

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

**December 14, 2007**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Edmund Jansen, Jr., Chairman, Rollinsford; Frank Torr, Vice-Chairman, Dover; Anne Martin, Brookfield; Larry Brown, Milton; Kenn Ortmann, Rochester.

**Members Absent:** C. Thomas Crosby, Madbury; Bruce Woodruff, Milton.

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

**Chairman Jansen** called the meeting to order at 7:45 AM.

**1. Minutes**

**Chairman Jansen entertained a motion to approve the minutes of the November 9, 2007 Executive Committee meeting as written. Torr made the motion to approve the minutes of the November 9, 2007 Executive Committee meeting as written. Ortmann seconded the motion. Motion passed unanimously.**

**2. Draft Financial Reports October 2007**

Copeland reviewed the draft financial reports and discussed contract income, expenses and receivables. She noted the postage, meetings and office supplies expense accounts were over budget. Copeland stated overtime would not be allowed and keeping revenue on track would be discussed with staff. Ortmann asked about UPWP receivables and Copeland responded the invoices were being processed with payment expected next week.

**3. Draft Financial Reports November 2007**

Copeland reviewed the draft financial reports and discussed income and expenses. She noted that in December there would be dues taken into income in addition to quarterly contract billing income. Copeland stated that the income/expenses are on target and she would work with staff to keep on track.

**4. Final Audit for FY 2006**

No questions were asked regarding the final FY 2006 audit. Copeland asked about the new rules for FY 2007 audit. Osburn stated the new rules pertained to internal control improvements such as an internal audit function and effective internal controls, and financial reporting system that provided reasonable assurances that financial statements are accurate especially regarding depreciation and fixed assets. She further stated the financial statements should reflect accrual adjustments through the

year and not rely on the year-end adjustments of the auditors. Ortmann stated that the smaller companies are now being held to the larger companies' requirements.

## **5. Executive Director Report**

Copeland distributed the Executive Director report for December 14, 2007. She discussed the status of computer replacements and indirect rate adjustment for FY 2007 due to higher indirect costs and lower direct billing hours.

Copeland stated she had received a request from the Town of Durham proposing a Commissioner appointment from UNH if they paid 1/3 of dues. She stated Durham included the student population for the number of SRPC Commissioners (3) and SRPC included the student population from the census when calculating dues. Brown asked if the UNH representative was required to live in Durham. Copeland stated the SRPC by-laws were silent on the issue, and Osburn stated that Local Government Center stated the appointing body's rules/requirements apply. Copeland stated Durham has not had 3 appointed Commissioners in several years. Torr stated SRPC should have no involvement in the financial arrangements. Brown stated there was interest, competence, cash and courtesy available. Copeland stated she would respond to the Town of Durham that the UNH appointee should be a Durham resident appointed by the local governing authority and SRPC would not be involved in the financial arrangements.

## **6. Executive Director Evaluation**

Ortmann distributed the Executive Director's Performance Assessment for the period from July 2006 to July 2007 and reviewed the Performance Rating Descriptions. He discussed the executive director salary in comparison to other planning commissions' executive directors. Ortmann discussed the philosophy of using a cost of living increase and a merit increase, and he stated Rochester had moved away that model. Ortmann reviewed the nine area activities for assessment, Copeland's comments and the review committee assessment and comments. He discussed the areas of public relations, reserve amounts, and efforts to complete Unified Planning Work Program tasks. Torr asked about the mentioned medical leave accrual issue. Ortmann explained that the amount of medical leave that could be accumulated was shortened for staff and short-term and long-term disability insurances were purchased. Martin asked for the accumulation limit and Osburn responded that sick leave accumulation was capped at 160 hours for staff and 320 for Copeland. Effective outreach to encourage involvement of the northern communities in planning was discussed.

**Ortmann, on behalf of the Executive Director Evaluation Committee, made a motion to accept the Executive Director Performance Assessment as presented. Torr seconded the motion. Motion passed unanimously.**

Brown discussed the importance of community gateways and Ortmann discussed the need to be thoughtful about regional issues and engaging/connecting people with the region.

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

### **a. Ten Year Plan/Spaulding Turnpike**

Copeland discussed the financial constraints of the Ten Year Plan and the possibilities for additional bond capacity. She stated that years 1-6 were financially constrained at 2.1 billion dollars and years 7-10 were not constrained.

Copeland discussed the meetings of the Dover and Rochester mayors regarding the Spaulding Turnpike construction. Discussion of the widening of the Newington-Dover Bridge and the Spaulding Turnpike between Exits 13-16 ensued. Copeland stated that the Spaulding Turnpike extension had been funded and the acquisition/design for the Newington-Dover Bridge had been funded, but no construction funds had been secured. She stated the projects should occur together for maximum efficiency. Copeland stated that an annual listing of obligated projects must be published to be open, transparent and understandable to the public. Copeland stated the listing would be on the SRPC webpage and published in the local newspaper. Ortmann suggested sending the list to the Executive Committee members for comments.

## **8. Recommendations for Outreach Strategy and Tactics for the NHAPRCs**

Copeland stated three staff members submitted responses to the NHARPC marketing strategies presented in November. She stated that staff recommended business cards and brochures to hand out and working with communities on evaluating ordinances. Ortmann suggested establishing a chart or table that showed levels of effort and values in order to prioritize resources.

## **9. Other Business**

Copeland distributed a brochure regarding the 2008 Land Use Clerks Works Workshop Series and the first workshop Land Use Clerks Works: Building a Solid Foundation session scheduled for January 12, 2008 from 9 AM to 3:30 PM at the NH Local Government Center. Ortmann suggested the topic of historic district commission for the next generation of classes.

Copeland distributed the NH Office of Energy and Planning brochure regarding the Housing and Conservation Planning Program to “enable municipal leaders to access valuable financial and technical resources to help them shape the future of their community.” Ortmann stated his frustration that groups do not talk with each other regarding funding programs. Copeland stated she would send the information to communities. She discussed the grant stages that included:

- 1) Identify and study housing and natural resource values, locations, and economic impacts;
- 2) Develop a town-wide Growth and Development Strategy;
- 3) Amend the master plan to be consistent with the Strategy; and
- 4) Implement the Strategy through audits of and revisions to zoning, subdivision and site plan regulations.

Copeland stated SRPC would assist communities with applications, and Ortmann discussed the use of consultants to assist municipalities.

Copeland distributed the New Hampshire Housing Finance (NHHFA) Housing Inclusionary Zoning Implementation Program (IZIP) Grant Information Sheet and Application “to hire consultants to prepare inclusionary zoning ordinances pursuant to RSA 674:21 with the goal of having local ordinances adopted by local legislative bodies in 2008 and 2009.” Copeland stated SRPC would send the information to communities and assist communities with applications. Copeland discussed the scoring criteria of:

- 1) Recent growth patterns (to be conducted by NHHFA);
- 2) Present commitment to implementing a local master plan and land use regulatory change;
- 3) Likelihood of success.

Ortmann stated Exeter was an example of how housing could be provided for all socio-economic levels. Discussion of housing criteria, communities’ determination of housing needs, historic preservation, and determining affordable housing and income ensued.

No other business was discussed.

**Chairman Jansen entertained a motion to adjourn. Brown made the motion to adjourn and Martin seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:20 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2008.

By:

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Edmund Jansen Jr., Chairman