

The Community Technical Assistance Program
CTAP Steering Committee
Meeting Minutes
9 November 2006

Opening:

The CTAP Steering Committee began at approximately 3:35 P.M. on November 9, 2006. The meeting convened at the offices of New Hampshire Department of Transportation in Concord, NH. Ansel Sanborn, DOT Project Manager, conducted 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]
Bill Norton – NGO Representative [Concord 2020]
David Preece – RPC Representative [Southern New Hampshire]
Carolyn Russell – Agency Representative [NH Dept of Environmental Services]
Ansel Sanborn – DOT Representative
William Scott – Local Government Representative [Salem]
Mike Speltz – NGO Representative [Society for the Protection of New Hampshire Forests]

Others in Attendance:

Joanne Cassulo – NH Office of Energy & Planning
Shawn Margles – ANEI Project Manager
Cliff Sinnott – Rockingham Regional Planning Commission
Sharon Wason – Central New Hampshire Regional Planning Commission
Kerrie Diers – Nashua Regional Planning Commission
Mary Schmidt – ANEI Project Assistant
Will Abbott – Society for the Protection of New Hampshire Forests

- A. Ansel Sanborn welcomed the steering committee and went over the agenda items (Appendix I). He mentioned tentative plans to set the next meeting for Thursday, November 30, 2006.
- B. The first order of business was the updates for the following programs:
 1. December 2nd training: Joanne Cassulo gave an update on the enrollment for the training conference hosted by the OEP on December 2nd. The registration forms were sent out a week ago to the community planning boards, zoning boards, conservation commissions and selectmen and the RPC's. There have been 53 registrants so far representing 11 communities. Ms. Cassulo will provide the list of the 11 communities to the RPCs at the request of David Preece. This is so that communities have not responded can be followed up with by the RPCs. She also mentioned that most of the sign ups have been for the environmental and basics tracks. There was some discussion on inviting the school boards to participate since certain topics like impact fees might interest them. Mr. Sanborn then discussed the training schedule. The OEP, DES and DOT would conduct the opening followed by quick introduction on how to access CTAP tools. Also the other concurrent I-93 initiatives would be mentioned. Ms. Cassulo mentioned that she would wait another week for more registrations to come in and then follow up with phone calls to potential participants that have not yet registered.

2. Program Rollout to Communities: David Preece discussed the program rollout with the communities in his region. There were two cluster meetings that were given. Attendance at each meeting was about 35 people. Community representatives gave presentations. The response was generally positive although there is some uncertainty among community members about how the program will help them. Mr. Preece is planning to schedule a similar meeting for the city of Manchester on November 29th.
3. Details of Year One first phase programs:
 - a. Community planning assessments: Sharon Wason explained that the purpose of this program is to determine community readiness for specific parts of CTAP. This voluntary program would involve the communities and the RPC's to work together to review of planning documents such as the Master Plan, CIP, site plan regulations and open space plans. This will identify inconsistencies between the Master Plan, the site plan regulations and other documents. The outcome would be a written assessment and checklist. Also, recommendations for use of the community's discretionary account can be made. Bill Scott brought up a concern that communities use different documents and it may be difficult to assess. Ms. Wason emphasized that is why it is important the RPC works closely with the community. Kerry Diers and David Preece mentioned how similar models have worked well in their regions. Mike Speltz urged that these assessments should be completed sooner because the success of CTAP is dependent upon it. The first assessments are targeted for January 2007.
 - b. Local Government Discretionary Accounts: Carolyn Russell described the details of the local discretionary account application. She talked about how the application will encourage communities to really think about how they will use the money and how it relates to CTAP goals. There is a limit of \$750 that can be used for administrative costs. The project can be managed by either the community or the RPC. The funds cannot be used for programs that are already funded. Bill Scott brought up some questions on the language on the criteria section. He also mentioned that there should be an explanation that matching funds need to be used before the discretionary account. There were discussions on how successes will be measured, how to deal with conflicts between community boards and what should be excluded. Mr. Scott also mentioned that communities should provide a success story once the project is completed that could be added to the website. Mr. Sanborn suggested that people send their edits and comments to Ms. Russell. Ms. Russell will then revise the document.
 - c. Enhanced GIS Based Information: Cliff Sinott gave an update on the enhanced GIS based information. He described how the orthophotos will be used to digitize the land use planning details at high level. Then the final land use classification and coding system will be established. The classification is based on the USGS mapping scheme but will have more levels to describe urban features. The classification will be based on what is actually seen on the land. Training will be done to establish standards among all the RPCs. The process of mapping using aerial interpretation, classifying and verifying land use will be conducted. Where the land use is uncertain, field verifications will be done. After the land use data is submitted by each RPC, the Complex Systems Research System (CSRC)

will consolidate them into a single data set for the CTAP region. CSRC will then redistribute the newly consolidated data to the RPCs. The RPCs will then provide each community a high quality land use printed map. Also, the data coverage file will be made available to the communities. There was some discussion on the accuracy of the assessment and how overlays with town parcel data can help determine certain land uses.

- d. External Communications Plan: In Steve William's absence Kerry Diers updated the committee on the external communications plan. The purpose of the plan is to define appropriate broad messages regarding smart growth and transportation planning along with specific CTAP messages. First, a contract with public relations consultants will be negotiated. Focus groups will then be formed to identify prevailing attitudes and beliefs about growth. There is a possibility of leveraging the focus groups that Clough-Harbor has already formed. The next steps would be to identify critical CTAP messages, determine target audiences and identify the outreach methods. Based on these tasks the external communication plan will be developed. The materials will be prepared by the contractor and the initial implementation will commence. This process will be under the direction of the Steering Committee. Mr. Speltz mentioned that the communications plan should be expanded beyond the I-93 corridor.
- C. Mr. Sanborn introduced the CTAP Roles and Responsibilities document. He mentioned that there are currently two vacancies on the steering committee for community members. Mr. Sanborn said that after thought and discussion he, Ms. Russell and Mr. Preece agreed that given their new responsibilities pertaining to CTAP that they felt they should step down in their official capacity from the Steering committee. He discussed the management team—consisting of the DOT Project Manager, OEP and DES representatives— would meet with the RPCs once a month. Mr. Sanborn also discussed how Antioch's main role will be putting together content. He talked about how the possibility of changing the composition of the steering committee to include all 26 community representatives that would meet on a quarterly basis. Ms. Cassulo led the discussion. She brought up whether to include more agencies such as housing and economic development and NGO's. There was some discussion on how to manage the size but also have all communities involved. One thought was to have cluster groups of similar communities that would then have a representative for the steering committee. Mr. Sanborn asked the committee to think about it over the next week and send their thoughts via email to discuss at the next meeting.
- D. At this point in the agenda it was decided to put off remaining business until the next meeting. It was agreed upon that the next meeting would be Thursday, November 30 at 3:30 pm. Location TBA.

Adjournment:

The meeting adjourned at 5:50 P.M.

Appendix I

CTAP Steering Committee

9 November 2006

New Hampshire Department of Transportation

Room 114

Concord, New Hampshire

3:30 – 5:30 PM

AGENDA

Chair: Ansel Sanborn

3:30 Opening

3:40 Program Updates:

a] December 2 training conference - *Joanne Cassulo*

b] Program rollout to communities - RPC meetings - *David Preece*

c] Details of the year 1 first phase programs:

i] Local government discretionary accounts - *Carolyn Russell*

ii] Enhanced GIS based information - *Cliff Sinnott*

iii] Community planning assessments - *Sharon Wason*

iv] External communications plan - *Steve Williams*

4:15 Roles and responsibilities draft document discussion - *Ansel Sanborn*

a] General comments/ questions

b] Steering committee focus:

i] Membership

ii] Composition of committee

4:45 Development of Years 2-5 Programs – *Ansel Sanborn*

5:00 Other items - *All*

5:30 Adjourn