

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

**February 10, 2006**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Edmund Jansen, Jr., Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer, Newmarket; Ken Ortmann, Rochester; Rod Cools, Wakefield.

**Members Absent:** Tom Fargo, Chairman, Dover; Thomas Crosby, Madbury; Bruce Woodruff, Milton.

**Staff Present:** Cynthia Copeland, Linda Osburn, and Gerald Mylroie.

**Vice Chairman Jansen** called the meeting to order at 7:41 AM.

**1. Minutes**

**Vice Chairman Jansen entertained a motion to approve the minutes of the January 13, 2006 Executive Committee meeting. Ortmann made the motion to approve the minutes of the January 13, 2006 minutes with the addition of the words “subject to cash flow” to the motion to contribute \$500.00 to a memorial fund to honor John Harwood’s contribution to planning at Strafford Regional Planning Commission under Item 8. Cools seconded the motion. The motion passed with the noted correction. Dixon abstained.**

**2. NH Coastal Program Technical Assistance Grant Hearing**

This item was postponed until the scheduled 8:00 AM public hearing. The minutes from the public hearing are attached as a separate document.

**3. Financial Reports**

Copeland stated that her computer malfunctioned and she would be unable to provide a written copy of the Executive Director report at the meeting. She stated that she would forward the report to the committee later. Copeland reviewed the draft January financial reports and discussed the projected income and expenses. She stated that 55% of projected income had been received and 55% of projected expenses had been spent. Copeland discussed contracts and stated that staff had been working hard to complete projects. Ortmann stated his concern of losing momentum in dealing with the rescission of memorandum of agreement discussed with the NH Department of Transportation (DOT) at the last Executive Committee meeting. Osburn stated that Carol Macuch of the NH DOT was working with Steve Dubois at NH DOT to rescind the agreement. Osburn informed the committee that Melanson Heath auditors were scheduled to begin the indirect rate verification audit during the second week of March. Ortmann asked if there were a protocol for Executive Committee assistance. Copeland stated that the NH DOT was extremely busy and she would request assistance if the NH DOT does not respond in a timely manner.

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

Copeland reviewed the Conservation Plan Project with The Nature Conservancy contract and stated that SPRC's part was to provide implementation strategies. She stated that she would bring a draft document to the March Executive Committee meeting to obtain comments from the committee. Ortmann stated the need to involve planning boards and developers for support. Copeland stated that she had met with the NH Coastal staff last year to expand Coastal Zone communities and that NOAA did not approve the expansion. Copeland discussed the Congestion Mitigation and Air Quality (CMAQ) and Technical Enhancement (TE) projects and the presentations scheduled in March at the NH DOT office. She stated that warrant articles were being wrapped up for town meetings. Copeland discussed the additional funding from the Unified Planning Work Program (UPWP) and the additional dues required as matching funds.

At this time, the public hearing for the FY 2006 NH Coastal Program Technical Assistance Grant was held and those minutes follow as a separate document.

#### **5. SRPC Health Benefits**

Copeland stated that she wanted to start a discussion on the health benefits available at SPRC. She stated that Osburn was gathering information on other plans and providers for the next fiscal year. Copeland stated that SRPC paid 90% of the health insurance premium for a single person and 75% of the premium for a two-person or family plan. She stated that in 2000, the Executive Committee stated that SRPC supported families, and that the two person yearly premium is approximately \$10,000.00 and the yearly family premium is approximately \$14,000.00. She stated that SRPC had a yearly cash incentive payment to employees who have other coverage and that payment is equal to 20% of the premium that would have been paid for a single person. Copeland asked the committee to think about the policy. Dixon stated that the health insurance costs were unavoidable. Copeland stated that she was considering the fairness and equity of what SRPC was paying for employees when she calculated the total cost of the employees. She asked if it were time to look at establishing a dollar cap on benefits. Dixon asked what other benefits SRPC provided to employees. Copeland listed life insurance, short and long-term disability and SIMPLE IRA match. Discussion ensued regarding the premium co-payments and the struggle all companies were having with health insurance costs. Jansen stated it was less expensive to keep than to train new employees. Copeland replied that the inequity meant that a poor performer seemed to get a raise. Dixon suggested using a performance incentive and stated that health insurance was the biggest benefit SRPC gave employees. He stated that the expense was not out of line. Copeland stated that she understood there would be no major changes at this time.

#### **6. Office Space**

Copeland stated she had met with Peter Russell to view potential new office space. She stated that she was trying to stay with the planning principles of mixed use with public transit available. Copeland described some properties in older areas of Dover with lease prices of \$15-20 per square foot. She stated that she found several properties less than 1,000 sf and more than 5,000 sf but SRPC needed approximately 2,500 sf. Ortmann suggested that Copeland talk to Karen Pollard, Rochester's Economic Director, regarding space available in Rochester. Dixon asked about the move time frame and Copeland stated that SRPC was supposed to move by 6/30/06. She stated that SRPC cannot move at the end of a fiscal year but that it would be possible to lease the second floor while continuing the search for suitable space. Copeland stated that she had looked outside the central district. Dixon asked if Copeland had talked to Walter Cheney, and Copeland responded that she had not yet contacted him. Dixon asked if SRPC could afford to purchase a property. Copeland replied

that she had asked Russell to look for any potential properties. Discussion ensued regarding various places available and the requirements for new office space.

#### **7. Executive Director Evaluation Committee**

Copeland stated that she sent emails to Chairman Fargo to set an evaluation date. Ortmann requested that Copeland send the evaluation committee members- Chairman Fargo, Dixon and Ortmann- an email with 2-3 available dates in order to schedule an evaluation meeting.

#### **8. Impacts of Down Zoning**

Copeland discussed the memorandum regarding a white paper on the issue of the legality of a New Hampshire municipality to zone properties with lower residential development densities without constituting a “taking” of property rights. She stated that she did want to use state or federal funds to fund the paper. Ortmann asked if all planning commission should address the issue, as this was a statewide issue. He stated that the term “lowering density” concerned him, and a discussion on quality and density issues ensued. Ortmann stated that when communities tried to address growth by requiring larger lots, the result led to increased sprawl. He stated that communities should decide what they really want and should be concerned about growing in quality.

#### **9. On-Going and Emerging Regional Planning Issues Roundtable**

##### **a. Regional Impact Committee**

Copeland discussed the Rochester shopping plaza and stated that the Rochester Planning Board did not declare it a project of regional impact. Ortmann stated that neighbors could have input and that he was sharing traffic impact studies with Barrington.

##### **b. Commissioner Recruitment Subcommittee**

Copeland stated that she would like to wait to recruit commissioners after the March town meetings had concluded.

##### **c. Municipal Service Boundaries**

Copeland stated that an economic development chapter was the next regional master plan chapter and stated she had discussed the chapter with staff.

##### **d. Waste Water Project**

Copeland discussed the New Hampshire Seacoast Region Wastewater Management Feasibility Charrette scheduled on March 25, 2006 at the Cooperative Middle School in Stratham, NH from 8:00 AM to 3:00 PM. She stated that more information could be found at the SPRC office or at [www.coastalclear.org](http://www.coastalclear.org). Cools asked how far north the feasibility study extended. Copeland responded that it included 17 existing wastewater treatment plants with Milton and Farmington the farthest north. Ortmann stated that the study would also affect towns that use those waste treatment plants. Cools stated that in-town development was hampered by the lack of additional treatment capacity. Dixon stated that he would like to see regional treatment plants, as there is economy in regional cooperation. Ortmann stated that costs would increase for treatment facility upgrades. Discussion ensued regarding infrastructure improvements for treatment plants and the potential costs savings from regionalization. Ortmann asked if a regional treated wastewater

effluent discharge pipe would mitigate the need to make infrastructure improvements. Copeland and Dixon responded that it would not.

**10. Other Business**


**Vice Chairman Jansen entertained a motion to adjourn. Cools made the motion to adjourn and Dixon seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:35 AM.**

Respectfully submitted,



Linda Osburn  
Bookkeeper

Minutes approved on March 10, 2006.

By:   
Thomas Fargo, Chairman

Minutes of Public Hearing and Consideration  
of Coastal Technical Grant Proposal for FY 2007  
Friday, February 10, 2006 at 8:00 AM  
Conference Room  
Strafford Regional Planning Commission  
2 Ridge Street  
Dover, NH 03820

**Attendees:**

Edmund Jansen, Jr., Vice Chairman, Rollinsford  
Alphonse Dixon, Secretary-Treasurer, Newmarket  
Kenn Ortmann, Rochester  
Rod Cools, Wakefield  
Cynthia Copeland, Executive Director, Strafford Regional Planning Commission  
Gerald Mylroie, Senior Land Use Planner, Strafford Regional Planning Commission  
Linda Osburn, Bookkeeper, Strafford Regional Planning Commission

Vice Chairman Jansen opened the public hearing at 8:10 AM. Copeland gave an overview of the New Hampshire Coastal Program and stated that up to \$50,000 was available for technical assistance and support to the five coastal communities of Dover, Durham, Madbury, Newmarket and Lee.

Mylroie discussed the grant table that was distributed. Below are the proposed projects:

- Standardized Map Sets for coastal communities that included Master Plan Map, Zoning Map, Land Use Map, Water Resources Map, Conservation Lands Map, Community Facilities Map and Color Aerial Map. Ortmann stated that a standardized scale was the most important requirement and suggested maps showing boundaries of adjacent communities. He stated that the availability of the maps on the web page would be very helpful to users.
- Technical Planning Assistance to the Rollinsford Planning Board for Master Plan Implementation – Open Space and Historic Resources.
- Tax Map Parcel Annotation to the Town of Rollinsford for over 1,000 parcels.
- Technical Planning Assistance to the Natural Resources Outreach Coalition and the volunteer committees in the Town of Rollinsford.
- Completion of a Conservation and Open Space Lands Inventory for the City of Dover to include setting up a database, training volunteers and preparing maps
- Technical Planning Assistance to the Madbury Planning Board for Master Plan Implementation – Land Use and Open Space/Natural Resource protection recommendations in Madbury.

Dixon asked if there were any additional projects that could be completed using the NH Coastal Program technical assistance funds. Copeland stated that the grant application submission deadline was January 13, 2006. Discussion ensued regarding possible additional projects, and

Dixon stated he would check with the Newmarket Planning Department for any additional projects that might be consistent with the NH Coastal Program criteria.

**Vice Chairman Jansen entertained a motion to close the public hearing and recommend the projects as submitted to New Hampshire Coastal Program Technical Assistance Grant as presented. Dixon made a motion to close the public hearing and Ortmann seconded the motion. The motion passed unanimously and the Vice Chairman closed the public hearing at 8:35 AM.**

Discussion of the possibility of extending the coastal zone communities, obtaining funds from the coastal communities for the matching funds required, and working on a regional basis to save costs.

**Ortmann made a motion to amend the recommendation of projects as presented subject to an additional project in Newmarket submitted by 11:00 AM February 13, 2006 with a scope consistent with land use protection and management of land use and coastal protection. Cools seconded the motion. The motion passed unanimously.**

Respectively submitted,



Linda Osburn  
Bookkeeper