

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

**January 11, 2008**  
**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.

**Others Present:** Thomas Fargo, NH State Representative

**Chairman Jansen** called the meeting to order at 7:41 AM.

**1. Minutes**

**Chairman Jansen entertained a motion to approve the minutes of the December 14, 2007 Executive Committee meeting as written. Ortmann made the motion to approve the minutes of the December 14, 2007 Executive Committee meeting as written. Torr seconded the motion. Motion passed unanimously.**

**2. Draft Financial Reports December 2007**

Copeland reviewed the draft financial reports and discussed contract income, expenses and receivables. Osburn noted that the Unified Planning Work Program (UPWP) invoice would be revised upon receipt of subcontractor invoices and that quarterly dues were not taken into income.

**3. NH Coastal Program Technical Assistance Grant Hearing**

Copeland discussed the projects described in the draft Coastal Technical Assistance Grant: updating digital tax parcels and standardized maps in Coastal communities; updating GRANIT conservation lands database within the Coastal watershed; shoreline compliance pilot study in Durham; culverts and past hazards updates in the Coastal watershed; and review and evaluation of land use to implement the Innovative Land Use Guide and Conservation Plan for Coastal watersheds. She stated that the Notice of Public Hearing on January 24, 2008 was placed in the newspaper. Woodruff joined the meeting at 8:04 AM. Brown discussed possible Geographic Information Systems (GIS) work for SPRC.

#### **4. Strafford Regional Planning Commission/Strafford Metropolitan Planning Organization Meeting on January 24, 2008 Agenda**

Copeland reviewed the draft agenda for the Strafford Regional Planning Commission third quarterly meeting and the Strafford Metropolitan Planning Organization meeting scheduled for January 24, 2008 at the Emma Ramsey Center in Milton. She discussed the Comprehensive Shoreland Protection Act Changes presentation at 7:00 PM on February 7, 2008 at Dover City Hall and the presentations and updates available at the meeting. Crosby joined the meeting at 8:15 AM. Ortmann suggested alternative sources as a topic of discussion and the possible sponsor of a forum on alternative energy to involve state agencies.

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

Copeland distributed the Executive Director's Report. She discussed the Clerks Works training events, the Safe Routes to School funding, Scenic Byways program, traffic model updates, Technical Advisory Committee (TAC) meetings, annual listing of obligated projects and fiscal constraint analysis. Woodruff discussed State Transportation Improvement Program (STIP) Amendment #6 and the status of the Dover Community Trail project. Copeland stated that she would check the status with the NH Department of Transportation (DOT). She discussed the Inclusionary Zoning Implementation Program (IZIP), the NH Estuaries Project Community Assistance program, and the Bi-State Summit Transportation forum scheduled for April 9 in Dover.

Copeland discussed the Workforce Housing Coalition Advocacy Committee and the difference between education and advocacy. She discussed proposed legislation regarding establishing an expedited process for courts to review workforce housing projects denied by planning boards that was supported by the Workforce Housing but not supported by the NH Association of Regional Planning Commission. Discussion ensued regarding workforce housing, the planning board review process, and the appeals process for denied projects. Copeland stated that she would obtain copies of the proposed legislation to send to the Executive Committee and speak with Diane Hartley at the Workforce Housing Coalition.

Fargo joined the meeting at 8:54 AM and discussed proposed legislation regarding regulating the use and storage of salt and the Comprehensive Shoreland Protection Act effective April 1, 2008. He discussed the need for educating Planning Board and Conservation Commissions and referenced the Comprehensive Shoreland Protection Act Changes presentation at 7:00 PM on February 7, 2008 at Dover City Hall. Fargo discussed the current community interest in the global climate and the possibility of a local energy committee.

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

##### **a. Regional Impact Committee membership**

Copeland discussed the need for additional members for the Regional Impact Committee and stated recruitment would be discussed at the Commission meeting on January 24, 2008.

#### **7. Other Business**

No other business was discussed.

**Chairman Jansen entertained a motion to adjourn. Torr made the motion to adjourn and Woodruff seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:28 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on February 8, \_\_\_\_\_, 2008.

By: Edmund F. Jansen Jr.  
Edmund Jansen Jr., Chairman