

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

**August 19, 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, Newmarket; Thomas Crosby, Madbury; Bruce Woodruff, Alternate, Milton; Kenn Ortmann, Rochester.

**Members Absent:** Heidi Seaverns, Nottingham; Rod Cools, Wakefield.

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

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

**1. Minutes**

**Chairman Fargo entertained a motion to approve the minutes of the July 8, 2005 Executive Committee meeting. Dixon made the motion to approve the minutes of the July 8, 2005 minutes as written. Ortmann seconded the motion. The motion passed with Thomas Crosby abstaining.**

**2. Financial Reports**

Copeland reviewed the July financial reports. She stated that there were two less staff members as of July 31, 2005. Copeland stated that the only billable contracts were contracts with local communities and the Unified Planning Work Program (UPWP) contract with the NH Department of Transportation (DOT). Osburn stated that she was waiting for approval from DOT of the additional indirect expense rate for FY 2005. Woodruff joined the meeting at 7:55 AM. Copeland stated that she was contemplating completing the local Hazard Mitigation Plans in addition to searching for office space, regional plans and local land use contracts. She stated that Strafford Regional Planning Commission (SRPC) needed help with formatting documents and transcribing minutes. Copeland stated that SRPC also needed help with Geographic Information Systems (GIS) mapping for several contracts. Chairman Fargo referenced a UNH graduate student that might be interested in working with SRPC. Ortmann stated that SRPC cannot continue with a negative profit and loss statement each month. He stated that SRPC should reduce expenses or increase income and asked what steps should be taken. Ortmann asked what other state and regional planning commissions were doing. Copeland stated that the regional planning commissions reported various situations. Dixon stated that the dues should support the core staff. Ortmann requested that the focus of the next Executive Committee meeting be the financial situation including what was available in the revenue stream and the decisions that the Executive Committee needed to make. He stated that the Executive Committee must make choices or they would be made for them. Ortmann stated that it would be useful to report the status of the other regional planning commissions and what was working at those commissions and why to assist the Executive Committee in deciding options and how to spend resources. Chairman Fargo mentioned the planning resources in Maine. Ortmann stated that if things are better in other states, the Executive

Committee needed the information to determine if the ideas would work here. Copeland stated that the August financial reports would not be positive.

### **3. Executive Director Report**

Copeland gave an analysis of the contracts for the hazard mitigation plans. Ortmann asked if there were a way to evaluate the cost versus the revenue on the hazard mitigation plans. Copeland stated that the revenue had already been received and the plans needed to be completed. She stated that the staff had not completed their self-assessments and that the website had been updated. Copeland stated that the New Hampshire Regional Planning Commission (NHRPC) had hired a lobbyist and had approved their FY 2006 priorities. Copeland stated that the planners' curriculum would be held at the Local Government Center on September 23, 2005. She stated that the Regional Impact Committee had no new projects. Copeland stated that she was working to bring the Regional Wastewater Management Study back on track. Copeland discussed the Coastal and Estuarine Land Conservation Program (CELCP) and science based conservation plans.

### **4. Executive Director Evaluation Committee**

There was no discussion of this item.

### **5. TE Applications Scoring Criteria**

Roache joined the meeting at 8:25 AM. He stated that there were ten Transportation Enhancement (TE) applications and handed out the project summaries and the project evaluation criteria. Roache stated that this year's evaluation criteria was modified by combining two items - consistency with local plans and the Metropolitan Transportation (MPO) Long Range Plan- into one item. He stated that an additional criterion would be community support and the track record of implementation. Woodruff suggested tempering the community support and the record of project implementation. Roache stated that abutters to projects should be notified and the notifications included in the TE application. Woodruff stated that the Executive Committee should give direction to the staff to use the criteria and evaluate the applications objectively. Chairman Fargo stated that the issue of safety should be increased. Roache stated that the original purpose of soliciting TE projects was to get smaller and more scenic projects included in the transportation projects that had bridges and other structures as priority projects.

**Woodruff moved to accept the evaluation criteria as presented and assign ranking scores to the TE applications. Crosby seconded the motion. The motion passed unanimously.**

### **6. Regional Planning Issues**

Roache stated that the regional transit providers had made significant progress in ticket reciprocity and scheduling issues that would ultimately allow the additional Downeaster train trip. He stated that DOT would present an executive summary update to the Governor's Advisory Commission on Intermodal Transportation (GACIT) on August 23, 2005 regarding the Congestion Mitigation Air Quality (CMAQ) application for improvements that would allow the additional trip.

Copeland discussed the CMAQ project applications and the scheduled public hearings regarding the State's Ten Year Transportation Program Plan 2007-2016. A discussion of projects and the dates of construction ensued.

Copeland asked for suggestions for topics for the September meeting of the Strafford Regional Planning Commissioners. She stated that one topic would be the FY 2007 dues and asked for other ideas. Woodruff suggested that staff listen to the commissioners as there was a need to reconnect with the local boards and commissioners. He suggested that each commissioner ask his/her planning board or board of selectmen what they need from the SRPC and present the information in an open forum at the September commission meeting. Chairman Fargo stated that some municipalities have not appointed commissioners. Ortmann stated that SRPC needed to determine how to accommodate the member communities' needs. Jansen stated that SPRC had brought federal dollars into his community. Woodruff stated that the meeting message would be outreach to the communities. Chairman Fargo suggested sending a survey to communities to ask them what their issues were. He stated that he wanted to create a subcommittee that would make presentations to planning boards and selectmen in order to recruit commissioners and increase communication. Crosby asked the date of the September meeting. After Ortmann stated that September had five Thursdays, the meeting was scheduled for September 29, 2005. Ortmann suggested sending the survey and the list of legislative priorities from the NHRPC to the commissioners for the September meeting.

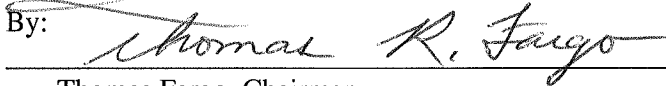
**Chairman Fargo entertained a motion to adjourn. Ortmann made the motion to adjourn and Jansen seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:15 AM.**

Respectfully submitted,



Linda Osburn  
Bookkeeper

Minutes approved on September 9, 2005.

By: 

Thomas Fargo, Chairman