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ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

FINAL  
**SRPC Annual Commission Meeting**  
**Thursday, September 29, 2005 – 7:00 PM**  
**Strafford Regional Planning Commission**  
**Dover, NH**

**Members Present:** Tom Fargo – Chairman (Dover); Ed Jansen, Jr. – Vice Chairman (Rollinsford); Otis Perry (Dover); Frank Torr (Dover); Larry Brown (Milton); Bruce Woodruff (Milton); Kenn Ortmann (Rochester); Sandy Keans (Rochester); Mary Lou Beaver (Rochester).

**Members Absent:** Todd Brisard (Barrington); Walt Tierney, Frank Frazier (Brookfield); Otis Perry (Dover); Representative (Durham); Randy Orvis (Farmington); Mel Jenkins (Lee); Tom Crosby (Madbury); Janet Wall (Madbury); Representative (Middleton); Bruce Woodruff (Milton); Ron Gehl (New Durham); Fred Pearson (Newmarket); Al Dixon Secretary/Treasurer (Newmarket); Scott Martin (Northwood); Heidi Seaverns (Nottingham); Rolfe Voltaire (Nottingham); Tom Willis (Rochester); Roger Berube (Somersworth); Francis Vincent (Somersworth); Don Rhodes (Strafford), Ted Huckins (Strafford); George Maglaras (Strafford County); Bobbie Goodrich (Wakefield); Nancy Spencer Smith (Wakefield).

**SRPC Staff Present:** Cynthia Copeland (Executive Director); Gerald Mylroie (Senior Land Use Planner); Tim Roache (Senior Transportation Planner); Dale Abbott (Transportation/GIS Analyst); Linda Osburn (Bookkeeper); Yvonne Bryan (Administrative Assistant).

**Proxy Votes:** Frank Frazier (Brookfield); Tom Crosby (Madbury); Scott Martin (Northwood); Heidi Seaverns (Nottingham); Tom Willis (Rochester); Ted Huckins (Strafford).

**Call to Order, Welcome – Tom Fargo, Chairman**

Chairman Fargo opened the meeting at 7:10 PM and asked everyone to introduce themselves. He noted there was a quorum.

**1. Approval of Minutes from May 26, 2005**

*Jansen made a motion to approve the May 26, 2005 minutes as written. Keans seconded. The May 26, 2005 minutes were approved as written. Woodruff abstained.*

## **2. FY 2007 Dues**

Copeland presented the FY 2007 dues. She explained that the dues are adjusted each year by two factors: the population estimated by the Office of Energy and Planning (OEP) and the per capita rate. Copeland explained that the population had increased by 2600 and the per capita rate was increased by 9%. She stated that the Executive Committee had approved the FY 2007 per capita rate increase calculated with a 3.2 % CPI (July 2004 to July 2005 US City average all items) and a 5.8% value added increase.

***Perry made a motion to approve the FY 2007 dues as presented. Ortmann seconded the motion. The motion carried unanimously.***

Ortmann asked how the SRPC dues compare with other planning commissions in the state. Copeland stated that the SRPC dues rank in the bottom third of the nine commissions. Perry asked how the per capita rate compared with the other planning commissions in the state. Copeland responded that each regional planning commission uses a slightly different formula and that the Executive Committee felt that the current formula used by SRPC was the fairest formula. Chairman Fargo stated that SRPC used the dues to match grants for regional projects that require local match of funds. He explained how SRPC leverages the dues to bring additional funds into the region. Copeland stated that the Executive Committee directed her to meet with other regional planning commissions to obtain information on what was working or not working with their commissions and report to them at a special work session scheduled for October 31, 2005.

## **3. Commissioners Speak Out: Concerns, Needs and Ideas**

Chairman Fargo stated that SRPC wanted to hear from the commissioners what the member communities needed from SRPC to meet their regional needs and opened an informal discussion with the commissioners. Chairman Fargo cited the New Hampshire Association of Regional Planning Commissions (NHARPC) 2006 Legislative Priorities as possible ideas. Woodruff stated that the Milton Planning Board and Selectmen wanted him to open a dialog with SRPC to provide a circuit rider program for assistance with large developments in Milton. He stated that the service would consist of exchanging the subdivision plans and receiving review comments. Ortmann stated that education is expensive and lack of education is more expensive. He noted that Rochester could be affected by growth in neighboring communities and that development needed to be looked at on a regional basis. Mylroie asked if there were certain educational topics that needed to be addressed. Ortmann responded that a circuit rider program could level the expertise between developers and planning boards in smaller communities without professional planning staff. He noted that planning board members needed education in case they felt intimidated by attorneys and developers. Woodruff suggested educational outreach by SRPC to the member communities. Chairman Fargo stated that some planning boards felt obligated to approve a subdivision plan if it met the minimum requirements and standards and cited a court case where consideration of the quality of the subdivision was permitted. Ortmann stated the educational process would include the tools to review subdivision plans in a non-arbitrary, thoughtful and reasonable process. Chairman Fargo asked if the threat of lawsuits intimidated the planning board members. Ortmann responded that he assumed one side or the other would sue and the planning board should make the best decision according to the rules and regulations and justification process. Woodruff stated that the

Master Plans in smaller communities might not provide the foundation for decisions and requested assistance from professional planning staff.

Ortmann stated that SRPC was doing good work, such as air quality and potential impacts in transportation, which people did not know about. Jansen stated that larger communities affect air quality in smaller communities when large subdivisions add vehicles. He noted the concern with variances being granted and the lack of enforcement of conditions placed on the variance. Keans and Perry agreed that all communities share that concern. Perry and Woodruff stated their concern with the lack of administration of enforcement. Jansen stated that the general public and community officials needed education on responsibilities and coordination of responsibilities. He noted the economies of scale to cooperate with other communities and stated that Rollinsford tried to link services regionally.

Keans stated that the number one priority of the New Hampshire Bureau of Emergency Management was to deal with the surge of persons displaced by a disaster in neighboring Massachusetts. Chairman Fargo asked how SRPC would be of assistance with public health issues on a regional basis. Roache mentioned the safe routes to school project.

Chairman Fargo stated that the RSA pertaining to planning commissions stated what SRPC should be doing. He discussed the process of a local planning board declaring a project as a regional impact project to allow abutters to comment on the project. Larry Brown joined the meeting at 7:57 PM. Woodruff stated his concern that planning boards understand the regional impact process and not use it to try to slow the approval process. He suggested SRPC educate the planning boards on the regional impact process. Jansen stated that neighboring communities wanted impact fees if a project affected the community, and he would like SRPC to foster communication between boards. Chairman Fargo stated the RSA authorized SRPC to act as a communication link between communities whether the project is declared a regional impact project or not.

Ortmann discussed the interconnectivity of the transportation infrastructure. He stated that inter-modal transportation included freight and airports. Woodruff stated that the train station in Dover should be a regional transportation infrastructure. He suggested that SRPC undertake a statistical study of the rider apportionment that used the Dover station. Woodruff cited the insurance costs that Dover paid for the train station.

Chairman Fargo stated that SRPC was working with individual communities on hazard mitigation plans and asked if a regional plan was needed. Ortmann stated that hazard mitigation plans dealt with how to minimize damage by preparation and protection. He stated that evacuation plans might need to be reviewed regionally. Perry cited the Seabrook evacuation plan as a regional plan. Discussion of the Seabrook evaluation plan ensued.

Ortmann asked how to best handle sewage on a regional basis. Perry stated that it was not enough to state that the area met air quality standards. He stated that SRPC needed to educate the regular population on how the issue affected their life and pocketbook. Brown suggested making the air quality standards more touchable with possible slogans. Woodruff suggested listing what people could do to improve air quality such as parking the car and using the train.

Chairman Fargo stated that one of the 2005 legislative priorities of the NHARPC was to increase funding for regional planning through an increase in the gasoline tax.

#### **4. Other Business**

Copeland stated that the draft Environmental Impact Statement (EIS) for Exit 10 was available in the SRPC office. She stated that the Task Force would be seeking a new representative from SRPC.

Ortmann stated that the listening session had been productive but noted that small group of representatives. He suggested obtaining more reaction through surveys or other means and noted that SRPC needed to provide services where people see the value of those services. Chairman Fargo stated his concern with the lower level of participation by member communities and stated that SRPC needed to increase communication amongst planning boards, zoning boards, committees, and boards of selectmen and SRPC commissioners.

Beaver discussed the economic impact of childcare in New Hampshire. She discussed the report "The Economic Impact of Child Care in the Central New Hampshire Region" by the Central New Hampshire Regional Planning Commission that is available at [www.cnhrpc.org/childcare](http://www.cnhrpc.org/childcare). Beaver stated that report made twelve (12) recommendations to strengthen childcare in the Central NH region, and she requested SRPC support for the recommendation to reduce land use and zoning barriers to childcare facility development. Jansen discussed small business and home occupation issues and conflicts in regard to economic development in communities. Chairman Fargo suggested that SRPC complete an inventory of restrictions in each community. Beaver stated that SRPC had previously produced a map showing where childcare facilities were located versus where businesses were located, and she stated she found the map very valuable.

#### **5. Adjournment**

*With there being no further business to come before the Commission, Chairman Fargo entertained a motion to adjourn. Keans made the motion to adjourn. Perry seconded the motion. The motion passed unanimously. The meeting adjourned at 8:40 PM.*

Respectfully submitted,

Yvonne Bryan  
Administrative Assistant

Approved by the Strafford Regional Planning Commission on \_\_\_\_\_ , \_\_\_\_\_

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Thomas Fargo, Chairman