

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

December 9, 2005
SRPC Office
2 Ridge Street, Suite 4
Dover, NH

Members Present: Tom Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Tom Crosby, Madbury; Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

Members Absent: Al Dixon, Secretary-Treasurer; Rod Cools, Wakefield.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Fargo called the meeting to order at 7:53 AM.

1. Minutes of November 18, 2005 Executive Committee meeting

Chairman Fargo entertained a motion to approve the minutes of the November 18, 2005 Executive Committee meeting. Jansen suggested changing the word “she” in the second sentence of the second page to “Copeland” for clarification. Ortmann made the motion to approve the minutes of the November 18, 2005 minutes with the noted correction to the minutes. Crosby seconded the motion. The motion passed unanimously.

Woodruff joined the meeting at 8:25 AM and made a motion to amend the previously adopted minutes with the following corrections: add “on the site” to the eighth sentence of paragraph 7. a. on the third page; delete the words “posting it on the Seacoast MPO website” and add the words “add Seacoast MPO website to the letter” to the second sentence of paragraph 7. b. on the fourth page. Crosby seconded the motion. The motion passed unanimously.

2. Financial Reports

Copeland reviewed the draft November financial reports. Copeland reviewed the accounts receivables and stated that 33% of the projected income was received and 37% of projected expenses were incurred. She reviewed the projected income for December. Chairman Fargo asked about workload management, and Copeland responded that the staff would be very busy for the next two weeks. Copeland stated that she needed assistance with the next cycle of Hazard Mitigation Plans.

Osburn distributed the draft fiscal year 2005 audit report and management letter from Melanson Heath. Ortmann suggested focusing on the management letter. He summarized the management letter and stated that there were no new items or deficiencies. Ortmann stated that items two and three of the three items listed from last year were completed, and the third item was now completed.

Ortmann made a motion for Strafford Regional Planning Commission to respond to the draft management report stating that all three items were completed and that Strafford Regional Planning Commission is in compliance. Jansen seconded the motion. The motion passed unanimously.

Osburn stated that the auditors from Melanson Heath would be attending the Executive Committee meeting on January 13, 2006 to present the fiscal year 2005 audit to the committee. Chairman Fargo asked that the draft fiscal year 2005 audit be sent to the absent committee members for their comments. Osburn responded that she would send the draft audit to Dixon and Cools and would notify them regarding the audit presentation at the January meeting. Copeland stated that the indirect rate was out of her control and discussed the losses from the UPWP contract with DOT and the Hazard Mitigation Plan contract with the Bureau of Emergency Management. Osburn discussed the different methods of calculating indirect rates. She discussed the meeting planned with the NH Department of Transportation staff regarding the rescission of the current memorandum of agreement and the methods calculating and verifying indirect rates. Woodruff joined the meeting at 8:25 AM.

Crosby made a motion for Strafford Regional Planning Commission staff to meet with the NH Department of Transportation staff to rescind the Memorandum of Agreement and contract with Melanson Heath to verify the indirect rate each year. Ortmann seconded the motion. The motion passed unanimously.

3. Executive Director Report

Copeland distributed the Executive Director report and reviewed the status of current contracts. She discussed the status of the Hazard Mitigation plans and the Coastal and Estuarine Land Conservation Plan (CELCP) meeting on December 16, 2005. She stated that there would be an increase in funding for the Unified Work Planning Program (UPWP) contract next year that would provide funding for a planner to integrate land use and transportation.

Chairman Fargo stated that he was not stepping down as the chairman of Strafford Regional Planning Commission. He discussed the right-to-know law in regard to email correspondence. Discussion ensued regarding the use of subject lines to organize email and the archiving requirements. Ortmann suggested raising the issue with the New Hampshire Association of Regional Planning Commissions and suggested that the Office of Energy and Planning address the issue at their next planning conference.

4. Executive Director Evaluation Committee

Copeland stated that she had completed Part A of her evaluation and would complete Part B and send an electronic copy to the three members of the evaluation committee.

5. Strafford Regional Planning Commission Business Plan

Copeland stated that she had met with the Town of Wakefield regarding planning services and utilized the plan presented at the last Executive Committee meeting.

6. On-Going and Emerging Regional Planning Issues Roundtable

- a. Regional Impact Committee.** Chairman Fargo stated that the subcommittee should meet and evaluate the memorandum from Southern New Hampshire Planning Commission that was distributed to the committee. He stated that the Wakefield project was still missing a component. Woodruff discussed the Liberty Mutual expansion project and stated that Dover had provided all relevant documents to SRPC. Copeland stated that she would send a reminder to the Regional Impact Committee to schedule a meeting.

- b. **Regional Transit Providers.** Copeland stated that the Seacoast MPO transportation planners' letter to the Portsmouth Herald regarding COAST bus service had received positive Commission response.
- c. **Little Bay Bridges/Exit 10.** Copeland stated that a draft document regarding the Little Bay Bridges project was being reviewed and responses would be given to Vanesse Hangen and Brustlin, Inc. (VHB).

Chairman Fargo stated that he had questions regarding the draft Environmental Impact Statement (EIS) for Exit 10. Discussions followed regarding the dilemma if there were changes to environmental impact statements by the time projects were constructed. Chairman Fargo stated that engineers brought up issues to be recorded and addressed in the public hearings. Ortmann stated that the draft Exit 10 EIS described the worst possible scenario and stated that SRPC would be impacted if the traffic model needed to be updated without additional funding. Chairman Fargo stated that the construction was scheduled to begin in 2020.

- d. **Commissioner Recruitment Subcommittee.** Chairman Fargo stated that were commissioner vacancies in some communities. Ortmann stated the need for a useful, interesting and appropriate topic to interest commissioners to see the value of attending another meeting. Crosby and Ortmann suggested the meeting be a synopsis or summary of all other meetings. Woodruff suggested different venues. Copeland asked for suggestions on venues and agendas. Woodruff suggested the Roberge Community Center in Rochester.
- e. **Municipal Service Boundaries.** Copeland stated that she was integrating the comments received from the Department of Environmental Services from the first draft of the document. She stated that the economic development chapter of the regional master plan was due this year. Chairman Fargo discussed the process of collecting the data for the chapter. Ortmann stated that Rochester was posting a Request for Qualifications (RFQ) for an economic development chapter of the Rochester Master Plan and suggested obtaining non-proprietary data and background information from that plan. Woodruff suggested sub-contracting the data collection portion with SRPC completing the compilation and analysis of the data. Chairman Fargo suggested that SRPC could interpret the data for communities to understand.

7. Other Business

Copeland stated that a reporter from Foster's Daily Democrat had inquired about emerging trends in land use. Ortmann discussed the significant demographic changes in the area. Discussion ensued regarding age-restricted housing and the potential increased demands for public services such as health and ambulance services, retirement and nursing homes, and public transportation. Jansen stated that it was important to keep a balance in communities and stated that the county was increasing costs to communities for services provided at the county level. Ortmann stated that age-restricted housing was not just a way out of funding school costs, and urged planners to carefully and thoughtfully think about the implications of an aging population and the unintended consequences of age-restricted housing.

Chairman Fargo noted that there was no additional business and entertained a motion to adjourn. Ortmann made the motion to adjourn and Crosby seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:55 AM.

Executive Committee Meeting Minutes
December 9, 2005

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on 13 January, 2006.

By: Thomas R Fargo

Thomas R. Fargo, Chairman