

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

**October 12, 2007**  
**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, Milton; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

**Members Absent:** Anne Martin, Brookfield

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

**Chairman Jansen** called the meeting to order at 7:37 AM.

**1. Minutes**

**Chairman Jansen entertained a motion to approve the minutes of the September 14, 2007 Executive Committee meeting as written. Ortmann noted the following corrections: change “Vice Chairman Torr called the meeting to order” to Chairman Jansen called the meeting to order” in the fifth paragraph on page 1. Ortmann made the correction motion to approve the September 14, 2007 minutes with noted corrections. Torr seconded the motion with the noted corrections. Motion passed unanimously.**

**2. Draft Financial Reports August 2007**

Copeland reviewed the draft financial reports and discussed contract income, expenses and receivables. Copeland discussed the subcontractor payments for road inventory and the Phase II Route 125 Corridor Study and stated that the Dover and Brookfield dues payments had been received.

**3. Draft Financial Reports for September 2007**

Osburn stated that draft financial reports were not yet available for September 2007 due to invoices from subcontractors not yet received.

**4. SIMPLE IRA Contribution for Calendar Year 2008 for Approval**

Copeland explained that SRPC had historically matched an employee's contribution up to 3% of the employee's salary. Brown and Copeland discussed the calculation basis and the maximum employee and employer contributions.

**Ortmann made a motion to approve SRPC match an employee's contribution up to 3% of the employee's salary for calendar year 2008. Brown seconded the motion. The motion passed unanimously.**

#### **5. Executive Director Report**

Copeland gave a verbal report and discussed the status of the Administrative Assistant recruitment and current contracts. Copeland stated that the Strafford Metropolitan Planning Organization (MPO) organization was complete and that there would be a Strafford (MPO) Technical Advisory Committee (TAC) meeting on November 1, 2007. Ortmann asked how the TAC was formed, and Copeland explained that appointments were made in June 2007.

Copeland discussed the potential contract to complete hazard mitigation plan updates on a regional basis and the process of obtaining the required matching funds. Discussion ensued regarding the update of individual hazard mitigation plans and the possible sources of matching funds. Copeland stated that communities must be in the National Flood Insurance Program and complete the required updates to their hazard mitigation plans to remain eligible for disaster funding. Chairman Jansen discussed local costs versus regional costs. Discussion ensued regarding the difference between a hazard mitigation plan and an emergency response plan. Copeland stated that the communities would receive letters from the State Emergency Management Office regarding updating their hazard mitigation plans. Ortmann suggested the option of the communities choosing whether to join the regional plan update or update their individual plan at their own cost. Woodruff joined the meeting at 8:20 AM. Discussion of revenue availability for the plan updates followed.

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

##### **a. MPO business**

Copeland stated that the first Strafford MPO TAC meeting would be held November 1, 2007. She stated that the Metropolitan Plan was being updated.

##### **b. Regional Impact Committee**

Copeland stated the staff had requested a workshop meeting one-half hour prior to the official meeting in order to discuss the Regional Impact Committee process.

Copeland asked Woodruff to give a report on the NH Association of Regional Planning Commissions (NHARPC) meeting on October 11, 2007. Woodruff asked about approval of the legislative priorities for 2008. He stated that the marketing plan was the main topic of the meeting and discussed the consultant's suggestions on how to market the regional planning commissions as planning resources to communities. Woodruff discussed the summary of findings and the potential marketing strategies to adopt. He stated that the planning commissions should stay engaged and involved or the planning funds could disappear. Ortmann asked if the Executive Committee should schedule a meeting to review the marketing plan to provide feedback. Woodruff responded that it would be a useful exercise. Discussion followed regarding possible meetings/discussion with the Local Government Center and state legislators. Ortmann suggested setting a separate meeting to discuss the marketing plan and strategies.

Brown stated that the Regional Impact Committee was meeting regarding regional impact projects in Madbury and Middleton. He stated that the committee made sure that the applicant was heard and that the audience received information.

**7. Executive Director Evaluation**

Copeland stated that she sent a draft evaluation to Chairman Jansen, Ortmann and Dixon. Ortmann stated the need for the committee to meet to complete a recommendation for the Executive Committee.

**8. Other Business**

Copeland stated the NH Department of Transportation (DOT) was pleased with the attendance at the Governor's Advisory Committee on Intermodal Transit (GACIT) public meetings. Torr discussed the additional funds from the toll increase at the Hampton toll. Possibilities suggested included moving up the start date of the Rochester projects, the Little Bay Bridges and the implementation of high speed EZ Pass. Ortmann suggested a letter of endorsement be sent to the Executive Council, the Governor and the NH DOT, and Copeland stated she would email a letter to the Executive Committee for review. Brown suggested including the Chairs of the Senate and House Transportation Committees.

No other business was discussed.

**Chairman Jansen entertained a motion to adjourn. Torr made the motion to adjourn and Ortmann seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:18 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on November 9, 2007.

By: Edmund F Jansen, Jr.  
Edmund Jansen Jr., Chairman