

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

September 8, 2006
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Edmund Jansen, Jr., Vice Chairman, Rollinsford; Kenn Ortmann, Rochester; Bruce Woodruff, Milton (arrived at 7:50 AM).

Members Absent: Al Dixon, Secretary-Treasurer, Newmarket.

Proxy Vote: Al Dixon, Secretary-Treasurer, Newmarket.

Staff Present: Cynthia Copeland, Linda Osburn.

Others Present: Thomas Crosby, Madbury.

Vice Chairman Jansen called the meeting to order at 7:538 AM. The Vice Chairman noted the lack of a quorum and suggested the committee discuss non-action items until a quorum was obtained. The committee agreed.

4. Financial Reports

Copeland reviewed the draft financial statements for July and August 2006. She noted the draft loss in July attributed to a lack of billable contracts. Copeland noted the draft loss in August attributable to three pay periods and lack of billable contracts. She noted that September billing would include contracts billable on a quarterly basis. Vice Chairman Jansen asked if Copeland anticipated a cash flow problem. Copeland replied that she was reviewing the cash flow situation. Ortmann asked about the dues in the accounts receivable. Copeland stated that she would follow up with the dues payments in communities while she introduced Julie LaBranche, the new SPRC Senior Land Use Planner.

7. Executive Director Report

Copeland discussed the resignation of Tim Roache, Senior Land Use Planner. She discussed the impact on Rockingham Planning Commission and stated that recruitment for a transportation planner had begun. Copeland stated Julie LaBranche started work as the new Senior Land Use Planner on September 11, 2006 and Joyce El Kouarti started work as the Communications Coordinator on September 13, 2006.

Woodruff arrived at 7:50 AM. Copeland suggested a Welcome/Farewell Reception for LaBranche, El Kouarti and Roache in the afternoon of September 19, 2006. Ortmann asked for a reminder postcard. Copeland stated that SRPC received great recruitment applications and the organization improved with each recruitment. She reviewed the status of the traffic counts, road inventory data

collection, hazard mitigation plans, housing survey data, and Geographic Information Systems (GIS) work calls and requests. Copeland noted that the Intelligent Transportation Systems (ITS) and Context Sensitive Solutions (CSS) would require assistance from LaBranche and Copeland. She discussed staff work, the safety committee and the scheduled defensive driving and workplace violence prevention training.

Vice Chairman Jansen noted that a quorum had been established and suggested returning to the meeting agenda items. The Committee agreed.

1. Chairman Fargo Term Expiration and Interim Appointment

Vice Chairman Jansen noted the term expiration of Tom Fargo, Dover on August 9, 2006.

Vice Chairman Jansen entertained a motion to appoint a Chairperson of the Executive Committee of Strafford Regional Planning Commission. Ortmann made a motion to nominate Al Dixon, Secretary-Treasurer as interim Chairman of the Executive Committee of Strafford Regional Planning Commission. Woodruff seconded the motion. The motion passed unanimously.

2. Minutes of July 14, 2006 Executive Committee meeting

3. Minutes of August 11, 2006 Executive Committee meeting

Vice Chairman Jansen entertained a motion to approve the minutes of the July 14, 2006 minutes and the August 11, 2006 minutes as written. Ortmann made the motion to approve the minutes of the July 14, 2006 Executive Committee meeting and the minutes of the August 11, 2006 Executive Committee meeting as written. Jansen seconded the motion. The motion passed and Woodruff abstained.

5. FY 2007 Dues

Ortmann asked if the FY 2008 dues spreadsheet dated 9/5/2006 reflected the 5.3% increase discussed at the last meeting. Copeland replied affirmatively.

Ortmann made the motion to recommend the FY 2008 dues dated 9/15/2006 to the Commissioners of Strafford Regional Planning Commission for approval at the September 28, 2006 meeting. Woodruff seconded the motion. The motion passed unanimously.

6. Commission Meeting Date of September 28, 2006

Osburn asked if the Committee had received the postcard regarding the September 28, 2006 meeting in the Huntley Room at the Governor's Inn. Woodruff stated that he did not receive a postcard, and Osburn stated that she would send one to him. Ortmann asked if the program had been completed and Copeland replied that LaBranche would be making a presentation at the meeting. Ortmann suggested the interesting presentation regarding the New Hampshire Tidal Electric Company's preliminary application to install generators on the floor of the Piscataqua River given by Jack Pare of Newington after the July Executive Committee meeting. Copeland stated that she would contact Mr. Pare regarding his interest in an approximately 30 minute presentation at the Commission meeting. Woodruff asked if the Commission Meeting postcard had been sent to planning boards and boards of selectmen or to SRPC Commissioners only. Osburn stated they had been sent to Commissioners only. Woodruff stated that Dover and other member communities had vacancy Commissioner appointments and inviting the planning boards and selectmen would increase interest and serve as a recruitment tool

to fill the vacancies. Copeland asked the Committee if they were comfortable with extending the invitation. Ortmann asked the room size limitation. Osburn responded that the room size limit was approximately 100 persons. No objections were voiced, and Copeland stated that the invitation would be sent to the Planning Board members.

8. Employee Handbook Update

Ortmann asked if the employee handbook presented included the suggested revisions from the employment attorney. Copeland responded that the handbook included the suggested revisions. Ortmann asked if the handbook addressed the previous questions regarding military leave. Woodruff replied that the revised handbook addressed the issues he had regarding accrued benefits, status and reinstatement upon request following military leave.

Ortmann made the motion to adopt the employee handbook as presented. Copeland stated that the addition of Al Dixon as Chairman on Page vii, to update organizational chart on page viii to reflect the current staff positions, and to update the meeting date on the front cover from August 11, 2006 to September 8, 2006 would be necessary. Ortmann amended his motion to adopt the employee handbook with the noted changes. Woodruff seconded the motion. The motion passed unanimously.

9. Executive Director Evaluation Committee

Ortmann distributed copies of the 2005 and 2006 SRPC Executive Director's Evaluation and the signed Memorandum of Understanding Between the Executive Director and SRPC Executive Committee. Ortmann stated that the Evaluation Committee of Dixon, Fargo and Ortmann met and stated the established goals and objectives were either accomplished or had received significant progress. Copeland stated that she hired El Kouarti to prepare press releases and increase communications. She stated that SRPC was not receiving credit for the good work done. Copeland requested the formation of an evaluation committee for next fiscal year, stating that the Chair is on the evaluation committee. Ortmann suggested the item be added to the agenda for the October or November Executive Committee meeting. Vice Chairman Jansen expressed appreciation to the Committee for completing the evaluation and charged the next evaluation committee with the task of completing the evaluation in a timely manner.

Copeland stated that Tom Fargo had requested the support of the Strafford Regional Planning Commission Executive Committee to confirm his appointment as the representative from Strafford Regional Planning Commission to the Lamprey River Watershed Planning Area Advisory Committee and the Advisory Task Force (ATF) of the Newington-Dover Project (11238 Spaulding Turnpike/Little Bay Bridges).

Woodruff made the motion to reaffirm Tom Fargo's appointment as the Strafford Regional Planning Commission representative to the Lamprey River Watershed Planning Advisory Committee and to the Advisory Task Force of the Newington-Dover Project of the Spaulding Turnpike/Little Bay Bridges. Ortmann seconded the motion. The motion passed unanimously.

Woodruff stated that Copeland was the other Strafford Regional Planning Commission representative to the Advisory Task Force of the Newington-Dover Project of the Spaulding Turnpike/Little Bay Bridges. Copeland stated there would be a Seacoast Metropolitan Planning Organization Policy Meeting on September 19, 2006 and a public hearing at the Saint Thomas Aquinas High School Gymnasium on September 21, 2006 regarding the Newington-Dover Project of the Spaulding Turnpike/Little Bay Bridges.

10. On-going and Emerging Regional Planning Issues Roundtable

a. MPO Reorganization

Copeland stated that the Seacoast Metropolitan Planning Organization (MPO) Policy Committee had voted to go ahead with the next step of the process of reorganization. Ortmann stated that the Seacoast MPO had voted to continue the reorganization process by seeking the official votes by the member communities. Copeland stated that she would ask El Kouarti to condense the white paper regarding the reorganization process to take to the communities. She stated that she would be meeting with the State of NH Department of Transportation (NH DOT) with Cliff Sinnott, Executive Director of Rockingham Planning Commission, regarding the MPO reorganization.

b. Senate Committee on 10-year Transportation Improvement Plan

Copeland stated that a position paper had been presented to Carol Murray at NH DOT regarding Strafford Regional Planning Commission's recommendations for changing the 10-year Transportation Improvement Plan process.

11. Other Business

Copeland noted Tom Crosby's continued recovery, and committee members wished him well.

Vice Chairman Jansen entertained a motion to adjourn the meeting. Ortmann made the motion to adjourn the meeting. Woodruff seconded the motion. The motion passed unanimously. The meeting adjourned at 8:28 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on _____, 2006.

By:
