

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

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

Members Present: Tom Fargo, Chairman, Dover; Edmund Jansen Jr., Vice Chairman, Rollinsford; Tom Crosby, Madbury; Bruce Woodruff, Alternate, Milton; Kenn Ortmann, Rochester; Rod Cools, Wakefield.

Members Absent: Al Dixon, Secretary-Treasurer, Newmarket; Heidi Seaverns, Nottingham.

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

Chairman Fargo called the meeting to order at 7:38 AM.

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the February 11, 2005 Executive Committee meeting. Ortmann made the motion to approve the minutes of the February 11, 2005 as written. Woodruff seconded the motion. The motion passed, and Dixon and Jansen abstained.

2. Financial Issues

- a. Copeland reviewed the receivables listed on the draft February financial reports. Discussion followed regarding the towns invoicing developers for review work before the planning boards signed plans. Copeland reviewed the Income by Customer report.
- b. Copeland reviewed the Income and Expense Proforma. She stated that SRPC had submitted a proposal to the Town of Durham to complete a hazard mitigation plan by June 30, 2005 and would postpone the hazard mitigation plan in Newmarket until FY 2006.
- c. Copeland stated that the NH Department of Transportation (DOT) had completed its audit and would forward a signed letter requesting the repayment of funds. Copeland stated that the outside audit for the fiscal years 2001, 2002, 2003 and 2004 would be finalized in late April after receipt of the DOT letter.

3. Operational Issues

- a. Copeland reviewed the Executive Director Update and Notes. She discussed the DOT road inventory process. Copeland stated that a meeting was scheduled at DOT on March 28, 2005 to finalize the new collection process for the regional planning commissions to complete. Copeland stated that Dover roads were currently being inventoried using the current process and that the goal was to have the entire state road inventory completed by 2008.

Copeland distributed copies of letters from the New Hampshire Association of Regional Planning Commissions reflecting the NHARPC positions regarding the established legislative priorities.

Copeland noted that the Office of Energy and Planning scheduled the annual Land Use and Zoning Conference on April 9, 2005. She stated that SRPC would provide an exhibit at the conference with a conservation subdivision and conservation-planning theme.

Copeland discussed the possible sources of funding and the tasks to complete a County Economic Development Strategy (CEDS) document for Strafford County. Ortmann asked who benefited from the completion of the CEDS. Copeland answered that the beneficiaries would be the small communities that qualify for funding from economic development assistance and that a CEDS plan must be approved before the communities would be eligible for funding. Ortmann stated that the beneficiaries should assist with the costs.

Copeland stated that the Regional Transit Providers Forum was held on February 11, 2005 at the C&J Trailways office. She stated that items such as ticket reciprocity between providers and schedules were discussed and that she would follow up with the providers to continue the dialogue. Copeland referenced a meeting at UNH with the Town of Durham and C&J Trailways regarding parking and bus capacity and the Congestion Mitigation Air Quality (CMAQ) project for the Downeaster scheduled for a Governor and Council meeting on March 23, 2005. She stated that the bi-annual survey on the COAST bus lines would begin in April. Ortmann asked what kind of information would be collected in the survey and stated that useful information was needed in order to ask communities for COAST funding assistance. Copeland stated that she was thinking about the interconnection of systems. Woodruff stated the duplication of effort and coordination of schedules was important. He also suggested asking riders if they used the bus for in-city transit since Dover was trying to establish in-city transit with frequent and convenient scheduling. Copeland stated that she would contact Steve Wells from COAST and ask him for input on the survey. She stated that she would also contact the UNH Wildcat bus office for input on the survey.

Copeland stated that she had discussed the potential Seacoast Metropolitan Planning Organization split with Cliff Sinnott, Executive Director of Rockingham Planning Commission (RPC). She stated that the primary reasons to consider a split was duplication of administrative costs and the effectiveness of RPC running two MPOs. Copeland stated that the discussion was stalled out due to the work concentration on the Unified Planning Work Program (UPWP) for the FY 06-07 contract. Ortmann asked if there were any benefits to SRPC to split the Seacoast MPO. Copeland stated that there were certification process questions, as the Seacoast MPO nears the threshold of a bi-annual certification process. Woodruff stated that the administrative reasons to split are not planning reasons, as the region was not a separate area. Copeland stated that from a planning prospective, it would be best not to split the MPO. Ortmann asked how the MPO areas were divided and if there were a way to divide the MPO that would maximize benefits to the region. Woodruff stated yes but that he would need more analysis. Chairman Fargo stated that SRPC should contact Dave Walker at RPC for assistance with the certification process.

Copeland stated that request for volunteers for a regional impact committee had one volunteer response from Lee and asked if she should ask for non-SRPC commissioner volunteers. She stated that only RPC had a regional impact committee of commissioners. Copeland stated that SRPC had seven regional projects under consideration. Chairman Fargo stated there are five criteria for determining if a project had a regional impact and different expertise would be required depending on the criteria. He asked if the committee could be an ad-hoc committee. Ortmann stated that an ad-hoc committee might be more likely to attract members with an agenda on issues. Woodruff asked what the role of the regional impact committee would be. Copeland stated that the local planning board votes to declare a project as a regional impact project. She stated that the RPC Regional Impact Committee would review the project and send an advisory

letter to the planning board about the issues as an objective review. Chairman Fargo stated that the regional review was a responsibility of the planning commission under the RSAs and that SRPC did not have a structure in place to review the regional projects. Copeland stated that SRPC staff could not be members of the regional review committee. Chairman Fargo stated that the committee should be regional people with expertise in the five areas of the criteria that determine a regional project. Chairman Fargo and Woodruff volunteered to be members of the committee. Cools volunteered Nancy Smith as a possible member. Discussion ensued regarding the possibility of the Liberty Mutual expansion as a regional impact project with potential impact on housing and transportation.

Copeland stated that Otis Perry had volunteered as an SRPC commissioner for the Portsmouth Naval Shipyard oversight committee at Southern Maine Planning Commission.

Copeland stated that she would meet with HealthTrust to investigate a basic 125 Cafeteria Plan for benefits. She stated that she was participating in a NH Business Magazine roundtable on affordable housing on March 16, 2005.

Copeland stated that she was concerned that not all communities were participating in the Seacoast Regional Wastewater Management Study. Jansen asked who communicated information as he volunteered to participate in meetings but has received no information about meetings.

Copeland stated that the Executive Directors of the planning commissions met with Governor Lynch on March 10, 2005 for a discussion regarding integration of the state development plan and local master plan. She stated that the governor offered to make statements supporting planning initiatives upon request and offered a staff liaison who requested information on funding sources. Copeland stated that the governor noted the "need to balance market driven forces with needs of local communities to maintain quality of life." Chairman Fargo asked how Copeland would follow up the meeting. Copeland stated that she would send the work program and budgets to the liaison Alice Chamberlin at the governor's office.

Copeland stated that the MPO Technical Advisory Committee (TAC) reviewed the UPWP program for the next contract and wanted more local projects. Woodruff stated that the TAC wanted to take the emphasis off developing the model to using the model to determine regional transportation priorities. He stated that local planning assistance for local projects was important. Copeland stated that the MPO Policy Committee would review the UPWP program by the end of the month and a draft scope of work was due at DOT by April 15, 2005 for review. Woodruff asked when the last time a Policy Committee meeting was not held in Portsmouth. Cools commented that the meetings are always held in Newington or Portsmouth. Chairman Fargo stated that he would try to move the Policy Committee meeting to the Stafford region.

- b.** Copeland stated the new SPRC logo was complete and the new SRPC website would be online by next Friday.
- c.** Copeland discussed the regional impact committee in the Executive Director Update and Notes.
- d.** Mylroie discussed the regional master plan update. He stated that the choices were business as usual, regional centers or conservation subdivisions. Mylroie noted the Technical Working Group meeting schedule as well as the public workshops and hearings scheduled.

- e. Copeland requested that the discussion on the employee handbook be postponed until the next Executive Committee meeting.

Ortmann thanked Copeland for her CORE participation in Rochester. Ortmann asked if build out analyses were profitable. Copeland responded that they were a break-even venture. Ortmann asked if the analyses might be useful information to provide to the communities to get people's attention. Woodruff stated that the analyses would be helpful for planning roads, for example. Ortmann stated that as people become concerned with the quality of life issues, these analyses might perk up interest in planning issues. Chairman Fargo stated that the analyses point out the connection between land use and transportation. Woodruff stated that the analyses demonstrate what happens to land and roads as land is developed.

4. Other Issues

- a. Chairman Fargo stated that the subcommittee completing the Executive Director evaluation met for discussions this week and would meet again on the 22nd. Copeland requested that the committee revisit the directives she has been operating under and the leadership role for the commission. She stated that circumstances had changed since July 1999, and she summarized her accomplishments. Copeland stated that she wanted complete understanding and a clearly defined role on how to move forward in fiscal year 2006. Chairman Fargo stated that he wanted to chart a course forward and that the review subcommittee was tying up loose ends in order to present copies of appropriate parts of the review to the Executive Committee. He suggested a special meeting in April. Copeland noted that the next Executive Committee meeting was scheduled for April 8, 2005. Chairman Fargo stated that he would be on vacation from April 25-29, 2005, and Woodruff stated that he would be away from April 26, 2005 until the end of the year. Copeland suggested sending out the draft financial statements and the Executive Director Update Report on the 8th. Cools suggested sending out the financial statements and Executive Director Update to allow the members to ask any questions they might have but spend more time on other items. Jansen and Crosby stated that they would be unavailable on April 8, 2005. Seaverns suggested the meeting be held on April 15, 2005. Copeland suggested the meeting be held on April 22, 2005.

Ortmann made a motion to move the April 8, 2005 Executive Committee meeting to April 22, 2005. Cools seconded the motion. The motion passed.

Chairman Fargo entertained a motion to adjourn. Cools made the motion to adjourn, and Seaverns seconded the motion. The motion passed, and the meeting adjourned at 9:15 AM.


Respectfully submitted,



Linda Osburn
Bookkeeper

Minutes approved on APRIL 22, _____, 2005.

By:



Thomas Fargo, Chairman