

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

October 14, 2005
SRPC Office
2 Ridge Street, Suite 4
Dover, NH

Members Present: Tom Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer, Newmarket; Kenn Ortmann, Rochester; Rod Cools, Wakefield; Bruce Woodruff, Alternate, Milton.

Members Absent: Tom Crosby, Madbury; Heidi Seaverns, Nottingham.

Staff Present: Cynthia Copeland, Linda Osburn, and Tim Roache.

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

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the September 9, 2005 Executive Committee meeting. Ortmann made the motion to approve the minutes of the September 9, 2005 minutes as written. Jansen seconded the motion. The motion passed unanimously.

2. Financial Reports

Copeland reviewed the draft September financial reports. She stated that salaries expense decreased in September. Chairman Fargo asked about the workload. Copeland stated that she was interviewing for an interim land use planner. She stated that it was a challenge to spend down the UPWP funds if transportation employees were working on other projects. Copeland stated that she was working on the hazard mitigation plans and that the regional planning commissions were working well together on issues such as regional impact, marketing, and new funding sources.

3. SIMPLE IRA Contribution Percentage for Calendar Year 2006

Osburn requested that the Executive Committee set the contribution percentage for calendar year 2006 in order to notify employees by the deadline of November 1, 2006.

Chairman Fargo entertained a motion to approve a matching 3% of salary for participants in the SIMPLE IRA pension program for calendar year 2006. Dixon made the motion to approve the match of 3% of salary for participants in the SIMPLE IRA pension program for calendar year 2006. Cools seconded the motion. The motion passed unanimously.

4. Executive Director Report

Chairman Fargo entertained a motion to enter nonpublic session to discuss matters per RSA 91-A: 3, II (c). Dixon made the motion to enter nonpublic session and Ortmann seconded the motion.

The following answered the roll call affirmatively to enter nonpublic session: Fargo, Jansen, Dixon, Ortmann, and Cools. The Executive Committee entered nonpublic session at 8:05 AM.

Chairman Fargo entertained a motion to leave nonpublic session and return to public session, and to seal the minutes of the meeting. Ortmann made the motion to leave nonpublic session and seal the minutes of the meeting with the topic identified on the sealed envelope. Dixon seconded the motion. The following answered the roll call affirmatively to leave nonpublic session: Fargo, Jansen, Dixon, Ortmann and Cools. The Executive Committee left nonpublic session at 8:20 AM.

Copeland distributed the Executive Director report. She reviewed the contracts and stated that three staff assessments were completed and the two remaining assessments would be completed this week. Ortmann inquired about the receivable for the Durham Hazard Mitigation Plan. Copeland stated that the contract ended June 30, 2005, and that SRPC had received the town's comments to incorporate into the plan.

5. Executive Director Evaluation Committee

Copeland stated that she had been completing the staff evaluations. Ortmann asked what timing cycle was followed for evaluations. Copeland answered that the evaluations are completed every July with the new fiscal year. Copeland stated that she had been spending time completing the interviews with the other planning commissions and would complete her evaluation before the next Executive Committee meeting. Chairman Fargo stated that the Executive Director Evaluation Committee members would consist of Chairman Fargo, Kenn Ortmann and Al Dixon.

6. TE Applications Scoring Approval

Roache joined the meeting at 8:25 AM. He discussed the project summary sheets for the ten applications received in the eighth round of Transportation Enhancement (TE) Funding. Roache discussed the priority rankings of the volunteer SRPC Commissioners and the staff based on criteria approved by the Executive Committee.

The top five projects were:

1. Rochester-Farmington Branch Rail Trail
2. Wakefield-Sanbornville/Paul School Sidewalk Project
3. Seacoast Area Bicycle Routes Signage
4. Farmington-Tiger Track Safe Route
5. Barrington – Scenic Homestead Preservation

Roache asked the Executive Committee to decide if the ranking was appropriate for the region. Chairman Fargo discussed factors such as access management and local safety issues. Roache stated that approximately \$450,000 to \$500,000 in federal dollars was expected to fund the TE applications. Ortmann asked if the projects were next sent to a state review committee for consideration and competition. Roache answered affirmatively. Cools asked why the sidewalk project in Wakefield ranked higher than the sidewalk project in Somersworth. Chairman Fargo explained that the Wakefield project had been submitted previously. Roache explained that projects received extra points for two criteria: if the community had not received funding in the last five years and if the project had been submitted previously. Cools commented on the dangers of riding bicycles on the road. Roache stated that placing signs on the road would make drivers more aware that bicycles were on the road. Chairman Fargo suggested completing bicycle safety outreach classes with schoolchildren. He stated that scenic easements were expensive. Discussion followed regarding conservation easements. Chairman Fargo stated that the communities could present their projects to

the state committee. Ortmann stated that the priority rankings were a recommendation to the state committee.

Ortmann made a motion to adopt the priority rankings of the projects in the order presented. Dixon seconded the motion. The motion passed unanimously.

Roache stated that he was sending the Congestion Mitigation Air Quality (CMAQ) projects to the state today. He stated that the project ranked number one was the electrification of the Greenland truck stop, which would provide a significant benefit to air quality. Roache stated that the project would provide an electrical infrastructure, and the trucks would no longer idle all night. Cools questioned the number of trucks the project would serve and the possible expansion of the truck stop. Woodruff joined the meeting at 8:35 AM.

Roache stated that ranking of CMAQ projects were as follows:

1. Electrification of the Greenland truck stop
2. Supplemental bus service to integrate with the DownEaster train
3. Signalization synchronization
4. Expansion of inter-city bus service between Dover and Portsmouth
5. Seacoast Commuter Options (Greater Portsmouth TMA)

Roache stated that the top five ranked projects might have a good chance of being funded. He stated that he draft Environmental Impact Statement (EIS) regarding Exit 10 had been received. Chairman Fargo explained that the Strafford Regional Planning Commission submitted the TE applications and the Seacoast Metropolitan Planning Organization (MPO) submitted the CMAQ applications after discussion at the October 5th policy meeting.

Copeland stated that Heidi Seaverns from Nottingham had resigned as a Commissioner and Executive Committee member. Chairman Fargo stated that Woodruff was no longer an alternate member and was a full member. Roache left the meeting at 8:45 AM.

7. NH Association of Regional Planning Commissions (NHARPC) 2006 Legislative Priorities

Copeland stated that the next meeting of the NHARPC was scheduled for October 24th. Copeland stated that last year the Executive Committee supported the 2005 NHARPC legislative priorities and authorized Chairman Fargo as a representative with authority to speak for Strafford Regional Planning Commission. Copeland requested a motion to support or adjust the 2006 NHARPC legislative priorities as presented. Chairman Fargo stated that he would like to narrow the focus of the priorities and would bring the issue up for discussion at the next meeting.

Ortmann made a motion to support the 2006 NHARPC legislative priorities as presented. Jansen seconded the motion. The motion passed unanimously.

8. On-Going and Emerging Regional Planning Issues Roundtable

a. Regional Impact Committee

1. **Southern New Hampshire Regional Planning Commission (SNHRPC) guidelines.** Copeland reviewed the SNHRPC guidelines for communities to use when considering whether submitted proposals were a development of regional impact. She stated that SNHRPC developed a list of standards defining potential regional impacts that communities could use where applicable to standardize the

process of determining a regional impact proposal. A discussion of the definition of regional impact and the guidelines to standardize the process ensued. Copeland stated that other regional planning commissions were receiving several regional impact projects per week.

- 2. Wakefield Site Plan review.** Chairman Fargo stated that SRPC had a regional review committee with the following members: Tom Fargo, Bruce Woodruff and Mel Jenkins. He stated that the committee had by-laws and this project was the first project to review. Chairman Fargo stated that he wanted the committee report before the Wakefield Planning Board meeting. Copeland asked if Gerry Mylroie from SPRC was reviewing the project for Wakefield. Cools stated that was his assumption. Ortmann stated that a planning board decided whether a project was a regional impact project and the Regional Impact Committee decided whether to participate in the review. Cools stated the guidelines that if a project was within a certain boundary, it was declared a regional impact project. Chairman Fargo stated that the SRPC Regional Impact Committee would review the project in Wakefield.
- b. Regional Transit Providers Tentative Agreement.** Ortmann gave a brief summary of the discussions that had occurred among C&J Trailways, Northern New England Passenger Rail Authority (NNEPRA) and Concord Trailways regarding issues such as schedules and ticket reciprocity. He suggested establishing a protocol for quarterly meetings and offered kudos to Copeland and Roache for their assistance with the agreement.

Cools stated that he did not receive an email notice of the Governor's Advisory Commission on Intermodal Transportation (GACIT) hearing held in Wakefield on September 22. Woodruff stated that there would be another hearing in Dover on Tuesday, October 18. Ortmann stated that the committee would also accept written comments.

- c. Little Bay Bridges.** Chairman Fargo stated that the Dover City Council expressed concern at a workshop regarding the traffic on Boston Harbor Road and Exit 6W. He stated that the City Council asked for a 30-day comment period, and that he expected a resolution to keep the General Sullivan Bridge operational. Woodruff stated that the city wanted connectivity to Hilton Park via the underpass and supported the rehabilitation and use of the General Sullivan Bridge as well as the improvement of the boating infrastructure at Hilton Park. Ortmann asked if the issue would be brought to the Seacoast MPO. Woodruff responded that it would not be brought to the Seacoast MPO.
- d. Commissioner Recruitment Subcommittee.** Chairman Fargo stated that he had discussed the postponement of the regional summit with Mylroie. He stated that there were many issues to review and asked that the schedule of meetings be maintained on the website as well as sent to the commissioners.

9. Other Business

Chairman Fargo noted that there was no additional business and entertained a motion to adjourn. Ortmann made the motion to adjourn and Woodruff seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:10 AM.

Executive Committee Meeting Minutes
October 14, 2005

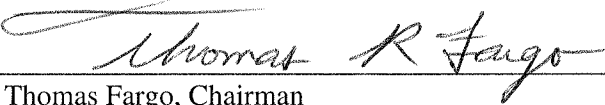
Respectfully submitted,



Linda Osburn
Bookkeeper

Minutes approved on November 18, 2005.

By:



Thomas Fargo, Chairman