

**The Community Technical Assistance Program**  
**CTAP Steering Committee**  
Meeting Minutes  
18 May 2006

**Opening:**

The fourth meeting of the CTAP Steering Committee began at approximately 3:30 P.M. May 18, 2006. The meeting convened at the offices of The Southern New Hampshire Planning Commission at 438 Dubuque Street in Manchester, New Hampshire. ANEI Staff: Jim Gruber facilitated the meeting.

**Present:**

**Steering Committee:**

Gile Beye – Local Government Representative – Deerfield  
Emily Brunkhurst – Agency Representative - New Hampshire Fish & Game  
Jeff Gowan – Local Government Representative – Pelham  
Patrick Miller – NGO Representative [The Jordan Institute]  
Dave Knight – Local Government Representative - Danville  
Bill Norton – NGO Representative [Concord 20/20]  
David Preece – Regional Planning Commission Representative  
Carolyn Russell – Agency Representative [NH Dept of Environmental Services]  
Ansel Sanborn – DOT Representative  
Mike Speltz – NGO Representative [Forest Society]  
Galen Stearns – Local Government Representative - Windham

**Others in Attendance:**

Jack Calhoun, ANEI Project Director  
Bill Cass – NH Department of Transportation  
Glenn Davison – NH Department of Transportation  
James Gruber – ANEI Executive Director  
Kate Hartnett – NGO [The Jordan Institute]  
Marilyn Priest, ANEI Project Assistant  
Jeff Taylor – Jeffrey Taylor & Associates  
Sharon Wasson – Central New Hampshire Regional Planning Commission

A. Jim Gruber reviewed the agenda and the planned meeting items to be addressed.

Mr. Gruber reviewed the subcommittee's logic model work session of Wednesday, May 17, 2006. Mr. Gruber outlined the purpose and strategies of the subcommittee referring to his memo dated May 12, 2006 [please refer to Attachment I].

Mr. Gruber enthusiastically expressed the positive input, participation, and results of the meeting. Attendees were Carolyn Russell, Mike Speltz, David Preece, Ansel Sanborn, Joann Cassulo, and Glenn Davison. ANEI Staff member, Mr. Paul Markowitz, facilitated the meeting assisted by Jim Gruber and Shawn Margles. Using Chapter 2 from the CTAP Blueprint Draft, the subcommittee designed an initial logic model from the data gathered and formatted in Chapter 2. [Please refer to Attachment II – Chapter 2 and Attachment III Logic Model Results from 5/17/06 workshop].

Jim Gruber asked some of the subcommittee participants to express their thoughts about the logic model meeting of May 17, 2006.

Carolyn Russell stated that the initial 15 goals and the 4 themes and sub-goals listed in Chapter 2 were taken into consideration. Ms. Russell added that the group worked well and demonstrated the

ability to have indicators that were broad or precise, depending on their nature. Ms. Russell added that she still felt it was important for the Committee to keep the Chapter 2 data focused, so as not to miss any topics, and added that the model still needed work.

David Preece commented that the logic model work provides the necessary infrastructure needed to effectively complete the designated tasks emerging from the CTAP process.

Mike Speltz stated he thought the group did a good job of assimilating all of the gathered information from Chapter 2 [See Attachment II]. Mr. Speltz added he realized there was still much work to be done, but felt the logic model developed from the 5/17/06 group provided the evidence to the CTAP Committee that - using the logic model – desired goals could be accomplished. There will be a second meeting of the logic model sub-committee at the NHDOT office on May 24 at 11:00 – 2:00. Mr. Gruber reminded all Steering Committee members they are invited to participate.

- B.** Discussion ensued regarding the data represented in Chapter 2 [See Attachment II]. It was pointed out that much of the data would need the assistance of state agencies. Discussion of addressing the need to contact and organize the assistance from state agencies led to the suggestion to address this topic at the June 14, 2006 meeting of CTAP.
- C.** The question was posed about the desired outcomes and changing the understanding of land use. Ansel Sanborn reminded the committee that CTAP was not about transportation, but about communities dealing with change. Bill Cass added that this would provide a logical outcome. Jim Gruber commented that this was an opportunity for communities to manage growth in order to minimize adverse effects. Some people expressed the idea that these statements need clarification to provide a better understanding.
- D.** The topic of how to document the Steering Committee’s process at the meeting scheduled for 6/14/2006 was raised. This was a lengthy discussion. Ideas, both previously considered and not previously discussed, were addressed. Many concerns were voiced – some about organization of committees, others about how often committees shall meet and for what purpose(s), and some about timelines, specifically understanding the time requirements of projects. Also expressed were concerns about rushing to provide information that might be misinterpreted because it is incomplete. The idea of a “menu” and a newsletter was suggested. A draft 8-page newsletter will be developed and presented for review at the Steering Committee meeting of 6/1/06.

**Adjournment:**

The meeting adjourned at approximately 5:20 P.M. The next general meeting will be at 3:30 P.M. on June 1, 2006, convening at the Southern New Hampshire Planning Commission at 438 Dubuque Street in Manchester, New Hampshire.

Minutes submitted by: Marilyn C. Priest

*\*Attachments:*

**I** *Memo from Jim Gruber dated 5/12/2006*

**II** *Chapter 2*

**III** *Logic Model developed at 5/17/2006 subcommittee meeting*