

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

**August 11, 2006**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Edmund Jansen, Jr., Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer, Newmarket; Bruce Woodruff, Milton (arrived at 8:05 AM).

**Members Absent:** Thomas Crosby, Madbury.

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

**Others Present:** Thomas Fargo, Dover; Kenn Ortmann, Rochester.

**Vice Chairman Jansen** called the meeting to order at 7:50 AM.

**1. Chairman Fargo Term Expiration**

A discussion of holdover status of Strafford Regional Planning Commissioners was held and Osburn reported that the Local Government Center attorney stated that holdover status must come from the municipality that appointed the Commissioner to Strafford Regional Planning Commission. Ortmann noted that Rochester had not adopted the holdover status provision at this time. Osburn noted that Article VI of the Strafford Regional Planning Commission By-Laws adopted September 22, 1994 define a quorum of the Executive Committee as follows: "Four Committee members shall constitute a quorum, a minimum of three of whom shall be present in person. In the event of a Committee member's absence from a Committee meeting, said member may give her or his proxy to any other Committee member, or register his or her vote by direct telephone contact, or direct her or his vote shall be cast in support of three members voting the same way on any actions of motions." Fargo noted the lack of a quorum.

**2. Minutes**

Fargo noted the correction of the first word of the next to last sentence on page 1 to change "Dixon" to "Discussion." Fargo also noted the correction to the spelling of Rebecca Whitney's name in the first sentence under Item 4 Executive Director's report on page 2 to change "Whitey" to "Whitney". Fargo noted the correction to the first sentence under Item 8 Other Business to change the word "is" to "if".

**3. Financial Reports**

Copeland reviewed the draft financial statements for June 2006 and FY 2006. She noted the draft income of \$33,794 and discussed the accounts receivable and proforma. Woodruff arrived at 8:05 AM. Osburn attempted to reach Crosby to obtain his proxy but was unsuccessful.

#### **4. FY 2007 Dues and Commission Meeting Date**

Copeland discussed the draft dues rate for FY 2008 that was distributed to the Committee. She stated that Town of Durham had requested the dues amount by August 15 and she would use the June 2006 Consumer Price Index (CPI) instead of the customary July 2006 CPI to calculate the FY 2008 dues along with the 2005 population estimates from the Office of Energy and Planning. Ortmann reminded the Committee of the plan to increase the proportion of financial support that the dues provide to Strafford Regional Planning Commission (SRPC). Ortmann suggested adding 1% to dues each year until the goal of the dues covering the core services that SRPC provides to the communities. Woodruff reminded the Committee that every year the selectmen ask what services their community received for the dues payment and suggested the Executive Director lobby to restore the weighted importance and increase funding at the state level. Copeland stated that the new director of the Office of Energy and Planning had addressed the issue of increased state funding but had not yet received a response from the Governor's office. The Committee agreed upon the addition of 1% value added increase in addition to the 4.3% CPI increase. After consulting their schedules, the Committee agreed to hold the Commission meeting on September 28, 2006.

#### **5. Executive Director Report**

Copeland distributed the August Executive Director report. She discussed a new contract to collect age restricted housing data. Dixon and Ortmann asked about the definitions and consistent meanings of age restricted. Copeland stated that Julie LaBranche had been hired as the Senior Land Use Planner beginning September 11, 2006. She discussed regional planner training and new citizen planner training by the NH Association of Regional Planning Commissions (NHARPC).

#### **6. Executive Handbook Update**

No discussion on this item occurred at the meeting.

#### **7. Executive Director Evaluation Committee**

Copeland distributed copies of the 2005 and 2006 SRPC Executive Director's Evaluation and a draft Memorandum of Understanding Between the Executive Director and SRPC Executive Committee. Ortmann stated that the Evaluation Committee of Dixon, Fargo and Ortmann would meet with recommendations and then report to the full Executive Committee.

#### **8. On-going and Emerging Regional Planning Issues Roundtable**

##### **a. MPO Reorganization**

Copeland stated that Rockingham Planning Commission had not yet begun seeking approval of the reorganization from their communities. Ortmann stated that SRPC should move ahead with the approval process in September.

##### **b. Senate Committee on 10-year Transportation Improvement Plan**

Copeland discussed the five points outlined in the letter sent by the Executive Directors Committee of the NHARPC to Senator Clegg, Chair of the Study Committee on the 10-Year Transportation Improvement Plan. She asked Roache for his insight. Roache stated that the letter did not address how the Committee allocated funding equitably either by population, road miles or need. Woodruff stated that projects should be approved and

funded by purpose and need. He stated a partial solution to the process would be to reassess existing approved projects, and if they meet the test of purpose and need, i.e., they solve the problem the project intended to address such as air quality or safety and have community support, these projects should be constructed before any new projects were added in current or subsequent rounds until additional funding was available. Woodruff stated that exceptions must follow very specific procedures for emergency situations and discussed a logical and orderly progression to the state 10-year Transportation Improvement Plan. Discussion regarding increased funding and the projects currently approved with outdated costs, environmental issues or lack of local matching funding followed. Roache suggested bringing the process back to the local level and integrating with the metropolitan planning organization and regional planning agency long-range transportation plans.

**9. Other Business**

Vice Chairman Jansen recognized Tom Fargo for his contributions to the Strafford Regional Planning Commission. Copeland thanked Fargo for his time and efforts and presented him with a gift in appreciation. Fargo thanked the committee and stated that his most important contribution was to take part in the Little Bay Bridges design project. He stated that it was still to be decided if he would continue as the representative to the advisory committee. Woodruff stated that it was too late in the process to bring on another member with Fargo's knowledge. Ortmann suggested the appointment be a meeting item at the SPRC Commission meeting. Copeland stated that the NH Department of Transportation has decided that all planning commissions should utilize an annual indirect rate for billing purposes.

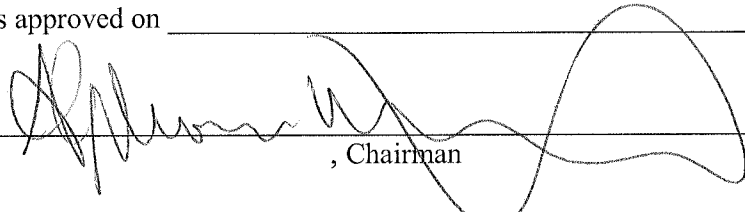
**The meeting adjourned at 9:30 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2006.

By:

  
\_\_\_\_\_, Chairman