

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

**December 8, 2006**

**Conference Room**

**Strafford Regional Planning Commission**

**2 Ridge Street**

**Dover, NH**

**Members Present:** Al Dixon, Chairman, Newmarket; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Frank Torr, Dover; Kenn Ortmann, Rochester;

**Members Absent:** Thomas Crosby, Secretary-Treasurer, Madbury; Bruce Woodruff, Milton.

**Proxy Votes:** Thomas Crosby, Secretary-Treasurer, Madbury.

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

**Chairman Dixon** called the meeting to order at 7:44 AM.

**1. Minutes**

**Chairman Dixon entertained a motion to approve the minutes of the October 13, 2006 Executive Committee meeting. Ortmann made the motion to approve the October 13, 2006 minutes as written. Jansen seconded the motion. Motion passed unanimously.**

Ortmann asked if there were any ramifications due to decisions at the last Executive Committee meeting. Copeland responded that she had sent a letter to Senator Estabrook to promote increased funding for transportation and to seek new revenue sources. Copeland stated that she has sent a letter to the NH Department of Transportation regarding the priorities of the Seacoast Metropolitan Organization (MPO) reorganization and contract tasks to delay participation in the Context Sensitive Solutions Facilitation contract with Nashua Regional Planning Commission until a later date.

**2. Financial Reports October 2006**

Copeland reviewed the October financial reports and stated that spending was under budget for the Unified Work Planning Program (UPWP) contract. She stated that the major spending was payment of the road inventory. Copeland stated that several invoices were collected that had been previously written-off, and she discussed the purchase of the new postage machine mandated by the US Postal Service before December 31, 2006.

**3. Financial Reports November 2006**

Copeland reviewed the November financial statements and discussed the income from contracts and receivables. She discussed the working budget that she used to track expenses and make adjustments.

Copeland reviewed the adjustments to income and expenses and stated that she would make additional adjustments in January after reviewing the December financial statements.

#### **4. Executive Director Report**

Copeland distributed the December Executive Director report. She stated that there has been no response to the Senior Transportation Planner position advertisements, and she had divided the workload by skill set among current staff. Copeland stated that Rebecca Whitney would complete her term of employment as the part time GIS Planner at the end of December 2006. Copeland stated that due to the diminished workload at this time, the position announcement would be withdrawn. She stated that an intern had been hired to assist with transportation data collection and traffic model updates, and that an intern might be hired to assist with research on land use items.

Copeland reviewed the contracts that would be completed by the end of the calendar year: The Land Conservation Plan for the Nature Conservancy; The Lamprey River Watershed Association maps; Hazard Mitigation Plans for Lee, Madbury, Nottingham and Northwood; Age Restricted Housing Survey for NH Housing Finance Authority; Wakefield Water Resources Master Plan; Coastal Grant program in Rollinsford and Madbury, as well as standardized maps for the 5 coastal communities; Municipal GIS Survey; Training for the Milton Land Use Clerk.

Copeland reviewed contracts for the next year: The Isinglass River Management Plan; Milton Impact Fee Ordinance; Buffer project for the New Hampshire Estuaries Program (NHEP); Phase II of the Route 125 Corridor Study; Nottingham Planner Services; Targeted Block Grant (TBG) and Regional Environmental Planning Program (REPP) projects.

Copeland discussed a possible contract with Farmington to provide interim planner services. A discussion regarding resources and contract costs ensued. Ortmann expressed concern regarding the need to accommodate a member community and the limited SRPC resources, and he stated that contract should be negotiated to be effective for both parties. Copeland stated that Farmington had a procedure in place for payment processing.

Copeland discussed the UPWP contract work including the model update work and attendance at public meetings. She discussed the Seacoast Metropolitan Planning Organization (MPO) reorganization process and stated that she had been trying to meet with the Commissioner of the NH Department of Transportation (NH DOT) before meeting with the member communities. She stated that the two-year contract for FY 2007-2008 must be completed by March 2007 for approval by the MPO committees. Ortmann stated that, due to the essential role of Rochester in the approval process for the reorganization, he would assist with the process and call the NH DOT.

Copeland discussed the possible support for a Scenic Byways application for a *Cotton Way Byway*, Context Sensitive Solution (CSS) training for two staff members, and access management progress in Lee and Northwood. Copeland stated that Woodruff has asked SRPC to work with the City of Dover on human services transportation issues. Copeland discussed the status of funding for the Stafford County Economic Development Strategies document.

#### **5. On-going and Emerging Regional Planning Issues Roundtable**

##### **a. MPO Reorganization.**

Discussed under Item 4 above.

**b. NHARPC 2007 Legislative Priority Policy Areas for approval.**

Copeland discussed the NHAPRC Legislative Priorities and Legislative Policy Areas 2007 Legislative Session as endorsed at the NHARPC November 9, 2006 meeting and asked the committee to endorse the priorities and policies.

**Ortmann made the motion to endorse the NHARPC 2007 Legislative Priorities and Legislative Policies as endorsed at the NHARPC November 9, 2006 meeting. Dixon seconded the motion. Motion passed unanimously.**

**6. SRPC Commission Meeting date and agenda**

Copeland discussed the possible dates for the next SRPC Commission meeting date and stated that the necessity for a public hearing for next year's Coastal Program grant. The committee agreed that the next SRPC Commission meeting would be scheduled to begin at 7:00 AM on January 30, 2007 with a public hearing for the Coastal Program grant to be held at 6:30 AM. Chairman Dixon stated that Copeland would prepare the agenda items.

**7. Other Business**

Copeland discussed the letter she would send to NH DOT to abate any concerns regarding the UPWP work program. She stated that the economic development chapter of the regional master plan was not completed last year, and stated that the historic preservation and community character chapters of the regional master plan were scheduled to be completed this year.

Copeland stated that Thomas Fargo was introducing two bills to the NH Legislature to establish a study committee on tidal energy and to establish a certification program for a licensed conservation agent to deal with storm water issues.

Ortmann stated that the Executive Director Evaluation Committee should begin soon in order to complete the evaluation by May. Chairman Dixon stated that he would begin the process after the new year.

No other business was discussed.

**Chairman Dixon entertained a motion to adjourn. Torr made the motion to adjourn and Jansen seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:50 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_ January 12, \_\_\_\_\_, 2007.

By:

  
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Alphonse Dixon, Chairman