

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

April 13, 2007
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Al Dixon, Chairman, Newmarket; Edmund Jansen, Jr., Vice-Chairman, Rollinsford; Frank Torr, Dover; Thomas Crosby, Secretary-Treasurer, Madbury; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

Staff Present: Cynthia Copeland, Linda Osburn, and Michelle Beauchamp.

Chairman Dixon called the meeting to order at 7:35 AM with Dixon, Jansen, Torr and Crosby in attendance.

1. Minutes

Chairman Dixon entertained a motion to approve the minutes of the March 9, 2007 Executive Committee meeting. Osburn stated that the first paragraph under Item #7 Other Business should be deleted, as it was a transcription error that pertained to the February 9, 2007 meeting minutes. Torr made the motion to approve the March 9, 2007 minutes with the noted corrections. Jansen seconded the motion. Motion passed unanimously.

2. Draft Financial Reports March 2007

Copeland reviewed the draft March financial reports including the income and expense accounts. She noted that there were three payrolls in March and stated that the \$22,000 shortfall would probably not be made up by the end of the fiscal year in June.

3. Executive Director Report

Copeland distributed the April Executive Director report. She discussed the emergency equipment purchase of a new server.

Copeland discussed the Seacoast Metropolitan Organization (MPO) reorganization and stated that Rochester, Rollinsford and Lee had approved the reorganization. She stated that Rockingham Planning Commission had been securing approval from their communities, and stated that if the present schedule were maintained, the 75% approval should be secured by mid-May. Crosby asked if every community must approve the reorganization. Copeland stated that a majority was required but she would visit every town to discuss the process. Copeland stated that after the receiving the approval by the communities, a letter would be sent to NH DOT and the Governor for reorganization approval.

Copeland discussed the Unified Planning Work Program (UPWP) contract amendment to the 2006-2007 contract scheduled for Governor and Council approval on April 18, 2007. She stated that the current contract amendment would fund Intelligent Transportation Systems (ITS) Plan, traffic model update work, Coordinated Human Service Transportation Plan, and additional road inventory.

Copeland discussed the 2008-2009 contract that needed changes recommended by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) before being sent to the Seacoast Metropolitan Planning Organization (MPO) Policy Committee for approval.

Copeland stated that she had begun work on the draft budget for FY 2009. She stated that the budget would include consultant costs for compliance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requirements.

4. Annual Meeting – Selection of Date, Topic and Venue; Budget and Election of Officers

Copeland stated that SRPC needed an annual budget and officers in place by July 1 that would be approved at the annual meeting in May. Ortmann joined the meeting at 7:54 AM. Copeland suggested that the meeting be held at the Great Bay Catering in Somersworth. Woodruff joined the meeting at 7:56 AM. Discussion followed regarding a meeting date, and May 31, 2007 was selected with May 30, 2007 as an alternate date. Discussion ensued regarding a topic for the annual meeting with possible suggestions of energy, green buildings, wind energy, environmental and wildlife planning, aging population and required services as possible topics. A nominating committee was formed with members Ed Jansen and Bruce Woodruff to nominate officers for next fiscal year.

5. On-going and Emerging Regional Planning Issues Roundtable

a. MPO Reorganization.

Copeland stated that the reorganization was on target with a mid-May projected approval date by 75% of the communities.

b. Regional Impact Committee By-Laws

Beauchamp joined the meeting at 8:25 AM. Copeland stated that a regional impact committee had been formed in January 2005 with members Mel Jenkins, Bruce Woodruff and Thomas Fargo. Beauchamp asked if the committee should have five members. Osburn stated that records show the past committee met twice, did not adopt official bylaws, and wrote one letter regarding a regional impact project in Wakefield. Copeland suggested the committee consist of three members and three alternates. Beauchamp stated that communities without planners relied on SPRC and regional impact review. Ortmann discussed thresholds of project size. Woodruff discussed procedure rules for email communication. Ortmann stated that SRPC should be the repository with emails copied to all members as well. Woodruff discussed regional impact on bordering communities. Beauchamp stated that Milton's subdivision regulations state a project is a regional impact project if there are over 20 lots, within 500 feet of a neighboring community or of the planning board determines it is a regional impact project. Copeland stated that LaBranche had received one Milton regional impact project, had sent a letter to the Planning Board and received an additional regional project yesterday. Discussion ensued regarding the number of committee members and alternates from one community. Ortmann suggested that no two regular members be from the same municipality. Discussion of planning board members being a regional impact committee member ensued. Ortmann stated that if a member obtained more information

at the RIC meeting than available at the planning board meeting, the member would report back to the planning board. Copeland asked Woodruff if the original committee had kept minutes. Woodruff stated that they were a working group. Ortmann asked what decisions the Regional Impact Committee would make. Woodruff stated that the committee would forward findings to the originating municipality as outlined in Section VII. Discussion ensued regarding appointments and by-laws. Consensus was the executive committee would make recommendations and present to the commission at the annual meeting. Ortmann suggested a review of RSA 36:54 and sending questions to the Local Government Center for review.

Chairman Dixon entertained a motion to make suggested changes to the document and forward to the Committee. Woodruff made the motion to make the following changes to the draft bylaws and forward to the Regional Impact Committee: Change the subtitle “Rules of Procedure” to “By-Laws”; Section II A. Change “5 members” to “3 members” and “3 alternates” to “2 alternates”; change the last sentence to “At no time shall there be two regular members on the RIC representing the same community”; change “Section VII- Decisions” to “Section VII – Recommendations and Findings”. Torr seconded the motion. Motion passed unanimously.

Ortmann made the motion to appoint the following as members to the Regional Impact Committee: Edmund Jansen, Jr., Rollinsford; Larry Brown, Milton; Mel Jenkins, Lee; and alternates Sandra Keans, Rochester; Nancy Spencer Smith, Wakefield, and Bruce Woodruff, Milton. Torr seconded the motion. Motion passed unanimously.

Beauchamp left the meeting at 8:39 AM.

c. Proposed Legislation.

Copeland stated that the New Hampshire Association of Regional Planning Commissions meeting scheduled for April 12, 2007 was cancelled due to the weather. She discussed HB 513, which would establish a housing commission to identify ways the state can promote and encourage the development of affordable housing. Copeland stated that the regional planning commissions have requested that the bill’s sponsor add a place for the regional planning commissions on the committee. Copeland discussed the status of HB879 establishing a conservation agent program within the Department of Environmental Services and HB390 relative to review of developments of regional impact that were not passed by the House of Representatives. Copeland stated that HB694 relative to establishing a commission to study the feasibility of tidal power generation under the Little Bay and General Sullivan Bridges in Dover had been passed by the House of Representatives with amendment. Copeland stated that she had sent letters to the Senate Finance Committee requesting increased funding for the Targeted Block Grant (TBG) Program administered by the Office of Energy and Planning (OEP).

6. Executive Director Evaluation

Chairman Dixon stated that Copeland was still working on her evaluation paperwork. Copeland stated that she needed 2 hours of uninterrupted time to complete the paperwork. Chairman Dixon stated that the evaluation committee, after receiving Copeland’s paperwork via email, would complete individual assessments and schedule a meeting to discuss. Jansen stated that he would be on vacation for three weeks.

7. Other Business

Copeland discussed the Workforce Housing and Land Conservation Forum scheduled for Friday, May 4, 2007 at Robert's Maine Grill in Kittery, Maine. She distributed the December 2006 Amtrak Downeaster New Hampshire Rail Platform Survey by the UNH Campus Planning Office. She stated that SRPC would be completing the biannual COAST bus rider survey. Jansen discussed rental units being converted to condominiums and asked if anyone were monitoring the loss of rental housing units. Copeland suggested the New Hampshire Housing Authority might track rental units. A discussion ensued regarding rental units and prices, workforce housing, and the aging population in New Hampshire. Chairman Dixon commented that the changing demographics and the change on the infrastructure was a timely topic for the annual meeting. Ortmann suggested the title, "Be careful-you might get what you ask for" for those communities that wanted age restricted housing to limit school costs. Crosby stated that Oyster River was anticipating a decline in population at the high school. Ortmann stated that growth kept the Rochester school enrollment level. Woodruff stated that, in order to afford the cost of housing, workers have moved farther away and increased their commuting costs with increased fuel expense and lack of public transportation.

No other business was discussed.

Chairman Dixon 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 8:51 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on _____, 2007.

By:

Alphonse Dixon, Chairman