

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 12, 2007
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Al Dixon, Chairman, Newmarket; Thomas Crosby, Secretary-Treasurer, Madbury; Frank Torr, Dover; Bruce Woodruff, Milton.

Members Absent: Edmund Jansen, Jr., Vice-Chairman, Rollinsford.

Proxy Votes: Kenn Ortmann, Rochester.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Dixon called the meeting to order at 7:34 AM.

1. Minutes

Chairman Dixon entertained a motion to approve the minutes of the December 8, 2006 Executive Committee meeting. Crosby noted the correction of the minutes to change the word “Dover” to “Madbury” under Proxy Votes. Torr made the motion to approve the December 8, 2006 minutes with the noted correction. Crosby seconded the motion. Motion passed unanimously.

2. Financial Reports December 2006

Copeland reviewed the December financial reports and stated that \$99,000 was invoiced in December as some contracts closed and quarterly payments for other contracts were received. She reviewed the income by account report and accounts receivable report.

3. Executive Director Report

Copeland distributed the January Executive Director report. She discussed the planned revision to the advertisement for the Senior Transportation Planner position and the withdrawal of the advertisement for the part time GIS Planner position. Copeland stated that an intern had been hired to assist with the land use and Dover Conservation Easement database. She stated that the Communications Coordinator had resigned and an interview was scheduled for an administrative position.

Copeland stated that no further revisions had been made to the budget expenses. She reviewed the contracts for the next year: The Isinglass River Management Plan; Milton Impact Fee Ordinance; Buffer project for the New Hampshire Estuaries Program (NHEP); Farmington Town Planner; Phase

II of the Route 125 Corridor Study; Nottingham Planner Services; and Clerks Works training for land use clerks, secretaries, and administrators.

Copeland discussed the Unified Planning Work Program (UPWP) contract work including a Safe Routes to School meeting at NH Department of Transportation (DOT); traffic model update work; the Scenic Byways program; the MPO Policy Meeting on January 25, 2007 at the Newington Town Hall; the Ten Year Plan Project Solicitations; the Seacoast Metropolitan Planning Organization (MPO) reorganization process; Intelligent Transportation Systems (ITS); the Memorandum of Understanding (MOU) with the NH Department of Transportation (DOT); the UPWP contract amendment; the next two-year UPWP contract with a potential increase in match requirements.. Torr discussed a potential gas tax increase bill.

Copeland stated that Julie LaBranche had been working on source water protection chapter of the innovative land use controls for the Regional Environmental Planning Program (REPP). Copeland discussed the Coastal Grant application deadline in February and the potential projects in the coastal zone communities of Dover, Durham, Madbury, Newmarket and Rollinsford. She stated that a public hearing would be held on January 30, 2007 at 6:30 PM at the SRPC office. Copeland discussed the use of state funds as match for the federal programs.

Copeland stated that the next Strafford Regional Planning Commission meeting would be January 30, 2007 at the Strafford Regional Planning Commission office beginning at 6:30 PM. She stated that the New Hampshire Estuaries Program staff would make a presentation on the State of the Estuaries and that Julie LaBranche would make a presentation on a buffer project with Somersworth.

Copeland stated that she was monitoring groundwater bills through the NH Association of Regional Planning Commissions and was in contact with Tom Fargo on legislative bills.

4. Indirect Rate Agreement Approval

Osburn asked for a motion to approve the Indirect Rate Agreement as presented.

Crosby made a motion to approve the Indirect Rate Agreement as presented. Torr seconded the motion. Motion passed unanimously.

5. On-going and Emerging Regional Planning Issues Roundtable

a. MPO Reorganization.

Copeland discussed the draft letter from the NH DOT regarding their support and recommendation that communities approve the re-designation of boundaries. She stated that she would visit the communities and create an administrative terms of agreement with Rockingham regarding the continuation of shared projects.

b. Ten Year Plan Project Solicitation

Copeland discussed a meeting with NH DOT staff requesting possible projects to remove or to find alternative source funds. She stated that NH DOT requested the planning commissions work with the communities to define the project problem and how the solution addressed the problem. Copeland discussed the environmental and fiscal constraints and the need to live within the current road capacity. Woodruff arrived at 8:34 AM. Copeland referred to the Route 11 Access

Management Study. She stated that Routes 101, 125, 16 and 95 are considered the major corridors and Routes 4, 202 and 236 are sub-regional corridors.

c. Projected Water Needs and Sourcing of Groundwater Supplies

Copeland discussed the need to discuss water supplies as a region and the funding to protect source water through conservation easements. She discussed the possible development of a database of water sources.

d. Proposed Legislation

Copeland discussed the New Hampshire Tidal Energy Workshop scheduled for February 23, 2007 at the NH Department of Environmental Services (DES) Pease Office in Portsmouth from 10 AM – 3 PM.

Copeland discussed the proposed legislative bills regarding the Conservation Agent certification and the study committee on tidal energy. Woodruff asked the status of the current tidal power application that was currently before the Federal Energy Regulatory Commission (FERC). Copeland responded that she had no updated information regarding the application. She stated that the tidal workshop was an educational workshop regarding tidal power.

6. Other Business

Copeland stated that Leigh Levine from the Federal Highway Administration office in Concord, NH was scheduled to meet with the office staff regarding the Metropolitan Planning Organization (MPO) and new federal requirements under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

Copeland stated that she would meet today with Lorie Chase from the Cocheco River Watershed Coalition to assist the coalition with nomination paperwork outlining the Cocheco River's values and characteristics for the New Hampshire Rivers Management and Protection Program.

Woodruff apologized for being late. He discussed the Downtown/Riverfront Redevelopment Traffic Circulation and Parking Plan for Dover completed by Rizzo Associates and whether Strafford Regional Planning Commission had issued a position regarding the plan as one resident stated at a public meeting. Copeland responded that SRPC had contracted with C&C Consulting in 2002 to complete a Traffic Study for Dover's Downtown One Way Loop and had not discussed the plan completed by Rizzo Associates. Abbott joined the meeting at 8:52 AM. Woodruff stated that the two studies had different objectives and suggested a letter to the Dover Planning Department to clarify the different studies. Copeland asked for additional information in order to complete the letter.

No other business was discussed.

Chairman Dixon entertained a motion to adjourn. Torr made the motion to adjourn and Crosby seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:59 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Executive Committee Meeting Minutes
January 12, 2007

Minutes approved on _____, 2007.

By:

Alphonse Dixon, Chairman