

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

**August 10, 2007**  
**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; Anne Martin, Brookfield; Larry Brown, Milton; Bruce Woodruff, Milton.

**Members Absent:** Kenn Ortmann, Rochester.

**Proxy Votes:** Kenn Ortmann, Rochester.

**Staff Present:** Cynthia Copeland, Myranda McGowan and Linda Osburn.

**Vice-Chairman Torr** called the meeting to order at 7:35 AM.

**1. Minutes**

**Vice-Chairman Torr entertained a motion to approve the minutes of the June 15, 2007 Executive Committee meeting as written. Martin made the motion to approve the June 15, 2007 minutes as written. Crosby seconded the motion with the noted addition. Motion passed unanimously.**

**2. Draft Financial Reports June 2007**

Copeland reviewed the draft financial reports distributed at the meeting and stated the end of year financials were subject to auditor review. She discussed the indirect rate adjustment audit for FY 2005 by the Department of Transportation and the use of funds to purchase new computers and other hardware. Chairman Jansen and Brown joined the meeting at 7:40 AM. Copeland discussed the contract income, expenses and receivables. Woodruff joined the meeting at 8:03 AM. Martin asked how fees from subdivision applications were allocated in other communities. Discussion followed regarding how communities allocate application fees.

**3. FY 2008 Dues**

Vice Chairman Torr turned the meeting over to Chairman Jansen. Copeland discussed the draft FY2008 dues sheet that updated the population per the Office of Energy and Population (OEP) and increased the dues rate by the Consumer Price Index (CPI) of 2.7% from June 2006 to June 2007. Copeland discussed the draft FY 2008 dues sheet that added a 1% value increase factor and asked the Executive Committee for their guidance. Chairman Jansen asked which communities would experience an increase in dues. Copeland responded that the communities that had increased growth would experience an increase in dues. Copeland asked the Executive Committee to consider the two

models and make a recommendation at the September 14<sup>th</sup> Executive Committee meeting for the Commission meeting on September 27.

Copeland discussed the Governor's Advisory Commission on Intermodal Transportation (GACIT) hearings scheduled for September 13<sup>th</sup> in Wakefield, September 20<sup>th</sup> in Dover and September 26<sup>th</sup> in Portsmouth. Copeland stated that confirmation of the meeting dates and locations would be sent to the Commissioners. Copeland discussed the Strafford Regional Planning Commission meeting dates of September 27, 2007; November 29, 2007; January 24, 2008; and May 29, 2008. Osburn stated that confirmation of the meeting dates and locations would be sent to Commissioners.

#### **4. Executive Director Report**

Copeland stated that no formal report would be distributed. She discussed the passing of Steve Wells, the Executive Director of COAST, and the appointment of Rad Nichols as Interim Executive Director. Woodruff discussed Steve Wells' accomplishments. Woodruff and Copeland volunteered to compose an appropriate letter of condolence and recognition of accomplishments.

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

##### **a. MPO Reorganization.**

Copeland reviewed the list of new Strafford MPO documents that would require approval at the September Commission meeting: By-laws, Prospectus, Metropolitan Plan, Public Participation Plan and STIP Amendment #4. Copeland introduced Myranda McGowan, the newly hired Transportation Planner, to the Executive Committee. Copeland stated that additional documents would be ready for review and approval at subsequent meetings. Copeland explained how the SRPC Commissioners would also be Strafford MPO Policy Committee members.

Copeland requested a nomination to appoint a member of Strafford Regional Planning Commission to serve on the New Hampshire Rail Transit Authority "that would have the responsibility for developing and providing commuter rail and related public rail transportation services in New Hampshire as established by Chapter 360, SB 75, Laws of 2007". Woodruff stated that he wanted to be the appointed member. Copeland requested that he speak from a regional perspective and Woodruff agreed.

**Martin made a motion to appoint Bruce Woodruff as the SRPC representative to the NH Rail Transit Authority. Crosby seconded the motion. The motion passed unanimously.**

##### **b. Regional Impact Committee**

Brown updated the committee on the concrete batch plant site plan application in Madbury and stated that another meeting was scheduled for August 30 after more information was received from the applicant. Woodruff and Crosby discussed the status and procedure of the application. Discussion ensued regarding the definition of projects of regional impact and the roles of local planning boards.

##### **c. Proposed Legislation**

Copeland discussed the handout entitled: Rebuilding Our Neglected Roads: Sooner is Much Cheaper than Later! produced by the Associated General Contractors of New Hampshire as a partner with a Safer Road To Tomorrow. Copeland stated that she met with Executive Councilor

Beverly Hollingworth regarding a full package of increases to fund road improvements. Copeland discussed the need for roads for economic growth and sustainability, the shortage of state funding, the red list of bridges, and the impact of increasing funding sources. Copeland asked the Committee what message they would like her to take to the communities. Brown and Torr discussed the tollbooth locations and Woodruff discussed the need to discern where funds have been spent and what is available. He suggested that planners and engineers use context sensitive solutions in meetings to address funding solutions. Discussion ensued regarding increased property taxes if there were no legislation to increase user fees for road improvements. Woodruff stated the gas tax had not been raised since 1992. Copeland suggested the history of the amount collected from tolls and gas taxes and the comparison to other states would be helpful. Brown suggested posting the GACIT hearing dates on websites and contacting legislators. Woodruff stated that the gas tax was a user fee. Martin discussed the impact of increased taxes to low-income residents. Discussion of user fees such as gas tax, registration fees and tolls ensued. Woodruff stated that the solution would be multi-faceted and discussed the commuter transit express. Woodruff left the meeting at 10:15 AM. Torr suggested considering the elimination of the discount to EZ Pass users.

#### **6. Executive Director Evaluation**

No discussion of this item occurred at the meeting.

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

No other business was discussed.

**Chairman Jansen entertained a motion to adjourn. Torr made the motion to adjourn and Martin seconded the motion. The motion passed unanimously, and the meeting adjourned at 10:17 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2007.

By:

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Edmund Jansen Jr., Chairman