

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

**April 11, 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; Bruce Woodruff, Milton.

**Members Absent:** Anne Martin, Brookfield; Kenn Ortmann, Rochester.

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

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

**Vice Chairman Torr** called the meeting to order at 8:11 AM.

**1. Minutes**

**Vice Chairman Torr entertained a motion to approve the minutes of the March 14, 2008 Executive Committee meeting as written. Crosby requested the addition of the words “with Tom Crosby replacing Dixon” to the second sentence of Item 4 Executive Director Evaluation on Page 2. Woodruff made the motion to approve the minutes of the March 14, 2008 Executive Committee with the noted correction. Brown seconded the motion. Motion passed unanimously.**

**2. Draft Financial Reports March 2008**

Copeland reviewed the draft financial reports and discussed contract income, expenses, receivables and noted the quarterly dues into income general ledger entry. Copeland discussed the cash flow situation and stated the staff would focus on completing tasks in the remaining 11 weeks of the fiscal year. She discussed the Coastal contract tasks, the 604 (b) tasks with the Isinglass River Management Plan, and the Unified Planning Work Program (UPWP) contract tasks. Copeland stated the FY 09 dues bills would be sent out next week and the receipt of \$5,000 from the New Hampshire Charitable Fund for assistance with the Cocheco River nomination process. Woodruff suggested a letter be sent to Vanasse Hangen Brustlin Inc. (VHB) requesting an employment finder's fee. Chairman Jansen arrived at 8:20 AM, and Vice Chairman Torr turned the meeting over to Chairman Jansen.

**3. Executive Director Report**

Copeland distributed the Executive Director report for April 11, 2008. Copeland stated the irony of the next fiscal year being the most secure and reviewed the FY 2009 draft budget. She discussed the revenues from contracts from municipalities, the Metropolitan Planning Organization contracts, and from the Office and Energy and Planning, Department of Environmental Services, New Hampshire Estuaries Project, Department of Transportation, and the Department of Safety. Copeland discussed

the expenses and noted the contracted work expense would be significantly less than the FY 2008 amount. She discussed the recruitment for a Senior GIS/Transportation Analyst and stated that Dale Abbott would continue as a part-time employee to complete model tasks as required.

Copeland discussed the need to appoint a representative from SRPC to the New Hampshire Rail Authority and the potential confusion as the current representative, Bruce Woodruff, also represents the City of Dover. Woodruff discussed his representation and stated he represented anyone from the area that used the Downeaster train. Copeland discussed the Bi-State Summit scheduled for April 30<sup>th</sup> at Dover City Hall regarding funding for the Downeaster and announced a NH Rail Authority train trip scheduled for May 5<sup>th</sup>. Woodruff agreed to forward any NH Rail Authority meeting minutes to Copeland and to serve as the SRPC representative until SRPC appointed another representative. He summarized NH Rail Authority information regarding funding for the Downeaster and the May 5<sup>th</sup> trip for authority members to view the Downeaster train stations and ride the commuter rail to begin the planning process for expanding passenger rail services.

Copeland stated that she would be attending the NHARPC Executive Directors' retreat on May 9, 2008, the same day of the regularly scheduled Executive Committee May meeting. She stated that the Executive Committee, at their scheduled May meeting, recommends the FY 2009 budget and slate of officers for FY 2009 for approval at the annual SRPC Commissioners meeting on May 29, 2008. Copeland stated the May Executive Committee meeting was rescheduled for May 16, 2008 and she had to attend the "Small Homes, Small Lots: Great Communities" event co-sponsored by SPRC from 8:00 AM - 10:30 AM. The Executive Committee agreed to schedule the May 16, 2008 Executive Committee meeting at 12:00 Noon.

#### **4. Annual Meeting**

Copeland discussed recruitment for SRPC Commissioners, Executive Committee members and the election of officers.

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

##### **a. Regional Impact Committee**

Discussion of this item was deferred to the May 16<sup>th</sup> meeting due to time constraints.

##### **b. Proposed Legislation**

Discussion of this item was deferred to the May 16<sup>th</sup> meeting due to time constraints.

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

Discussion of this item was deferred to the May 16<sup>th</sup> meeting due to time constraints.

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

No other business was discussed.

**Chairman Jansen entertained a motion to adjourn. Woodruff made the motion to adjourn and Brown seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:50 AM.**

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Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on 5/16/2008, 2008.

By: Edmund F. Jansen Jr.  
Edmund Jansen Jr., Chairman