



**12-18-06  
Memorandum**

To: CTAP Community

From: Ansel Sanborn, New Hampshire Department of Transportation

Re: Proposed Changes to the Structure of the CTAP Steering Committee

Date: December 18, 2006

Dear CTAP Community:

This memorandum is to announce the next CTAP Community Meeting being planned for February and to solicit comments from the CTAP Community regarding proposed changes to the Steering Committee. Your feedback on the proposed changes to the Steering Committee is encouraged before Friday, January 5, 2007 via email to Misty Gorski at [misty\\_gorski@antiochne.edu](mailto:misty_gorski@antiochne.edu).

To improve communication with the CTAP Community, the Steering Committee is planning quarterly community meetings for 2007. The objective is to better inform the CTAP community and to increase opportunities for community members and interested individuals to participate in program development. The first meeting of 2007 is planned for Thursday, February 1<sup>st</sup> at the Manchester Derryfield Country Club. More information about this meeting will be forthcoming in January.

The Steering Committee is presently considering the make-up of its members, which consists of thirteen elected seats. The current composition includes:

- 6 local government representatives
  - 1 from the Nashua region
  - 1 from the Rockingham region
  - 1 from the Central New Hampshire region
  - 1 from the Southern New Hampshire region
  - 2 at large representatives
- 3 NGOs and
- 4 agencies.

Presently, there are two local government vacancies on the committee (the seat for the Central New Hampshire Planning Commission and one at large representative). Additionally, in the near term, Carolyn Russell, David Preece, and Ansel Sanborn (three of the four agency

representatives) are planning to resign due to their roles in the implementation of the year 1 program—they will continue to serve the Steering Committee in an advisory role. This results in 5 vacancies on the committee. The proposal at hand is to increase the number of local government representatives to 7 members and decrease the agencies' representation to three members. It is recommended that the Southern Region receive an additional representative because of the greater number of participant communities in this region.

The Steering Committee is recommending that, in order to have continuity within the committee, terms be staggered beginning with the calendar year—when program development begins. This recommendation shifts the annual election cycle from March 2007 to February 2007 and requests that the eight current members continue an additional year with their term ending in January 2008. The Committee also recommends that the two vacant agency seats be filled through appointment by the Management Team and ratification by the Steering Committee—as opposed to an election. Under this proposal three new community reps would be elected at the CTAP Community Meeting in February for a two year term (term ending in January 2009). It is proposed that the present NGO representatives retain their seats until the January 2008 election.

To summarize, the Steering Committee recommends that its total number of members remain 13 but that local government representation be increased from six to seven and the agency representation be reduced to three. The recommended composition is as follows:

- 7 local government representatives
  - 1 from the Nashua region
  - 1 from the Rockingham region
  - 1 from the Central New Hampshire region
  - 2 from the Southern New Hampshire region [one from the east part of the region and one from the west part of the region]
  - 2 at large local representatives
- 3 NGOs and
- 3 agencies.

The Steering Committee respectfully requests feedback on this proposal before Friday, January 5, 2007 via email to [misty\\_gorski@antiochne.edu](mailto:misty_gorski@antiochne.edu). Comments will be considered at the Steering Committee meeting on January 11, 2007.

Please contact me with any questions.

Sincerely,

Ansel N. Sanborn, P.E.  
Project Manager  
NH Department of Transportation