

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
January 14, 2005
SRPC Office
2 Ridge Street, Suite 4
Dover, NH

Members Present: Tom Fargo, Chairman, Dover; Bruce Woodruff, Alternate, Milton; Thomas Crosby, Madbury; Heidi Seaverns, Nottingham; Kenn Ortmann, Rochester; Rod Cools, Wakefield.

Members Absent: Edmund Jansen, Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer, Newmarket.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Fargo called the meeting to order at 7:34 AM.

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the December 14, 2004 Executive Committee meeting. Chairman Fargo noted that on Item 2.f on page 3, the seventeenth sentence should read, “Copeland stated that she wanted DOT to state that they had asked the questions needed and had received answers.” Chairman Fargo stated that Item 2.f on page 4, the second sentence should read, “Woodruff discussed the lack of diversity and frequency in public transportation. He stated that the Downeaster was an intercity commuter rail and that the City of Dover located the train station in the downtown area to encourage infill development. “ Cools made the motion to approve the minutes of the December 14, 2004 meeting with the noted changes. Ortmann seconded the motion. The motion passed, and Seaverns abstained.

2. Financial Issues

- a. Copeland discussed the December financial reports. Copeland reviewed the contract income and accounts receivable as of December 31, 2004. She stated that road inventory was not completed in Rochester and that the Non Point Source How To Guides were waiting for the new template with the new SPRC logo. Copeland noted that tremendous staff effort to accomplish tasks in December.
- b. Copeland reviewed the Income Proforma. She stated that 42% of budgeted income had been billed. Copeland reviewed the Expense Proforma and stated that 46% of budgeted expenses had been spent.
- c. No discussion on this item.
- d. Copeland discussed the revised FY 2005 budget. She noted that staff was completing an inventory of Coast bus stops. Copeland stated that she would work on transportation ordinance

development. She reviewed the contracts expected in the revised budget and reviewed the expected expenses. Chairman Fargo asked if the budget was revised quarterly. Copeland answered that she had completed a mid year revision in January every year. Ortmann stated that there should be one budget per year with changes tracked. Copeland stated that she tracked the budget weekly. Chairman Fargo stated that management was tracking the changes to the budget and that a new budget did not need to be reviewed by the Commission.

3. Operational Issues

- a. Copeland stated that the website designer was installing the new templates. Chairman Fargo noted that the Commission meeting minutes were not current on the Commission website. Copeland stated that the minutes were not posted to the website until approved at the next quarterly meeting. Ortmann suggested posting the minutes labeled "draft" until the next meeting.
- b. Chairman Fargo asked why the employee handbook had been updated. Copeland responded that the employee handbook had been updated due to changes in the Fair Labor Standards Act. Woodruff questioned the annual and military leave sections that stated that employees would not accrue vacation while on annual leave or military leave. Copeland asked Woodruff for a military leave policy to send to the employment attorney for consideration. Discussion followed regarding the Family Medical Leave Act and the need for more distinction on who has the authority to act under the term "Commission." Chairman Fargo stated that the employee handbook would be reviewed at a later meeting.
- c. Copeland stated that Rockingham Planning Commission (RPC) was the only commission to have a regional impact committee. Copeland discussed the draft Rules of Procedure for the SRPC Regional Impact Committee. Ortmann asked who was responsible for notifying abutting towns of projects with potential regional impact. Copeland responded that it was the local planning board per RSA 36:54-57. Chairman Fargo stated that the SRPC Regional Impact Committee would be giving recommendations only to the local planning board. Discussion ensued regarding how local planning boards determine the regional impact projects and complete the notification of abutting towns. Chairman Fargo suggested the education of planning boards regarding the need to notify abutting towns per RSA 36:54-57. Ortmann asked how a regional impact committee would be involved with local planning boards. Copeland answered that the SRPC Commission would be given abutter status. Ortmann asked if there would be a potential conflict if SRPC were under contract with a community to review plans. Chairman Fargo stated that SRPC was an advisory committee that urged the communities to look at regional impact. Discussion of regional impact projects followed. Ortmann asked if the regional impact committee would diminish staff and volunteer resources or if the work would generate revenue. Copeland answered that the committee would not generate revenue. Woodruff stated that the committee should be volunteers from the SRPC commissioners. Chairman Fargo stated that the subcommittee members should set up the committee rules.

Chairman Fargo entertained a motion to establish a subcommittee to seek for volunteers from the SRPC Commission to review regional issues per RSA 36:55. Woodruff made the motion, and Ortmann seconded the motion. The motion passed unanimously.

4. Other Issues

- a. Copeland noted that the SRPC Commissioners meeting was scheduled for January 20, 2005. She stated that there would be a public hearing on the FY 2005 Coastal Grant at 7:00 PM followed by a commission meeting and a public workshop on the regional master plan regarding growth patterns. Copeland noted that several communities were discussing implementing interim growth management ordinances.

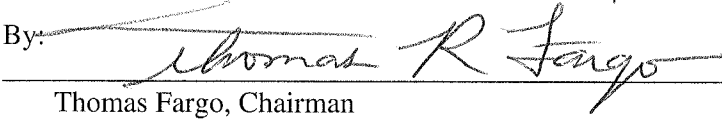
Chairman Fargo entertained a motion to adjourn. Crosby made the motion to adjourn, and Cools seconded the motion. The motion passed, and the meeting adjourned at 9:12 AM.

Respectfully submitted,



Linda Osburn
Bookkeeper

Minutes approved on 11 February, 2005.

By: 
Thomas Fargo, Chairman