

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

**July 8, 2005**  
**SRPC Office**  
**2 Ridge Street, Suite 4**  
**Dover, NH**

**Members Present:** Tom Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Al Dixon, Secretary-Treasurer; Bruce Woodruff, Alternate, Milton.

**Members Absent:** Thomas Crosby, Madbury; Heidi Seaverns, Nottingham; Kenn Ortmann, Rochester; Rod Cools, Wakefield

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

**Chairman Fargo** called the meeting to order at 7:40 AM.

**1. Minutes**

**Chairman Fargo entertained a motion to approve the minutes of the June 10, 2005 Executive Committee meeting. Jansen made the motion to approve the minutes of the June 10, 2005 minutes and Chairman Fargo seconded the motion. Copeland questioned the last sentence of the third paragraph under item 4 for fiscal year 2004: "Stephens-Burke reviewed the statement of activities and noted that expenses exceeded revenues by \$52,479.00." Copeland requested the inclusion of her statement that the shortfall was due to contracts approved late at the state level that did not allow retroactive expenses. The motion passed unanimously with the addition.**

**2. Financial Reports**

Copeland reviewed the draft June financial reports. She stated that an escrow account had been established to pay USA Springs invoices. Copeland discussed the income projections that were not met due to under-spending of the current Unified Planning Work Program (UPWP) contract and two contracts that were not completed by June 30. Osburn stated that FY 2006 dues not received by June 30, 2005 would be reversed from the FY 2005 accounts receivable total. She stated that the cash flow situation was tight. Copeland reviewed an excel worksheet that showed employees assigned to certain contract tasks. Chairman Fargo asked if there were enough contract funds and projects. Copeland answered that she still had problems with management and covering salaries. Chairman Fargo stated that the commission could only make money by billing work products and available hours. Dixon asked if Copeland could bill hours to projects that other staff was working on. Copeland stated that she quickly maximizes out the contract limit. Dixon stated that the situation was the age-old problem that the dues structure does not support the commission.

**3. Approval of FY 2006 Fiscal Billing Rate**

Copeland stated that neither employee salary adjustments nor indirect rate had been set and suggested waiting until the August meeting to discuss the billing rate.

#### **4. FY 2007 Dues rate**

Copeland presented a draft dues rate for FY 2007 for discussion. She stated that she used a 3% CPI increase and did not include population changes in the draft. A discussion of the dues history and overhead expenses ensued. Chairman Fargo asked if communities were asking what they received for their dues. Copeland answered that smaller communities were asking how to stretch their planning dollars. Dixon suggested completing a dues rate using a 5-6% increase to cover the commission costs. Jansen stated that all communities should be talking about growth issues and paying accordingly. He suggested that the dues rate increase should include a 3% CPI increase and include an additional 2% increase to cover growth. Jansen stated that an increase to building permit fees could cover the growth increase. Chairman Fargo stated that the commission is looking at long term growth on a regional basis as no one else is able to do. Woodruff joined the meeting at 8:27AM. Chairman Fargo stated the consensus was to increase the FY 2007 dues rate 5-6%.

#### **5. Adoption of Premium Conversion Plan Document**

Copeland stated that the plan allows the employees to make their health insurance premium contributions on a pre-tax basis and that Strafford Regional Planning Commission (SRPC) was not charged a set up fee.

**Chairman Fargo entertained a motion to adopt the premium conversion plan document as presented. Jansen made the motion to adopt the premium conversion plan document as written. Woodruff seconded the motion. The motion passed unanimously.**

#### **6. Adoption of Health and Safety Plan**

Copeland stated that this was a basic health and safety plan to address the major physical hazards such as stairs, traffic counts, and computer stress. Copeland stated that a health and safety committee would meet as required to discuss, address and correct health and safety issues. Chairman Fargo suggested the addition of signs to urge people to use seatbelts and to use the handrail on the stairs.

**Chairman Fargo entertained a motion to adopt the health and safety plan as presented. Dixon made the motion to adopt the health and safety plan document as written. Jansen seconded the motion. The motion passed unanimously.**

#### **7. Executive Director Evaluation Committee**

Copeland stated that she would complete her section of the performance assessment by the end of July for the evaluation committee to review by the August meeting. She asked to whom she should send the assessment. Chairman Fargo suggested the members Al Dixon, Kenn Ortmann and Tom Fargo. He stated that he would confirm with Ortmann.

#### **8. On-Going and Emerging Regional Planning Issues Roundtable**

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

Copeland stated that Chairman Fargo, Woodruff, and Mel Jenkins from Lee had volunteered for the Regional Impact Committee. Chairman Fargo stated that he had suggested to the Dover Planning Board that the Liberty Mutual expansion be considered a regional impact project. Woodruff stated that the traffic data, origin-destination study and traffic impact study would be shared with neighboring communities. He stated that the planning department questioned why

the smaller incremental development projects in Rochester and Somersworth were not called regionally significant by the respective planning boards. Dixon stated that regional impact analysis just came of age. Copeland stated that a conflict might exist when SRPC acts as a town planner and as a regional impact reviewer, so the regional impact committee was formed. She stated that the smaller communities were using the regional impact declaration. Woodruff stated that potential employers might be scared off by a regional impact declaration. Chairman Fargo stated that the incremental projects tend to be ignored and the large projects are noticed. He stated that incremental development could have a tremendous impact on traffic. Dixon stated that the smaller communities were using the regional impact declaration to help the planning process. Chairman Fargo asked what the regional impact committee would issue as a work product. Copeland answered that Rockingham Planning Commission's (RPC) Regional Impact Committee produces a letter as their work product. Copeland stated that the Regional Impact Committee began on July 1, 2005, and she wanted to move forward with the process. Woodruff stated that he and Chairman Fargo would meet to review the RPC Regional Impact Committee model. He stated that the Regional Impact Committee should issue a report on what had been done to date and consider new projects as they occur.

**b. Regional Transit Providers**

Copeland stated that Maine DOT, NEPRA and C&J Trailways were meeting regarding ticket reciprocity issues. Woodruff stated Dover's concern that C&J Trailways had not renewed the operating license at the train station. He stated that the train station was a regional asset and the costs should be shared by the communities it serves in the region. Copeland stated that she would talk to Jim Jalbert of C&J Trailways and ask him to contact Woodruff.

Copeland asked Woodruff what Dover's position was regarding the planned 280 space park and ride at Exit 9. Woodruff stated that the city would hold a public information meeting on August 11, 2005 and added that there would be 430 spaces if the adjacent parcel of land is acquired. He stated that there would be a public information meeting regarding the park and ride on August 11, 2005.

**c. Seacoast MPO-Little Bay Bridges**

Copeland stated that there was a public Newington-Dover Advisory Task Force (ATF) meeting scheduled on August 24, 2005 at the Dover City Hall. She forwarded a request to have Chairman Fargo, SRPC representative, and Chris Cross of Newington, Rockingham Planning Commission (RPC) representative, make a presentation to the Seacoast MPO regarding the bridge design in Newington. Chairman Fargo asked if RPC had concerns. Copeland stated that the request was for the two commissioners to update the policy committee on the ATF meetings. Woodruff asked about the MPO Policy Committee's policy. Copeland responded that the policy committee was concerned about the use of funds for the bridge construction. Woodruff stated that the issue should be taken up with the TAC (Technical Advisory Committee) that will make recommendations to the Policy Committee.

**Chairman Fargo entertained a motion to adjourn. Dixon made the motion to adjourn, and Woodruff seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:20 AM.**

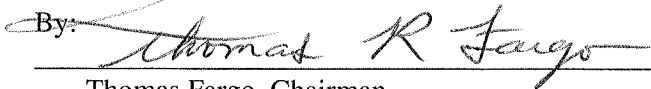
Executive Committee Meeting Minutes  
July 8, 2005

Respectfully submitted,



Linda Osburn  
Bookkeeper

Minutes approved on August 19, 2005.

By: 

Thomas Fargo, Chairman