

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

**November 9, 2007**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Edmund Jansen, Jr., Chairman, Rollinsford; Frank Torr, Vice-Chairman, Dover; C. Thomas Crosby, Secretary-Treasurer, Madbury; Larry Brown, Milton; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

**Members Absent:** Anne Martin, Brookfield.

**Staff Present:** Cynthia Copeland, Linda Osburn, Dale Abbott, Michelle Beauchamp, Dan Camara, Julie LaBranche, Myranda McGowan.

**Chairman Jansen** called the meeting to order at 7:44 AM.

**1. Minutes**

**Chairman Jansen entertained a motion to approve the minutes of the October 12, 2007 Executive Committee meeting as written. Ortmann made the motion to approve the minutes of the October 12, 2007 Executive Committee meeting as written. Torr seconded the motion. Motion passed unanimously.**

**2. Draft Financial Reports September 2007**

Copeland reviewed the draft financial reports and discussed contract income, expenses and receivables. Copeland discussed the negative cash flow due to subcontractor payments and the outstanding receivables.

**3. Draft Audit for FY 2006**

Copeland stated that draft audit was a clean audit and the FY 2007 audit was in process.

**4. Executive Director Report**

Copeland gave a verbal report and discussed the new Administrative Assistant, a Workers Compensation claim, flu shots, receivables, expenses and contracts.

**5. Executive Director Evaluation**

Ortmann stated that due to the unavailability of Al Dixon, he requested an additional member to complete the evaluation committee. Crosby volunteered, and Copeland stated she would forward a copy of her self-evaluation to Crosby.

## **6. SPRC Commission Meeting November 29, 2007 Agenda**

Copeland discussed the Strafford Metropolitan Planning Organization (MPO) mandated items and fiscal constraints. She stated that the Coordinated Plan for Human Services Transportation would be reviewed at the November 29, 2007 Policy Committee meeting and at the Technical Advisory Committee (TAC) meeting on December 7, 2007, and the plan must be adopted by December 31, 2007. Bruce joined the meeting at 8:07 AM. Ortmann discussed the Spaulding Turnpike priority issues regarding the turnpike widening from Exit 11 to Exit 16, and the widening of the Little Bay Bridges in Newington-Dover. Discussion ensued regarding whether the projects were separate projects and the redirection of funds to major corridors. Ortmann suggested correspondence be sent to Councilors Shea and Hollingworth regarding the priority of the Spaulding Turnpike project.

**Ortmann made the motion to authorize the Executive Director to correspond with the Councilors regarding the SPRC and Strafford MPO priorities. Woodruff seconded the motion. Motion passed unanimously.**

Copeland stated there would be no Congestion Mitigation Air Quality funding applications to due funding constraints. She asked the committee about a land use topic for the Commission part of the meeting. Ortmann asked if New Durham wanted to discuss the large subdivision application, and Copeland stated she did not yet know if the New Durham planning board would declare it a regional impact project.

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

### **a. Strafford MPO**

Copeland stated this was addressed under Item 6.

### **b. NHAPRC 2008 Legislative Priority Policy Areas**

Copland stated the committee needed to adopt legislative priority areas for 2008 to allow the NH Association of Regional Planning Commissions (NHARPC) to move forward.

**Ortmann made the motion to adopt the NHAPRC Legislative Priority Policy Areas for 2008 as endorsed at their August 9, 2007 meeting. Crosby seconded the motion. Motion passed unanimously.**

## **8. Discussion with SPRC Staff: Recommendations for Outreach Strategy and Tactics for the NHAPRCs**

Staff members Abbott, Beauchamp, Camara, LaBranche and McGowan joined the meeting at 8:55 AM. Copeland gave a summary of the Report to the NHAPRCs and the Recommendations and Outreach Strategy Tactics prepared by Jackson, Jackson & Wagner on October 11, 2007. She explained that Jackson, Jackson & Wagner had summarized findings from community surveys and personal interviews assessing the utilization of the planning commissions by their members and made recommendations for outreach strategy to increase utilization. Survey topics included planning expertise and assistance, education and training, facilitation and collaboration, data analysis and interpretation, project and program funding strategies. The outreach strategy included building

awareness of the planning commissions with a phased approach to increase communication systems to inform and educate the stakeholder audiences of town boards, local residents, media, state legislators and agencies.

Woodruff stated that the NHAPRC accepted the report and the planning commissions would bring the suggested tactics to their executive committees for discussion and coordination.

Discussion of suggested tactics staff ensued. Abbott discussed the annual reports sent to communities with projects listed and face-to-face contact with community boards. Ortmann discussed the “evaluator report card” suggested activity and the potential community reactions. Beauchamp suggested being proactive in promoting the tools the planning commissions could provide to the communities. Ortmann stated that community board members change and need to know what services SPRC can provide. Woodruff suggested outreach meetings with communities. Discussion of “Make new, not news releases” ensued. Copeland left the meeting at 9:05 AM. Jansen described the scenario when communities contact SPRC in a crisis situation when it is too late for planning. Copeland rejoined the meeting at 9:12 AM. Discussion of regional impact projects and the SRPC regional impact committee ensued. Beauchamp and LaBranche discussed the time and funding constraints to complete community evaluations. Ortmann asked if the communities were capable of self-evaluation and whether the self-evaluations would evidence the communities’ competency level. Ortmann suggested allowing the communities to be thoughtful by asking if they were prepared for the potential subdivision application for several hundred homes similar to New Durham’s scenario or a concrete plant application similar to the Madbury scenario.

LaBranche suggested a quarterly newsletter dedicated to a topic highlighting a community proactively working on the issue. She referenced an evaluation sheet from a buffer ordinance workshop that evaluated the strengths and weaknesses of each community’s ordinances and a road map that provided an outline of procedures. Brown and Ortmann suggested the reorganization of the opening pages of the NHARPC and regional planning commission websites to provide information simply and easily. Ortmann suggested the staff provide input and feedback regarding what would work and possible modifications in order to provide a useful response to NHARPC regarding the suggested tactics. Copeland suggested the staff include the ranking of low, medium and high efforts.

## **9. Other Business**

LaBranche discussed the potential conflict of working on ordinances under contract for a community board at the same time the board received a large subdivision application and requested assistance. Copeland stated that she would advise the board’s land use clerk with the subdivision application and LaBranche would focus on the regional aspects. Copeland noted that the NHARPC did a presentation on regional impact that was featured in a recent Local Government Center’s NH Town and City publication.

Ortmann discussed an earlier article regarding the possible “undue influence” of planning board and zoning board alternates being seated at the meeting table rather than in the audience, thereby giving the alternates “standing.” He stated that alternates are invited to attend all meetings to be knowledgeable and informed and are allowed to ask questions. Woodruff asked if alternates were addressed in the community’s by-laws, and Copeland suggested a planners’ roundtable discussion of the article and questions.

Copeland discussed SPRC Commissioner and Strafford MPO TAC member appointment vacancies and the possibility of advertising on the website and local newspapers after contacting the

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communities. Discussion ensued regarding the appointment process. Jansen stated that the communities should be contacted first as the communities' governing bodies approve appointments.

No other business was discussed.

**Chairman Jansen entertained a motion to adjourn. Torr made the motion to adjourn and Crosby seconded the motion. The motion passed unanimously, and the meeting adjourned at 10:02 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2007.

By:

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Edmund Jansen Jr., Chairman