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

**May 17, 2013**

**Community Center Conference Room #1**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street, Suite 12**  
**Rochester, NH**

**Members Present:** Chairman, Brian Tapscott, Somersworth; Vice Chair, Victoria Parmele, Northwood; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Bill Connor, Somersworth; and Bob Jaffin, Rochester.

**Members Absent:** Alternate, Ed Jansen Jr., Rollinsford; Secretary-Treasurer, C. Thomas Crosby, Madbury

**Staff Present:** Cynthia Copeland, Executive Director and Shayna Sylvia, Community Outreach Intern

Chairman B. Tapscott welcomed everyone. The meeting began at 8:00 a.m.

**1. Adjournment of the April 19, 2013 Executive Committee Meeting-motion required**

**K.Ortmann MOVED to adjourn the April 19, 2013 Executive Committee Meeting. Bill Connor seconded the motion, which PASSED unanimously.**

**2. Welcome/Introductions**

**a. Communications/Appointments**

K. Ortmann suggested that S.Sylvia introduce herself to the executive committee. S. Sylvia will now be taking the minutes for the Executive Committee meetings. Introductions were made around the room.

Chair B. Tapscott introduced the next agenda item.

**3. Draft financial reports for April 2013**

K. Ortmann questioned a revision to the budget sent out the evening of May 16, 2013. C. Copeland responded that the revised document was included in the meeting packets. C. Copeland explained that a comment column was added to the A/R Aging Summary to make it easier for Executive Committee members to track invoices. K. Ortmann expressed the improvement in the aging report from prior years. C. Copeland expressed that this is due to the new Map 21 and the rule that all MPOs must be paid within 15 days of submittal of invoice.

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C. Copeland stated that major contracts are being closed as FY2013 ends. C. Copeland explained that the new rows added to the Profit and Loss statements were to be used to track the match to grants and dues. The in-kind match was not started until January, which explains its absence from July to January. C. Copeland expressed how prior to January 1<sup>st</sup>, 2013 net revenue and net income were calculated and how it is being calculated now as shown on current Profit and Loss statement.

Chair B. Tapscott introduced the next agenda item.

**4. Action Items – motion required**

**a. Minutes of April 19, 2013 Executive Committee Meeting**

**K. Ortmann MOVED to approve the meeting minutes of April 19, 2013. V. Parmele seconded the motion, which passed unanimously.**

**b. Monthly May Minor Revisions**

C. Copeland stated there is only one project that affects the Strafford region this month. She further explained this project was in Somersworth for bridge rehabilitation over the Salmon Falls River, between Somersworth and Berwick, ME. C. Copeland explained that M. Ambrosi was looking into the details of the project regarding the goals from Maine DOT, who is heading the project. There were two statewide project minor revisions this month including interstate maintenance and paving, and municipal bridge rehabilitation and replacement.

**C. Copeland recommended the approval of the changes as proposed. K. Ortmann MOVED to endorse the Executive Director's recommendation of the approval of these changes as proposed for the purpose of discussion. B. Jaffin seconded the motion.**

K. Ortmann questioned the increase in funds for the Somersworth bridge rehabilitation project, citing the significant increase percentage wise. He discussed the efforts of NHDOT in their attempt to make transportation projects more realistic, but also cited that funds have not been adjusted for such projects with inflation in mind, as they should be. This makes budgets far exceed the money available for such projects. K. Ortmann further explained how he thought there had been improvements to make budgets more realistic, but how the recent changes in project budgets makes it seem like this is not happening. He expressed interest in having his questions forwarded to NHDOT.

C. Copeland articulated K. Ortmann's questions for the record and to send to NHDOT. K. Ortmann furthered the discussion asking if these budget increases were outliers, or if this was typical. He also addressed the large decrease in funds for statewide pavement issue. C. Copeland added that she questioned this as well, and is waiting for further information. K. Ortmann articulated the concern that by ignoring road improvements presently, the cost to fix them in the future will only be greater. C. Copeland requested that these questions be reserved for discussion at the policy meeting. K. Ortmann questioned B. Tapscott and B. Connor concerning the Somersworth Bridge Project. B. Tapscott asked whether the increase in funds were for the both the city and the state. C. Copeland answered that M. Ambrosi has been working on finding that information from Maine DOT, the project lead.

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**K. Ortmann MOVED to approve the May Monthly Minor Revision as proposed. B. Jaffin seconded the motion, which passed unanimously.**

**c. SRPC Draft FY 2014 budget for recommendation at Annual Meeting on Thursday, May 30, 2013**

C. Copeland explained the draft budget for FY2014 including draft revenues and draft expenses. The draft budget for expenses was juxtaposed with the approved budget expenses for FY2013. C. Copeland reviewed line items. A discussion ensued concerning ending dates for certain contracts that were not updated. C. Copeland added that technical edits would be made before the budget document was sent out.

C. Copeland asked if any committee members had questions. B. Connor questioned whether C. Copeland had considered hiring more interns. C. Copeland shared that she has considered hiring more interns but that office space is limited. C. Copeland explained that interns W. Prindle and M. Mazzone will be out doing culverts and traffic counts this summer, and that other staff will be trained to do this work as well. C. Copeland reiterated that the technical changes would be made to the budget and sent out. She also added that meeting packets for the Annual Meeting would be sent out next week on May 22, 2013. K. Ortmann questioned the budget for the IT services and how it would be adjusted. C. Copeland explained that other certain line items might change, but that the adjustment would be sent out to the committee.

**K. Ortmann MOVED to forward to the full commission the budget as it exists. C. Copeland explained that the funds needed to increase the budget for draft expenses for the consultant for IT services would be taken from the Simple IRA Pension. K. Ortmann MOVED to forward the budget to the full Planning Commission with the understanding that there will be adjustments under personnel, the subcategory Simple IRA Pension to adequately fund the line item Consultant for IT services. V. Parmele seconded the motion, which passed unanimously.**

Chair B. Tapscott introduced the next agenda item.

**5. Discussion**

**a) FY 2014 SRPC Goal Discussion (requested by B. Connor)**

B. Connor requested that this agenda item be postponed until the June Executive Committee meeting.

**6. Updates**

**a. NH Rail Authority and New England Rail Coalition – S. Keans**

S. Keans stated that NHDOT has been making strides to consider the importance of rail with their application for multiple TIGER grants. C. Copeland explained that NHDOT will be submitting three applications: the Sarah Long Bridge, where Maine is the lead applicant, the Saint Lawrence freight rail, and the NH Northcoast rail improvements from Rollinsford up to Ossipee. She continued by explaining that staff were disappointed the application was not for full rail improvements all the way up to Conway. C. Copeland elaborated on the grant process saying SRPC is working with Mark Sanborn at DOT, NH

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North Coast, and a consultant they have hired to do the cost benefit analysis. S. Keans explained that the NH Rail Transit Authority does not deal with these processes as it is only concerned with passenger rail. B. Jaffin inquired as to why the third TIGER grant project for NH Northcoast rail improvements does not extend to Conway. C. Copeland explained that the discussion most likely occurred between Northcoast and NHDOT. K. Ortmann added that NH Northcoast's primary interest has been with the gravel operation and so it makes sense as to why they want to connect to Ossipee. Statewide it is more important to connect up to Conway, but you need to find interested parties that would support this. B. Jaffin expressed that this current process ensures that the TIGER Grant would support the rail line, and not rail passengers. A discussion ensued.

**b. NHARPC Committee Update – Kenn Ortmann**  
**i. NHARPC Brochure**

K. Ortmann distributed the brochure for the NH Association of Regional Planning Commissions. The statewide template is available to all the regional planning commissions to adapt to their needs. B. Connor questioned whether a motion needed to be made to approve the document. K. Ortmann responded that he was looking for comments and edits from the committee to be brought forth at the next Executive Committee meeting.

**c. Executive Director Report**

C. Copeland noted that SRPC did not get the EPA Brownfields grant. In the coming week SRPC will have a telephone conference with Somersworth staff, NHDES, and the EPA to go over the review comments. Another telephone conference is scheduled for a meeting with EPA staff on the West Coast about the technical assistance smart growth implementation grant that was not selected.

Chair B. Tapscott introduced the next agenda item.

**7. Other Business**

K. Ortmann expressed his gratitude for SRPC and their work with the City of Rochester to ensure the approval of the Hazard Mitigation Plan. He thanked staff for their work on traffic counts for the City of Rochester, as well as other projects SRPC has done for the City.

B. Jaffin questioned why the Milton Bridge is so far down on the list of NHDOT projects. The issue was suggested to be discussed at the Policy meeting.

**8. Adjournment**

**K. Ortmann MOVED to adjourn the meeting, B. Jaffin seconded the motion. It PASSED unanimously.**

The meeting adjourned at 9:00 a.m.

Minutes respectfully submitted by,

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Shayna Sylvia  
Community Outreach Intern

Minutes approved on June 21, 2013

By: Brian P. Tapscott  
Brian Tapscott, Chairman – SRPC Executive Committee

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