

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

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

Members Present: Tom Fargo, Chairman; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Tom Crosby, Madbury; Ken Ortmann, Rochester; Rod Cools, Wakefield.

Members Absent: Al Dixon, Secretary-Treasurer, Newmarket; Bruce Woodruff, Milton.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Fargo called the meeting to order at 7:35 AM.

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the February 10, 2006 Executive Committee meeting. Jansen made the motion to approve the minutes of the February 10, 2006 minutes as written. Ortmann seconded the motion. The motion passed with Crosby abstaining.

2. Financial Reports

Copeland reviewed the draft February financial reports and discussed the projected income and expenses. She stated that 61% of projected income had been received and 62% of projected expenses had been spent. Ortmann asked about the aging receivables for technical reviews for municipalities. Discussion ensued regarding the procedures and policies in place. Cools and Jansen requested copies of the Rochester policy in place. Discussion followed regarding the indirect rate audit for the NH Department of Transportation (DOT) that was scheduled for the following week.

3. Executive Director Report

Copeland reviewed the status of the current contracts. She stated that the How To brochures were completed and would be posted online with a survey. Chairman Fargo and Ortmann stated they preferred the written document to reading an online document. Copeland stated that the brochures were being mailed to members of every municipal planning board, conservation commission and other interested groups. She stated that the Quality of Life poster was almost complete and would be sent to town halls and non-profits. Ortmann suggested sending the Quality of Life brochure available with the poster. Ortmann also asked if the brochure was available to download from the website. Copeland answered affirmatively. Copeland stated that staff was working to complete hazard mitigation plans.

Copeland stated that 50% of communities had participated in the Transportation Enhancement application process this year. Ortmann suggested the addition of an extra layer to the presentations and to think of strategies in addition to the technical aspects of the presentations. Copeland discussed the upcoming traffic counts and road inventory, the regional master plan chapter on economic development, and the regional conservation overlay district concepts and maps. She stated that there would be a meeting with developers in late March per the Executive Committee's suggestion.

Copeland introduced Michelle Beauchamp as the new Planning Administrator at SRPC. Copeland stated that the annual meeting of the NH Association of the Regional Planning Commissions was held in February. She stated that there were no new regional impact projects and that neighborly cooperation was occurring in Farmington and Milton as well as with Barrington and Rochester. Copeland the Seacoast MPO is working on the prospectus and amendment process. She discussed the NH DOT Long Range Business Plan, Little Bay Bridges, Draft Ten Year Plan and the Exit 10 Task Force. Copeland stated that the Seacoast Regional Wastewater Management Study Charrette was scheduled for March 25, 2006 at the Stratham Middle School.

4. Office Space

Copeland stated she had driven by the Blouin property in Rollinsford, had viewed property at the Rochester Industrial Park and would be viewing property at the intersection of Routes 125/16B in Rochester. She stated there were four available spaces containing approximately 2200 sf: Richardson property in Dover Point Road in Dover, the Rochester Industrial Park on Ten Rod Road in Rochester, the Routes 125/16B intersection property in Rochester and the 1 Washington Street property in Dover. She stated that the lease prices were \$14-\$16 per sf. Discussion ensued regarding the lease costs and parking availability at the locations. Copeland stated that she would continue to look at potential properties and consider a potential sublease situation. Jansen left the meeting at 8:17 AM.

5. Executive Director Evaluation Committee

No action was taken on this item.

6. On-Going and Emerging Regional Planning Issues Roundtable

a. Regional Impact Committee

Chairman Fargo asked if there had been a request from the Milton Water District. Copeland stated that she would follow up on the information. Chairman Fargo asked the status of the Wakefield regional impact project. Cools answered that the applicant was completing technical reports and the project would be discussed at the next Wakefield Planning Board meeting.

b. Commissioner Recruitment Subcommittee

Copeland stated that she would like to wait to recruit commissioners after the March town meetings had concluded. She stated that she had sent a letter to Somersworth to recruit commissioners. Ortmann suggested showing tangible products in a recruitment packet to attract commissioners.

c. Municipal Service Boundaries

Copeland stated she was working with Clay Mitchell from Newmarket on the municipal service boundaries. She stated that she would contact Matt Nazar in Maine to find out what was successful in Maine, and discussed a process that would allow creativity and uniqueness.

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 and the learning event on March 23, 2006 at the Sandy Point Discovery Center in Stratham. She stated she would be attending the learning event and Gerry Mylroie, Tim Roache and she would be recorders at the Charrette. Copeland stated that technical memoranda on the options could be found at the SPRC office or at www.coastalclear.org.

e. Comprehensive Economic Development Strategy (CEDS)

Copeland stated she was in discussion with Dennis McCann of Strafford Economic Development Corporation (SEDCO) to prepare a CEDS document that would include Strafford County only. Ortmann asked if a CEDS document was a requirement for receiving funding from the Economic Development Administration (EDA). Copeland responded affirmatively. She stated that she would send the outlines and proposals from the previous year to McCann for consideration.

7. Other Business

Chairman Fargo discussed the Tolend Road landfill where the City of Dover was evaluating the process of utilizing waste as part of the capping process. He cited the social cost of abutters, the contractor record, and the transportation issues. Ortmann asked who should be involved in the process per the RSAs. Chairman Fargo stated the waste would be regional waste and that the numbers need to be determined regarding the capping costs and potential recovery of those costs by charging for regional waste. Ortmann suggested comparing the cost of capping the landfill with fill to the cost of installing a liner over the old waste to be used as the liner for the new waste before capping the landfill. Crosby suggested that the City of Portsmouth might be interested due to the proximity of its water supply. Chairman Fargo stated that SRPC should be encouraging communication between communities to deal with the impacts of waste management. Ortmann discussed the Turnkey landfill in Rochester and suggested education and sensitivity to the different communities' perspectives. Chairman Fargo and Cools discussed other regional solid waste systems and the updated technology available. Chairman Fargo discussed air-permitting issues for combustion technology and the increased truck traffic from transporting waste. Ortmann stated the need for a host community that highlighted the fact that solid waste disposal was a regional issue. Copeland stated that NH Department of Environmental Services' position on wastewater was that all waste should be handled within the region, and the assumption should be made that position would apply to solid waste. Ortmann stated wastewater treatment plants were usually run by municipalities while solid waste facilities were not. He asked what the appropriate role of the regional planning commissions would be relative to the issue of solid waste including areas other than planning. Chairman Fargo stated that the issue warranted additional discussion.

Chairman Fargo entertained a motion to adjourn. Ortmann made the motion to adjourn and Cools seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:57 AM.

Executive Committee Meeting Minutes
March 10, 2006

Respectfully submitted,

Linda Osburn

Linda Osburn
Bookkeeper

Minutes approved on April 14, 2006.

By: *Thomas R. Fargo*

Thomas R. Fargo, Chairman