

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

**October 13, 2006**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**2 Ridge Street**  
**Dover, NH**

**Members Present:** Al Dixon, Chairman, Newmarket; Edmund Jansen, Jr., Vice Chairman, Rollinsford (arrived at 8:35AM); C. Thomas Crosby, Madbury; Kenn Ortmann, Rochester; Bruce Woodruff, Milton (arrived at 7:39 AM).

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

**Others Present:** Frank Torr, Dover.

**Chairman Dixon** began the meeting at 7:33 AM. The Chairman noted the lack of a quorum and suggested the committee discuss non-action items until a quorum was obtained. The committee agreed.

**6. Executive Director Report**

Copeland discussed the recruitment status for Senior Transportation Planner. She asked what skill set would be required for the position. Ortmann asked if the position had been posted at the Office of Energy and Planning (OEP) website, and Osburn responded that it had been posted on the OEP website. Copeland discussed the recruitment status of the GIS Planner and intern positions. She stated that the employee pool was shrinking. Copeland discussed the grant proposals submitted, the Land Conservation Plan for New Hampshire's Coastal Watersheds, Innovative Land Use Controls, the Memorandum of Agreement between the NH Department of Transportation and communities regarding Access Management, the Municipal Law Lecture series, Planning Clerks training, Natural Resource Outreach Coalition (NROC) work with Wakefield Water Resources and Rollinsford, and a possible lunch for area planners.

Chairman Dixon noted that a quorum had been established at 7:39 AM and called the meeting to order at 7:47 AM.

**1. Minutes of September 8, 2006 Executive Committee meeting**

**Dixon entertained a motion to approve the minutes of the September 8, 2006 minutes as written. Ortmann made the motion to approve the minutes of the September 8, 2006 Executive Committee meeting with the addition of his name to the Members Present section on Page 1. Woodruff seconded the motion. The motion passed with the correction as noted.**

## **2. Draft Financial Reports for September 2006**

Copeland noted the negative income for the year and reviewed the contract income and accounts receivable. She stated that Strafford Regional Planning Commission needed to hire a Senior Transportation Planner and would spend time training the staff in transportation work.

## **3. Uncollectible Invoices for write-off consideration**

Osburn stated that the unpaid invoices were primarily for subdivision reviews and included invoices 4109, 4188, 4294, 4107, 4147, 4231, 4264, 4265, 4266, 4295 and 4301 that totaled \$2,064.25. She explained that the invoices included in the uncollectible amount would be removed from income but would still be included in collection efforts. Woodruff stated that the process was an accounting process only. Ortmann discussed the financial risk to the Commission from contracts in communities that do not have collection mechanisms from subdivision applicants. He stated that he would forward an ordinance used in Rochester regarding payment mechanisms, and Chairman Dixon suggested the Commission work with towns to put the mechanisms in place.

**Woodruff made the motion to write off the invoices and continue collection efforts. Crosby seconded the motion. The motion passed unanimously.**

## **4. SIMPLE IRA employer contribution percentage for calendar year 2007**

Copeland explained that the Commission had matched up to 3% of a contributing employee's salary every year. Dixon asked what employees contribute to the SIMPLE IRA. Copeland replied that employees contribute various amounts up to the IRS limit. Ortmann asked if the employer contribution was a current benefit. Copeland responded that it was a current benefit and that the amount was included in the budget. Ortmann stated that SRPC needed to provide competitive benefits.

**Ortmann made the motion authorizing Strafford Regional Planning Commission to match up to 3% of a contributing employee's salary in the calendar year 2007. Woodruff seconded the motion. The motion passed unanimously.**

## **5. Strafford Regional Planning Commission Secretary/Treasurer and Executive Committee**

Copeland referred to the Local Government Center legal opinion regarding vacancies on the Executive Committee and the appointment process to fill the current vacancies. SRPC Commissioner Frank Torr volunteered to be appointed a representative to the Executive Committee, and Thomas Crosby volunteered to be appointed Secretary/Treasurer. Osburn stated that she would obtain a new signature card for authorized signatures from the bank.

**Ortmann made the motion to appoint Frank Torr to the Executive Committee. Woodruff seconded the motion. The motion passed unanimously.**

**Ortmann made the motion to appoint C. Thomas Crosby as Secretary/Treasurer. Woodruff seconded the motion. The motion passed unanimously.**

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

Chairman Dixon, Vice-Chairman Jansen and Ortmann volunteered to serve on the Executive Director Evaluation Committee. Chairman Dixon stated the goal was to complete the evaluation in May 2007.

## 8. On-going and Emerging Regional Planning Issues Roundtable

### a. MPO Reorganization

Copeland referred to a memorandum from Bruce Spear of the Federal Highway Administration in Washington, DC regarding the redesignation of the Seacoast Metropolitan Planning Organization (MPO). She read the memorandum that stated Rochester was the largest incorporated city in the Seacoast metropolitan planning area and must agree to any redesignation of the Seacoast MPO. Ortmann stated that the Seacoast MPO Policy Committee had voted to go ahead with the approval process. He suggested that he, Copeland, Executive Director of Rockingham Planning Commission Cliff Sinnott meet with Seacoast MPO Technical Advisory Committee (TAC) Chairman Charles Grassie from Rochester to address any issues regarding the MPO redesignation. Copeland discussed the process of voting as outlined in the Spear memorandum: "Poll the elected officials (e.g., selectmen or mayor) in each of the included cities and towns, weigh each city or town's vote by the population in that community, and require a 75% weighted vote of "yea" to approve redesignation." Copeland asked for a motion of support to send a letter to NH DOT Commissioner Carol Murray referencing the procedure.

**Ortmann made the motion to authorize the Executive Director to provide educational materials to the communities, to utilize the polling method of voting, and to work with NH DOT Commissioner Murray regarding the MPO redesignation. Crosby seconded the motion. The motion passed unanimously.**

Ortmann stated that the draft document presented that outlined the redesignation was too condensed for readers not familiar with the Seacoast MPO. He stated that there was interest in federal transportation funds and suggested bulleted action items that explained air quality analysis and addressed concerns with actions that split the transportation corridor. Woodruff suggested emphasizing the benefit of project funding to the communities.

Copeland discussed the Context Sensitive Solutions (CSS) neutral facilitation services contract between NH DOT and Nashua Regional Planning Commission (NRPC). She discussed the proposed subcontract between NRPC and SRPC. Woodruff discussed the intention of facilitating a project in the context of the project neighborhood, and he described the Dover Trail Project as an example where opponents were converted to proponents after their concerns were addressed. Copeland stated that SRPC supported CSS but recommended SRPC opt out of the subcontract for the first year due to the lack of personnel and the impending MPO reorganization even though a project involving Nottingham and Northwood would be facilitated next year. Discussion of the potential benefits and time commitments required to participate ensued. Ortmann asked if there would be negative effects by not participating in the contract, and Crosby asked if it were possible to option in for one year. Copeland stated that the subcontractors could opt out of the contract with 30 days notice. Woodruff and Torr suggested letting the process go forward and revisit the situation in a year. Copeland discussed her recommendations to:

1. Opt out of the contract for the first year in order to train staff and complete the MPO reorganization
2. Send a letter to NH DOT confirming support of the CSS process
3. Send staff to the CSS training sessions

4. Allow the Nottingham/Northwood project to go to an outside facilitator.

**Woodruff made the motion to follow the Executive Director's recommendations due to the staffing levels. Torr seconded the motion. The motion passed unanimously.**

**b. MPO Sub-allocation**

Copeland discussed the sub-allocation memorandum that was distributed. Discussion ensued regarding local versus state level administration and funding for administrative costs. Copeland stated her concerns that this sub-allocation process might reintroduce politics to the process and did not address unmet needs. Copeland, Ortmann and Woodruff discussed the current sub-allocation process and alternatives. Woodruff stated that the process should be a common sense process that addresses purpose and need. Copeland stated that she would work with Woodruff regarding the project process based on purpose and need and send a letter to Senator Clegg's committee studying the process.

**c. NHARPC 2007 Legislative Priorities**

Copeland discussed the NHARPC 2007 Legislative Priorities and asked for a motion of endorsement or modification to the priorities as presented.

**Ortmann made the motion to authorize the Executive Director to send a letter to Senator Iris Estabrook to promote increased funding for transportation and to seek new revenue sources. Torr seconded the motion. Woodruff opposed and the motion passed.**

Chairman Dixon asked if the priorities were listed in the order of priority. Copeland responded that they were not listed in order of priority.

**Woodruff made the motion to support the NHARPC 2007 Legislative Priorities as presented. Crosby seconded the motion. Torr abstained and the motion passed.**

**9. Other Business**

Copeland and Woodruff discussed the transportation funding summit and the need to hire a Senior Transportation Planner. No other business was discussed.

**Chairman Dixon entertained a motion to adjourn the meeting. Ortmann made the motion to adjourn the meeting. Jansen seconded the motion. The motion passed unanimously. The meeting adjourned at 9:40 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on \_\_\_\_\_, 2006.

By:

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