housing Act.

**c. FEMA Mitigation Grants for Community Mitigation Planning**

No information was available.

**9. Executive Director Report**

The Executive Director stated there was a Regional Impact Committee meeting on April 16, 2012 regarding the Albany Saffron project in Rochester. G. Jones took minutes for the meeting and a draft copy was sent to the committee. C. Copeland noted the Committee still had not received information from the applicants agent and she would review and modify the draft report to ensure revisions were made once received.

C. Copeland noted the Sustainable Communities Initiative HUD project was starting up. C. Copeland noted SRPC was in the process of hiring two to three interns for the summer beginning in Mid-May. C. Copeland noted SRPC purchased new traffic counters to aid in the summer work.

C. Copeland stated there had been a request from an SRPC employee for tuition reimbursement and the current policy states 75% reimbursement for an A, 50% for a B and 25% for a C and noted this was when education cost a lot less and this policy had not been changed since the early 1990's. C. Copeland stated she was looking for any thoughts others may have in perhaps changing this to reflect current educational costs.

Dover Dues: C. Copeland stated she had been working with Sam Reid, a former Commissioner, who has been working with councilors, city staff and the City Manager to convince them to pay dues again. C. Copeland stated she had met with the City Manager, Michael Joyal and Chris Parker in late January to discuss Dover paying dues. C. Copeland stated they asked her to write up facts for the City what they have received for their dues in the past and what Rochester and Somersworth have received for their dues. A discussion ensued that it's the indirect consequences and benefits that should be addressed, that using the Albany-Saffron project as an example and potential impacts for Dover. C. Copeland stated she discussed this with K. Ortmann who suggested that he, Chris and C. Copeland meet with Michael Joyal and Chris Parker and it was agreed by all to do so.

**10. Other Business**

B. Tapscott stated there will be a public meeting with NHDOT regarding the Somersworth-Berwick Bridge and would let everyone know when that would be. There was no other business.

**11. Adjournment**

Chairman Jansen asked for a motion to adjourn the meeting at 11:45 a.m. L. Vita made a motion to adjourn the meeting. B. Tapscott seconded that motion. All in favor, motion carried.

Executive Committee Meeting Minutes  
April 20, 2012

Minutes submitted by,

*Marilyn Barton, PHR*

Marilyn Barton, PHR  
Recording Secretary

Minutes approved on May 18, 2012

By: Lou Vita, Vice-Chair