

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

**March 14, 2008**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Edmund Jansen, Jr., Chairman, Rollinsford; Larry Brown, Milton; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

**Members Absent:** Frank Torr, Vice-Chairman, Dover; C. Thomas Crosby, Secretary-Treasurer; Madbury; Anne Martin, Brookfield.

**Proxy Vote:** Frank Torr, Vice-Chairman, Dover; Thomas Crosby, Secretary-Treasurer, Madbury.

**Staff Present:** Cynthia Copeland, Linda Osburn, and Dale Abbott.

**Others Present:** Tom Gray, Chairman, Milton Board of Selectmen.

**Chairman Jansen** called the meeting to order at 7:42 AM.

**1. Minutes**

**Chairman Jansen entertained a motion to approve the minutes of the February 8, 2008 Executive Committee meeting as written. Brown requested the correction of the word “he” to “the” in the second sentence of Item 6. Other Business. Ortmann made the motion to approve the minutes of the February 8, 2008 Executive Committee with the noted correction. Brown seconded the motion. Motion passed unanimously.**

**2. Draft Financial Reports February 2008**

Copeland reviewed the draft financial reports and discussed contract income, expenses, receivables and the concern over the cash flow situation. She discussed lowering staff hours and expenses, payments to subcontractors, and lack of cash flow from local contracts. Brown discussed timing of dues payments and contract billing.

**3. Executive Director Report**

Copeland distributed the Executive Director report for March 14, 2008. She discussed a draft budget for FY 2009, member community dues, potential grants and contracts including hazard mitigation updates, public education and outreach for Willand Pond, and the anticipated lack of local contracts due to the economic slowdown. Ortmann stated it might be a financially constrained year for communities but opportunities might be available later to assist town administrators dealing with budget constraints. He suggested non-monetary benefits to assist SRPC staff. Woodruff joined the meeting at 8:17 AM.

Copeland stated the New Hampshire Charitable Foundation (NHCF) had provided much financial assistance throughout the state and in the Seacoast area. She stated the NHCF should receive publicity and donor recognition. Ortmann suggested adding an agenda item to monthly meetings for recognition, and Brown suggested letters to the editor with specific items.

#### **4. Executive Director Evaluation**

Osburn suggested the formation of an executive director review committee to begin the process for conclusion at the end of June as suggested by the previous year's committee. Ortmann stated the previous year's committee consisted of Al Dixon, Ed Jansen and Kenn Ortmann with Tom Crosby replacing Dixon. Jansen and Ortmann agreed to serve on this year's committee, and Ortmann stated he would recruit a third member to serve on the review committee. Osburn stated she would keep the item on the monthly agenda to keep momentum for completion of the review by the end of June.

#### **5. FY 2009 Projects**

Copeland discussed the possible contracts and projects for the next fiscal year under item #3 Executive Director report.

#### **6. On going and Emerging Regional Planning Issues Roundtable**

##### **a. STIP Amendment #6 Approval Process**

Abbott joined the meeting at 8:27 AM. He stated the amendment did not impact air quality; the Technical Advisory Committee (TAC) of Strafford Metropolitan Organization (MPO) had made a motion at their March 7, 2008 meeting to allow the Technical Advisory Committee to recommend that the Strafford MPO Policy Committee approve the State Transportation Improvement Plan (STIP) Amendment #6; and there would be a public hearing on April 11, 2008 at 9:00 AM in the SPRC Conference Room before the subsequent Strafford MPO Policy Committee meeting. Abbott stated that NH Department of Transportation (NH DOT) requested the Strafford MPO approval by the end of April 2008. The Washington Street Bridge replacement project in Dover, municipally managed contracts, and the continuity of the Newington-Dover turnpike and bridge widening projects were discussed. Abbott stated there was a training course regarding municipally managed projects scheduled on May 19, 2008 at the NH DOT office. He stated NH DOT had completed revisions to the STIP Amendment Process to allow all MPOs to have the same streamlined and efficient process to approve amendments.

Osburn discussed the draft April 11, 2008 Notice of Public Hearing and Meetings to be published in the local newspaper as required. Woodruff stated he was unable to attend the Executive Committee meetings at 7:30 AM. Brown suggested the Executive Committee meetings start at 8:00 AM in order to increase attendance as long as the time did not interfere with other attendees' schedules. Ortmann suggested the April 11, 2008 meeting commence at 8:00 AM and the item be placed on the May agenda for discussion. Copeland suggested the notice reference the SRPC Executive Committee meeting and the Strafford MPO meeting separately on the notice. Osburn stated the corrected Notice of the Public Hearing would be published. Abbott left the meeting at 8:52 AM.

**b. Regional Impact Committee**

Copeland stated that Tom Clark from Dover had been appointed a regular member at the SRPC Commission meeting on January 24, 2008. Woodruff gave a synopsis of the Regional Impact Committee meeting on March 13, 2008 regarding a project in Middleton. He stated a staff letter would address the regional issues of water quality from sedimentation from increased runoff, and the need to establish erosion control plans and mutual aid agreements. Brown and Ortmann discussed timber harvest rights and permits. Brown discussed the impact on wetlands from erosion and increased runoff from clear cutting trees and the need for erosion control plans. A discussion regarding local and NH Department of Environmental Services' (DES) permits and the regional effects of issuing timber-cutting permits ensued. Ortmann suggested further discussion with State Representative Tom Fargo, and Woodruff discussed local regulations and state enabling legislation regarding drainage plans and erosion control enforcement.

**c. Legislative Updates**

Brown discussed changes to State Representative Fargo's salt regulation bill. Discussion regarding documentation of salt application materials applied, dew point measurements and educating applicators ensued. Ortmann stated airports broadcast dew point information. Brown discussed the establishment of a stormwater system bill and discussion ensued regarding anticipation of increased standards and central treatment facilities. Ortmann discussed the possible legislation to delay the implementation of the changes to the comprehensive shoreland protection act and the lack of rules and forms from the NH DES to implement the changes on April 1, 2008.

Woodruff stated Senator Burling had appointed him to chair a subcommittee to determine goals and priorities for the New Hampshire Rail Transit Authority (NHRTA). Tom Gray, Milton Board of Selectman Chair, introduced himself to the Executive Committee at 9:31 AM and stated he had delivered Woodruff's Commissioner appointment confirmation letter. Gray left the meeting at 9:33 AM. Woodruff stated the NHRTA goals and priorities had already been approved, and he discussed the Dover train station and the possibility of sharing costs with communities, securing funding, integration of the Downeaster train service, commuter rail between Nashua and Boston, inner city rail, the endorsement of goals and discussion at a NH Association of Regional Planning Commissions' (NHARPC) meeting.

**d. SPRC Membership, Annual Meeting Topic and Officers FY 2009**

Copeland asked for suggestions for the topic for the annual meeting on May 29, 2008. Woodruff suggested regional impact from timber cutting. Ortmann suggested the implementation of the changes to the shoreland protection act. Brown suggested a combination of changes to the land topic that would include the shoreland protection act changes, regional greenhouse initiative, biomass fuel generation, and effects of deforestation from timber cutting including air quality and climate change. Ortmann suggested the topic of how to administer the changes to the shoreland protection act at a local level including rules, regulations, authority, enforcement and administration process for the applicants, planning boards, zoning boards, boards of selectmen and code enforcement officers. Copeland stated she would ask Arlene Allen of the NH DES about the topic.

**7. Other Business**

Copeland stated that she would be attending the NHARPC Executive Directors' retreat on May 9, 2008, the same day of the regularly scheduled Executive Committee May meeting. She stated that the Executive Committee, at their scheduled May meeting, recommends the FY 2009 budget and slate of officers for FY 2009 for approval at the annual SRPC Commissioners meeting on May 29, 2008. Woodruff stated the Strafford TAC meeting was scheduled for Friday, May 2, 2008 at the Dover Public Library. After members checked their schedules, the May Executive Committee meeting was rescheduled for May 16, 2008.

Osburn discussed the receipt of a multi-year Participation Agreement from the Local Government Center (LGC) HealthTrust for employee benefits and the LGC Property-Liability Trust for property liability coverage. The multi-year agreement would guarantee a no greater than 9% increase for standard property liability premium rates for the next three years.

**Brown made the motion to enter into the multi-year participation agreement for the guaranteed 9% maximum annual increase for standard property liability premium rates for the next three years. Woodruff seconded the motion. The motion passed unanimously**

No other business was discussed.

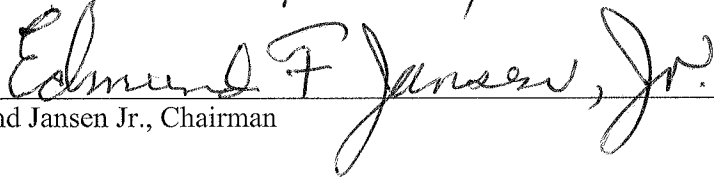
**Chairman Jansen entertained a motion to adjourn. Ortmann made the motion to adjourn and Woodruff seconded the motion. The motion passed unanimously, and the meeting adjourned at 10:00 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on April 11, 2008.

By:

  
Edmund Jansen Jr., Chairman