

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

**June 9, 2006**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Thomas Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer, Newmarket; Thomas Crosby, Madbury; Rod Cools, Wakefield.

**Members Absent:** Bruce Woodruff, Milton; Kenn Ortmann, Rochester.

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

**Chairman Fargo** called the meeting to order at 7:37 AM.

**1. Minutes**

**Chairman Fargo entertained a motion to approve the minutes of the May 12, 2006 Executive Committee meeting. Jansen made the motion to approve the minutes of the May 12, 2006 minutes as written. Cools seconded the motion. Motion passed unanimously.**

**2. Financial Reports**

Copeland noted a net loss in May but stated positive income was still projected for year-end. Copeland discussed accounts receivables aging. Dixon joined the meeting at 7:40 AM. Copeland stated 83% of projected income had been received and 85% of projected expenses had been spent. Copeland discussed differences in the budgeted and actual contract numbers. Fargo asked which year of the two-year Unified Planning Work Program (UPWP) contract was ending in June. Copeland responded that this was the end of the first year of the two-year contract. Copeland stated that the indirect cost audit was complete and awaiting acceptance by the New Hampshire Department of Transportation (NH DOT).

**3. Executive Director Report**

Copeland discussed the two staff resignations and reviewed that status of the contracts regarding the Coastal Grant, Hazard Mitigation, Regional Environmental Planning Program (REPP) and Targeted Block Grant (TBG) contracts. She discussed the upcoming air quality conformity runs, economic development, the Land Conservation Plan for New Hampshire's Coastal Watersheds meeting on June 12th at the Newington Town Hall, funding for the second phase of the Route 125 Corridor Study, the Durham connector study and the upcoming meeting of the New Hampshire Association of Regional Planning Commissions (NHARPC). Chairman Fargo discussed a legislative approach to provide funding for planning commissions. Copeland discussed the meeting at the NH Department of Transportation (NH DOT) regarding the Congestion Mitigation and Air Quality (CMAQ) Improvement and Transportation Enhancement (TE) Application processes. Chairman Fargo stated that process from application to implementation was a long and bumpy road with outdated costs by the time a project was funded.

Discussion ensued regarding the process, committee members, timelines, engineering estimates, and whether the regional planning commissions should be tasked with finding solutions. Copeland stated that a study committee on restructuring the 10-year plan had a report due in November. Discussion of the Land and Community Heritage Investment Program (LCHIP), NH DOT and the role of planning commissions in the mitigation process followed. Copeland discussed Context Sensitive Solutions (CSS), which is defined by the Federal Highway Administration as "Context sensitive solutions (CSS) is a collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist." Copeland stated that the NH DOT wanted to set up contracts with the regional planning commissions as stakeholders and would provide training for facilitators and additional funding. Chairman Fargo asked if this were a double-edged sword that would share the NH DOT workload and the potential of blame sharing on projects. Copeland suggested trying the program and stated that she would know right away if it were not working well.

Copeland discussed the possible collection of age restricted housing data for the New Hampshire Housing Finance Authority. She discussed the expired legislative formula previously used to distribute state funds to the regional planning commissions and the new allocation method that included population and growth rate. Copeland expressed her concern regarding the \$20,000 funding for the Strafford County Economic Assessment.

Copeland stated she had received five or six local applications for the GIS Planner and had been receiving one application per day for the Land Use Planner. She asked the Committee what characteristics were needed in a land use planner. Dixon asked what SRPC needed. Copeland discussed the tenure of the previous land use planners and the need for integration of transportation and land use, water resources protection, technical reviews for member communities, and NH Coastal Program projects. She stated that several communities were recruiting for land use personnel. Chairman Fargo stated that the SRPC Land Use Planner would focus on regional planning issues and not on circuit rider contracts with individual communities. Copeland stated the applications she had received demonstrated different skills and experience and she was in a quandary about which skill sets to pursue. Chairman Fargo suggested a possible temporary with a six-month contract. Copeland stated that the planner training should be continued and moved to the southern part of the state. Dixon left the meeting at 8:25 AM.

#### **4. Indirect Rate Audit Draft**

Osburn discussed the draft indirect rate audit for FY 04-05. She stated that NH DOT would state their acceptance or additional requirements and the auditors would issue the final report. Copeland stated that NH DOT would then address the Rescission of Memorandum regarding the billing of the indirect rate and the under billed indirect expenses for FY 05.

#### **5. Executive Director Evaluation Committee**

Copeland stated she was upset that her evaluation had been delayed for FY 05 and 06. She stated that she had proposed completing her evaluation in May and completing the staff evaluations in June in order to have all salary changes completed by July for the NH DOT contract. Chairman Fargo stated the evaluation was postponed due to the flooding in May. Copeland suggested the evaluation committee meet without her, and then meet with her to discuss the evaluation.

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

Chairman Fargo stated that Senator Cooney from Salem had expressed his concern regarding the effect on the Salem-Plaistow Metropolitan Organization by the realignment of the Seacoast Metropolitan Planning Organization. Dixon returned to the meeting at 8:30 AM. Discussion followed regarding the required approvals for the realignments. Copeland discussed the Rockingham Planning Commission approval process that began with their Executive Committee first and then to their annual Commission meeting. She stated Rockingham Planning Commission had more work to complete before bringing the issue to the Commission meeting. Discussion of the Rockingham and Strafford Regional Planning Commissions' approval processes ensued. Cools asked about the census numbers needed to form the Metropolitan Planning Organizations, and Copeland stated she would ascertain the required numbers.

Copeland discussed the possible regional development planned for the Dover/Madbury area on Route 108. Cools left the meeting at 8:37 AM. Crosby stated the bulk of the project was located in Dover. Chairman Fargo stated that there would be no construction in Madbury but the building inspector would review the plans when presented.

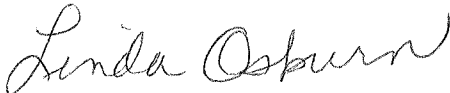
Copeland asked about a hotel planned for Weeks Crossing. Chairman Fargo stated that the project was only at the Technical Review Level.

**7. Other Business**

Copeland stated that she might hire a GIS Planner first. Crosby asked if any applicants were from the University Of New Hampshire (UNH). Copeland responded that no applicants were from UNH. Crosby stated that water-sampling funds had been cut back. No other business was discussed.

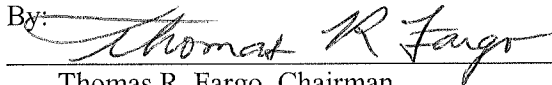
**Chairman Fargo entertained a motion to adjourn. Jansen made the motion to adjourn and Crosby seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:45 AM.**

Respectfully submitted,



Linda Osburn  
Bookkeeper

Minutes approved on July 14, 2006.

By: 

Thomas R. Fargo, Chairman