

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

**November 18, 2005**  
**SRPC Office**  
**2 Ridge Street, Suite 4**  
**Dover, NH**

**Members Present:** Tom Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Tom Crosby, Madbury; Bruce Woodruff, Milton; Rod Cools, Wakefield.

**Members Absent:** Al Dixon, Secretary-Treasurer; Kenn Ortmann, Rochester

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

**Chairman Fargo** called the meeting to order at 7:45 AM.

**1. Minutes of October 14, 2005 Executive Committee meeting**

**Chairman Fargo entertained a motion to approve the minutes of the October 14, 2005 Executive Committee meeting. Cools made the motion to approve the minutes of the October 14, 2005 minutes with the correction to the minutes to read “Bruce Woodruff, Milton”. Jansen seconded the motion. The motion passed with Crosby abstaining.**

**2. Minutes of October 31, 2005 Executive Committee workshop**

**Chairman Fargo entertained a motion to approve the minutes of the October 31, 2005 Executive Committee workshop. Cools made the motion to approve the minutes of the October 31, 2005 minutes with the correction to the minutes to read “Bruce Woodruff, Milton”. Jansen seconded the motion. The motion passed with Crosby abstaining.**

**3. Financial Reports**

Copeland reviewed the draft October financial reports. She stated that the road inventory payment was moved from September expenses to November expenses. Copeland reviewed the accounts receivables and stated that some payments from state contracts would be delayed until December due to a delay in receiving the contracts. She stated that SRPC was assisting local communities with preparing warrant articles for public hearings.

**4. Executive Director Report**

Copeland distributed the Executive Director report and reviewed the status of current contracts. She stated that the Newmarket component of the Coastal Technical Assistance grant would not be funded as Newmarket was funding the project through their Tax Incremental Financing (TIF) district. Copeland stated that the applications for the Congestion Mitigation and Air Quality (CMAQ) Program and the Transportation Enhancement (TE) Program were at the state Department of Transportation (DOT). Copeland stated that the first draft of the Innovative Land Use Controls task was reviewed with the Department of Environmental Services (DES) under the Regional

Environmental Planning Program (REPP) contract. Woodruff joined the meeting at 8:05 AM. Copeland stated that she would be making a presentation on growth management at the Changing Faces of New Hampshire Presentation at UNH on November 9<sup>th</sup>. Copeland stated that she was reconfirming the matrix information completed by the Forest Society staff and was working on the Coastal and Estuarine Land Conservation Plan (CELCP) funding proposals for FY 2007. She discussed the need for enforcement of the violations in communities regarding the National Flood Insurance Program (NFIP). Copeland stated that the 125 Corridor Study initial meeting was held on November 2, 2005 in Barrington and that a comment area regarding the Route 125 corridor was available on the SRPC website.

Copeland stated that the staff evaluations had been completed and that she would complete her evaluation before the next Executive Committee meeting. She stated that she would review health benefits plans and costs. Copeland discussed the possible revamping of the Seacoast Metropolitan Planning Organization (MPO) website and the two advertisements for a Geographic Information System (GIS) Intern and temporary Land Use Assistant.

Copeland stated that a review of the past Executive Committee minutes showed that the Regional Impact Committee would be an ad hoc committee that would set its own rules and regulations using the by-laws of the Regional Impact Committees at Rockingham and Southern NH Regional Planning Commissions as guidelines. Cools briefly discussed the current regional impact project in Wakefield and stated that it involved an access management process with the NH DOT.

Cools noted that the news stations announced that another train was being added to the Boston to Portland Downeaster schedule. Copeland responded that the \$1.6 million for track improvements had been approved at the Governors Advisory Commission on Intermodal Transportation (GACIT) meeting on November 16, 2005. She stated that there had been no updated discussion on the Seacoast MPO split and discussed the next Seacoast MPO Policy and Technical Advisory Committee meetings.

Copeland discussed the noise barrier issues regarding the Little Bay Bridges expansion. Woodruff noted the concern expressed with the noise barriers blocking views, but he noted that the road was a turnpike and not a sightseeing road. Chairman Fargo stated that the road would be an eight lane turnpike and that NH DOT stated that the barriers would be hidden as much as possible with plantings. Cools asked if the right of way would allow for the expansion of the highway along with the barriers and the plantings, and asked how many houses would be taken. Woodruff responded that no houses would be taken. Discussion ensued regarding the compacted area and noise barriers. Copeland asked for agreement to allow her to work on the aesthetic aspects of the noise barriers, and Woodruff agreed.

Copeland discussed the Exit 10 Task Force meeting and stated that she sent an email to Rochester and Somersworth representatives to work out the access management of the Exit 10 West High Street corridor.

Copeland stated that a charette regarding the Seacoast Regional Wastewater Management Study was scheduled for January 28, 2006 in Stratham.

Copeland stated that the Regional Master Plan would start in January 2006. She discussed the work SRPC had been doing in the following communities:

- Nottingham: USA Springs and Capital Improvements Plan (CIP) review
- Wakefield: Zoning ordinances and technical review services
- New Durham: Master plan and zoning ordinances

Brookfield: Master plan and zoning ordinances  
Milton: GIS assistance with maps for overlay district and groundwater maps  
Strafford: Advice on zoning ordinances  
Northwood: Technical review services, Route 4 planned development district overlay  
Rollinsford and Madbury: Zoning ordinances for town meetings  
Middleton: Presentation on growth  
Somersworth: Assistance with CIP  
Lee: Protected projects assistance

Copeland listed the items that would be warrant articles for town meeting in 2006: variable lot sizes and density; view protection; redevelopment on lakes and ponds including limits on height and mass; caps on size of commercial buildings; groundwater and aquifer protection; growth management; limiting franchises; design and historic districts; conservation subdivision revisions; phasing; CIPs and impact fees; limiting use of special exceptions through conditional use permits.

## **5. Strafford Regional Planning Commission Business Plan**

Copeland distributed a first draft of the business plan that listed the following three areas of work contracts and their major components:

1. Planning Services-full service model; mentoring model; contract services; Unified Work Planning Program (UPWP) access management
2. GIS Services-contract services, UPWP zoning and land use mapping; REPP protected lands mapping; Targeted Block Grant (TBG) mapping for member communities
3. Transportation Services-UPWP planning assistance; contract services

She stated that SRPC should charge the true costs for work completed. Chairman Fargo asked about the issues of indirect costs and a non-profit organization. Copeland stated that the goals were to complete the contract work on time and receive a clean audit. Crosby stated that the organization should not run at a loss. Copeland stated that the regional planning commissions have been running the land use component at a loss. A discussion of services and the values placed on them followed.

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

Copeland stated that she had been too busy to complete her evaluation but would complete it before the next Executive Committee meeting.

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

- a. Regional Impact Committee.** Chairman Fargo stated that a letter had been sent to the Wakefield Planning Board requesting additional information. Cools stated that impact studies were being obtained. Copeland stated that Mylroie and Roache were working with the applicant, Wakefield Planning Board and NH DOT regarding access management and traffic issues. A discussion ensued regarding the NH DOT access permitting process for state roads and local planning boards. Copeland stated the need to set up a procedural process allowing the local planning boards and NH DOT to notify each other and work together. Cools stated that NH DOT should be obligated to wait for the local planning board before granting access permits. Chairman Fargo noted that the NH DOT Commissioner had hired someone to integrate land use and transportation planning. Woodruff stated that the local planning boards had the authority to change the access point on the site. Discussion followed regarding planning boards authority to regulate or deny access permits when reviewing site development plans. Copeland noted her concerns that some attorneys for planning boards stated that NH DOT permits were sacrosanct. Discussion ensued regarding access

management on Route 16. Chairman Fargo stated that the Access Management Memorandum of Understanding between the NH DOT and the communities would improve the process. Copeland stated that SRPC would be the intermediary to help the process work better.

- b. Regional Transit Providers.** Copeland stated that the Seacoast MPO transportation planners drafted a response letter to an editorial in the Portsmouth Herald regarding unreliable COAST bus service. Woodruff suggested sending a letter to Foster's Daily Democrat and adding the Seacoast MPO website to the letter. Chairman Fargo stated that the transportation planners should sign the letters, as they are the transportation experts.
- c. Little Bay Bridges.** This item was discussed in the Executive Director report section.
- d. Commissioner Recruitment Subcommittee.** Copeland described the process of recruiting commissioners and stated that the communities have a responsibility to appoint members to the commission.
- e. Municipal Service Boundaries.** Copeland stated that the first draft of the document was complete.

## 9. Other Business

Chairman Fargo stated that he wished to pursue employment as the temporary land use assistant at Strafford Regional Planning Commission and wanted to resign as the Chairman of Strafford Regional Planning Commission and as the representative from Dover. Woodruff asked Chairman Fargo to reconsider the resignation and asked if Chairman Fargo could apply for employment while still acting as Chairman. Discussion followed regarding the temporary land use assistant position and the challenges presented by the chairman working at Strafford Regional Planning Commission. Osburn noted that if Chairman Fargo pursued resignation, it needed to be in written form. Woodruff left the meeting at 9:40 AM. No final decision was made regarding employment or resignation of Chairman Fargo.

**Chairman Fargo noted that there was no additional business and entertained a motion to adjourn. Cools made the motion to adjourn and Crosby seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:48 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2005.

By:

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Thomas Fargo, Chairman