

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

May 13, 2005
SRPC Office
2 Ridge Street, Suite 4
Dover, NH

Members Present: Tom Fargo, Chairman, Dover; Thomas Crosby, Madbury; Kenn Ortmann, Rochester; Heidi Seaverns, Nottingham; Rod Cools, Wakefield.

Members Absent: Edmund Jansen, Jr., Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer, Newmarket; Bruce Woodruff, Alternate, Milton.

Staff Present: Cynthia Copeland, Linda Osburn

Chairman Fargo called the meeting to order at 7:40 AM.

Chairman Fargo entertained a motion to recognize Kenn Ortmann's early arrival at the meeting. Cools made motion to recognize Ortmann and Seaverns seconded the motion. The motion passed unanimously.

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the April 22, 2005 and May 6, 2005 Executive Committee meetings. Cools made the motion to approve the minutes of the April 22, 2005 and May 6, 2005 minutes as written. Ortmann seconded the motion. The motion passed unanimously.

2. Financial Issues

- a. Copeland reviewed the financial reports for April. Osburn stated that the financial statements reflected the adjustments required by the auditors. Copeland stated that she would talk to NH Department of Transportation regarding the necessity to carry over funds from the current Unified Planning Work Program (UPWP) contract.
- b. Copeland discussed the draft FY 2006 budget presented for recommendation to the Commission. She discussed the changes from the approved FY 2005 budget. Copeland reviewed the budgeted revenue sources including dues, federal, state and municipal contracts. She stated her concern that some contracts might not be in place by July 1 of the new fiscal year. Copeland reviewed expenses, including personnel, health insurance, equipment, increased travel and contracted work. She stated that the budget did not include land use assistants or interns. Chairman Fargo stated that he was comfortable with the conservative budget.

Copeland stated that the regional planning executive directors had discussed what their commissions charge for development review. She stated that SRPC was the only commission to charge by employee position, with all others charging the same rate, averaging \$45-\$50 per hour for any employee. She stated that other commission differentiated between member and non-

member communities and developers. Copeland stated that SRPC was the only commission with a fully staffed land used department. She began a discussion regarding incentives to employees for attendance at night meetings. Chairman Fargo asked how incentives would integrate with cost reimbursement contracts. Copeland stated that several planning commission directors were shocked that she worked in land use doing site and subdivision reviews. Discussion of the value of attending planning board meetings ensued. Ortmann stated that he had an adequate staff to attend planning board meetings, which allowed him to attend governing board meetings. Copeland stated that she would be attending night meetings, as the budget did not include staff assistants for the land use planner. Cools suggested charging the respective towns for the staff assistants. Chairman Fargo suggested that the towns share planners. Copeland stated that she had considered an assistant planner position working in two communities with Copeland and the Senior Land Use Planner training and mentoring the assistant planner. Cools suggested that Wakefield could be a model working with Brookfield. Ortmann stated that the proposal would need to be should be set up for approval at the towns' March 2006 town meeting. Ortmann stated that the assistant planner could complete the technical detail work before the planning board meeting to let the planning board focus on the big picture instead of details. Chairman Fargo requested Copeland and the Senior Land Use Planner prepare a proposal for Wakefield and another community to share a land use assistant planner.

Chairman Fargo entertained a motion to recommend the draft FY 2006 budget to the Commission for approval. Cools made the motion to recommend the draft FY 2006 budget to the Commission for approval. Crosby seconded the motion. The motion passed unanimously.

3. Operational Issues

- a. Copeland stated that the two chapters of the regional master plan scheduled for completion in FY 2006 were the economic development chapter and the population and growth management chapter. She discussed the work plan for FY 2006
- b. Chairman Fargo listed the current slate of officers and alternate:
Thomas Fargo, Chairman
Edmund Jansen, Jr., Vice Chairman
Alphonse Dixon, Secretary-Treasurer
Bruce Woodruff, Alternate

Chairman Fargo entertained a motion to recommend the current slate of officers and alternate to the Commission for approval. Ortmann made the motion to recommend the current slate of officers and alternate to the Commission for approval. Seaverns seconded the motion. The motion passed unanimously.

4. Other Issues

- a. Copeland reviewed management goals for FY 2006. She stated that she would revise to incorporate comments and bring the revision to the June Executive Committee meeting. Osburn reminded the members that the audit firm of MelansonHeath would be attending the June 10, 2005 meeting to present the audits for the fiscal years 2001-2004.
- b. Chairman Fargo asked what procedure the committee would like to follow regarding the sealed minutes from Executive Committee meetings on 5/6/1999, 8/3/1999, 8/31/1999 and 11/14/2000. Ortmann stated that the chairman should open the sealed minutes, skim over the minutes for content, and the committee should vote to unseal the minutes or to keep the minutes sealed.

Chairman Fargo opened the minutes from the 11/14/2000 Executive Committee meeting regarding Copeland's review.

Chairman Fargo entertained a motion to unseal the 11/14/2000 Executive Committee minutes and place on file with the other minutes. Ortmann made the motion to unseal the 11/14/2000 Executive Committee minutes and place on file with other minutes. Cools seconded the motion. The motion passed unanimously.

Chairman Fargo opened the minutes from the 5/6/1999 Executive Committee meeting regarding Steve Pesci's raise.

Chairman Fargo entertained a motion to unseal the 5/6/1999 Executive Committee minutes and place on file with the other minutes. Cools made the motion to unseal the 5/6/1999 Executive Committee minutes and place on file with other minutes. Ortmann seconded the motion. The motion passed unanimously.

Chairman Fargo opened the minutes from the 8/3/1999 Executive Committee meeting regarding Steve Pesci's evaluation.

Chairman Fargo entertained a motion to unseal the 8/3/1999 Executive Committee minutes and place on file with the other minutes. Cools made the motion to unseal the 8/3/1999 Executive Committee minutes and place on file with other minutes. Crosby seconded the motion. The motion passed unanimously.

Chairman Fargo opened the minutes from the 8/31/1999 Executive Committee meeting regarding Steve Pesci's self-evaluation.

Chairman Fargo entertained a motion to unseal the 8/31/1999 Executive Committee minutes and place on file with the other minutes. Ortmann made the motion to unseal the 8/31/1999 Executive Committee minutes and place on file with other minutes. Cools seconded the motion. The motion passed unanimously.

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 9:17 AM.

Respectfully submitted,



Linda Osburn
Bookkeeper

Minutes approved on June 10, 2005.

By:



Thomas Fargo, Chairman