

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
**May 16, 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; Kenn Ortmann, Rochester.

**Members Absent:** Anne Martin, Brookfield; Bruce Woodruff, Milton.

**Proxy Votes:** Anne Martin, Brookfield; Bruce Woodruff, Milton.

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

**Chairman Jansen** called the meeting to order at 12:14 PM.

**1. Minutes**

**Chairman Jansen entertained a motion to approve the minutes of the April 11, 2008 Executive Committee meeting as written. Torr made the motion to approve the minutes of the April 11, 2008 Executive Committee as written. Crosby seconded the motion. Motion passed unanimously.**

**2. Draft Financial Reports April 2008**

Copeland reviewed the draft financial reports and discussed contract income, expenses, receivables and the lack of cash flow from local or monthly contracts. She stated that Osburn prepared a cash flow report each week and the proforma projected a positive income if staff completed all contracts due by the end of the fiscal year in June. Copeland stated that she assured funders that all contract work would be completed in an efficient manner with a quality project. Copeland discussed funding sources, expenses, and stated the FY 2009 dues bills had been sent to member communities with Strafford and Barrington dues already received.

**3. FY 2009 Budget for recommendation to Commission at Annual Meeting on May 29, 2008**

Copeland reviewed the draft FY 2009 budget and discussed the revenues from contracts from state, federal and municipal sources. She discussed expense categories including staffing, equipment, communications, fixed, miscellaneous and contracted work.

**Ortmann made a motion to recommend the draft FY 2009 budget for Commission approval at the Annual Meeting on May 29, 2009. Crosby seconded the motion. The motion passed unanimously.**

Ortmann discussed the situation of a community not paying member dues. Copeland discussed the effects on the Metropolitan Planning Commission (MPO) regarding dues used as match for federal dollars. Brown discussed any possible leverage items and possible reduction of benefits. Jansen discussed the competition of community dollars for local planning versus regional planning. Ortmann suggested a delegation consisting of the officers from the Executive Committee, the Executive Director and a representative from the NH Department of Transportation (DOT) offer to meet with the Mayor of Dover to discuss regional issues including transportation funding. Copeland stated she would contact the Mayor.

#### **4. FY 2009 Slate of Officers for recommendation to Commission at Annual Meeting on May 29, 2008**

Ortmann discussed Article III, Section 2. of the SRPC bylaws regarding a dues paying and a non-dues paying community stating *"For regular business, voting is limited to representatives of dues paying members, including alternates when replacing appointed representatives."* He referenced the duties of the Chairman in Article IV Section 2 of the bylaws stating *"The chairman shall call and preside at meetings of the Commission and Executive Committee, shall create and discharge standing committees and special committees and serve as a non-voting member ex officio of all committees, voting only in the case of a tie, when the Chairman shall vote; and shall also perform such other duties as are customary to the office."* Ortmann recommended Torr as Chairman, and Torr stated he would consider the offer and communicate his decision before the Annual Meeting on May 29, 2008. Brown offered to serve as Chairman if Torr declined a nomination as Chairman. Ortmann noted Sandra Keans from Rochester had indicated her interest in joining the Executive Committee, and Copeland stated she would confirm the interest of Lou Vita from Middleton to join the Executive Committee. Ortmann suggested the following recommendations be made at the Annual Meeting on May 29, 2008:

Chairman – Franklin Torr

Vice Chairman – Edmund Jansen, Jr.

Secretary/Treasurer – C. Thomas Crosby

Executive Committee members: Larry Brown, Kenn Ortmann, Sandra Keans and Bruce Woodruff.

In case Torr declined the nomination as Chairman, Ortmann suggested the following recommendations be made at the Annual Meeting on May 29, 2008:

Chairman – Larry Brown

Vice Chairman – Edmund Jansen, Jr.

Secretary/Treasurer – C. Thomas Crosby

Executive Committee members: Sandra Keans, Kenn Ortmann, Frank Torr, Bruce Woodruff, and Lou Vita as alternate.

**Ortmann made a motion to present the recommendation of Executive Committee members and officers at the Annual Meeting on May 29, 2009 as referenced in the preceding paragraphs. Crosby seconded the motion. The motion passed unanimously.**

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

Copeland distributed the Executive Director report and discussed the positive publicity from the Bi-State Summit; Bike or Walk to Work Day; the Conservation Stewardship forum and a coordinated land conservation effort for Route 101.

**6. Executive Director Evaluation**

Ortmann stated he had emailed an evaluation format to Jansen and Crosby for consideration and would discuss the evaluation format with them later.

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

**a. Regional Impact Committee**

Copeland stated she would contact the Planning Department in Dover to discuss any possible projects.

**b. Legislative Updates**

Copeland stated the legislature had passed SB 342 regarding workforce housing. Ortmann and Brown discussed the bill.

**8. Other Business**

No other business was discussed.


**Chairman Jansen entertained a motion to adjourn. Ortmann made the motion to adjourn, and Brown seconded the motion. The motion passed unanimously, and the meeting adjourned at 2:08 PM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

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

By:

  
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Edmund Jansen Jr., Chairman