

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

February 11, 2005
SRPC Office
2 Ridge Street, Suite 4
Dover, NH

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

Members Absent: Thomas Crosby, Madbury; Heidi Seaverns, Nottingham; Kenn Ortmann, Rochester; Rod Cools, Wakefield.

Proxy Votes: Kenn Ortmann, Rochester; Rod Cools, Wakefield.

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

Chairman Fargo called the meeting to order at 8:15 AM.

1. Public Hearing for Coastal Technical Assistance Grant

Copeland gave an update to the Coastal Technical Assistance Grant that was presented at the Public Hearing held on January 20, 2005 at the Frisbee Hospital Conference Center. She stated that she had met with Al Dixon, Newmarket Town Administrator, the Newmarket City Council and with the Coastal staff regarding submitting a separate application for a coastal grant for Newmarket Tidal Riverfront and Main Street Planning. Dixon arrived at the meeting at 8:17 AM. Copeland reviewed the revised table with the proposed projects listed below for the Coastal Technical Assistance Grant:

- Regional Master Plan Water Quality Protection and Land Use Implementation in Dover, Durham, Madbury, Newmarket and Rollinsford
- Master Plan Implementation-Conservation and Resource Protection Programs in Rollinsford
- Regional Master Plan Storm Water Drainage Facilities Map in Dover, Durham, Madbury, Newmarket and Rollinsford
- Water Protection and Land Conservation Projects in Madbury
- Great Bay Greenbelt Specific Plan: Public Access and Data Collection in Dover, Durham, Madbury, Newmarket and Rollinsford

Copeland stated that the Newmarket Tidal Riverfront and Main Street Planning grant application would be a competitive application separate from the Technical Assistance Grant. She stated that the planning would include facilitation and coordination of work in the Newmarket riverfront.

Chairman Fargo asked if there were any comments. Hearing none, he closed the public hearing at 8:23 AM.

Chairman Fargo entertained a motion to forward the Coastal Technical Assistance Grant and the Coastal Competitive grant applications to the Coastal Program as presented. Woodruff seconded the motion. The motion passed unanimously.

2. Minutes

Chairman Fargo entertained a motion to approve the minutes of the January 14, 2005 Executive Committee meeting. Woodruff made the motion to approve the minutes of the January 14, 2005 as written. Chairman Fargo seconded the motion. The motion passed, and Dixon and Jansen abstained.

3. Financial Issues

- a. Copeland discussed the January reports. She stated that cash flow would be a challenge in the next five months.
- b. Copeland reviewed the Income Proforma. She stated that a column labeled "Projected Budget" had been added to the Proforma. Copeland stated that 48% of budgeted income had been billed. Copeland reviewed the Expense Proforma and stated that 57% of budgeted expenses had been spent.
- c. Copeland gave an audit update. She stated that she had met with James Moore at the New Hampshire Department of Transportation (NHDOT) and had resolved all but two items. Copeland stated that funds would be repaid to NHDOT as soon as possible. She stated that she was making significant progress working with NHDOT to resolve the audit.

4. Operational Issues

- a. Copeland stated New Hampshire Association of Regional Planning Commissions (NHRPC) would meet the following week to set the top three priorities to discuss with Governor Lynch at their meeting scheduled on March 10, 2005. Woodruff suggested the priorities of rebuilding the Office of Energy and Planning and finding a funding mechanism for local transit projects. Chairman Fargo stated that the state development plan was languishing and suggested that the regional planning commissions consider being involved.

Copeland stated that status of the Request for Proposals for a lobbyist to represent the NHRPC would be discussed at the meeting the following week. Woodruff asked how much the lobbyist would cost. Copeland responded that each regional planning commission would be assessed \$2,000.00

- b. Copeland discussed the possible funding to complete a County Economic Development Strategy (CEDS) document. She discussed other regional planning commissions costs that had completed CEDS documents. Copeland stated that she had met with Dennis McCann from the Strafford Economic Development Corp. and would work to develop a scope of work for potential work this summer. Chairman Fargo suggested analyzing the level of effort for the expected cost.
- c. Copeland stated that a regional transit providers forum was scheduled to meet at 1:00 PM today. She stated that the purpose of the meeting was to bring the major transit providers in the region to the same table and facilitate an open discussion of issues that affect the services provided to the region.

Copeland suggested discussing Item 4.e. (Regional Impact Committee) before Item 4.d. (Seacoast Metropolitan Organization).

- e. Copeland stated that only one person volunteered for the Regional Impact Committee despite letters sent out soliciting volunteers. Copeland stated the suggestion that local planning board members should be on the regional impact committee. Roache joined the meeting at 8:54 AM. Chairman Fargo stated that the members of the committee could depend on the scope of the regional project. Jansen asked how neighboring communities obtain abutter status if the local planning board does not declare the project a development of regional impact. Chairman Fargo stated that the local planning board is obligated to notify the potentially affected community and the regional planning commission could act as a trigger point in an advisory capacity. Chairman Fargo suggested that the regional impact committee be an ad hoc committee that could include planning board members.
- d. Copeland discussed a memorandum from Dave Walker of Rockingham Planning Commission, which outlined the options, process, benefits and costs of re-designating the Seacoast Metropolitan Organization (MPO) and the Salem-Plaistow-Windham Metropolitan Organization (MPO) into independent organizations that share the same boundaries as the Rockingham Planning Commission (RPC) and the Strafford Regional Planning Commission (SRPC). Copeland discussed the current Seacoast MPO, which consists of RPC and SPRC staff members. She stated that the Salem-Plaistow-Windham MPO consists of RPC staff members. Copeland stated that the discussion involved policy affinity in the two planning commissions, the lack of ability to make policies and the local communities receiving advocacy. Roache stated that RPC staff members had a double workload due to their involvement in two MPOs. He stated that RPC and SRPC would divide the Seacoast MPO, and he stated that RPC would form one MPO. Roache stated that splitting the Seacoast MPO would require SRPC support and approval of every urban community and 75% of non-urban communities affected. Copeland discussed the approaching deadlines for the FY 05-06 Unified Planning Work Program Scope of Work. Roache discussed the option of establishing an MPO coordinator with coordinating authority. He stated that the whole region operated as one economic region that should not be divided at the Little Bay Bridges. Woodruff asked for a statement of pros and cons from SRPC and suggested deferring discussion to a later date due to the number of items that needed to be worked on together. He stated that he agreed with Roache about not dividing the region at the Little Bay Bridges and favored establishing the MPO coordinator position. Copeland expressed her concern with adding another layer of bureaucracy. Roache stated that he would complete the pros and cons statement from SRPC. Chairman Fargo stated that he would like to review the statement and continue to evaluate the process. He stated that COAST should be involved with the process. Roache left the meeting at 9:26 AM.
- f. Copeland stated that Woodruff had forwarded several military leave policies that SRPC could not afford. She stated that she would review SRPC policy and would review a basic 125 Cafeteria Plan for next fiscal year.

4. Other Issues

- a. No discussion of Vision 2020 meeting occurred.
Copeland stated that Southern Maine Regional Planning Commission (SMRPC) had received a grant from the Office of Economic Adjustment to prepare for the closing of the Portsmouth Naval Shipyard (PNS) in Kittery. She stated that SMRPC was seeking a volunteer to participate in an oversight committee as part of the planning process. Chairman Fargo asked if any SRPC commissioner worked at the Portsmouth Naval Shipyard. Copeland responded that Skip Seaverns worked at PNS and that she would contact him to serve on the committee. She also asked for authority for the representative to state that housing be a component of the re-

development plan. Chairman Fargo noted the committee consensus to keep the housing situation in mind at the meetings.

- b. Chairman Fargo stated that he had sent a draft evaluation of the Executive Director to Dixon and Ortmann and would schedule a meeting to conclude the evaluation.

Chairman Fargo entertained a motion to adjourn. Dixon made the motion to adjourn, and Jansen seconded the motion. The motion passed, and the meeting adjourned at 9:38 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on 11 March, 2005.

By: Thomas R Fargo
Thomas Fargo, Chairman