

**The Community Technical Assistance Program**  
**CTAP Steering Committee**  
Meeting Minutes  
23 August 2007

## **Opening**

The CTAP Steering Committee began at 3:40 P.M. on August 23, 2007. The meeting convened at the offices of New Hampshire Department of Transportation in Concord, NH. Ansel Sanborn, CTAP Project Director, conducted the meeting.

## **Present**

### **Steering Committee:**

Gile Beye - Local Government Representative [Deerfield]  
Jeff Gowan - Local Government Representative [Pelham]  
Mike Speltz - NGO Representative [SPNHF]  
Dean Christon – Agency Representative [New Hampshire Housing Finance Authority]  
Dave Danielson - Local Government Representative [Bedford]  
Margaret Crisler - Local Government Representative [Windham]  
Stephen Henninger – Local Government Representative [Concord]  
George Sioras – Local Government Representative [Derry]

### **Others in Attendance:**

Ansel Sanborn – NH DOT  
Joanne Cassulo - NH Office of Energy & Planning  
Carolyn Russell - NH Dept of Environmental Services  
Cliff Sinnott - Rockingham Planning Commission  
Steve Williams - Nashua RPC  
David Preece – Southern NH RPC  
Nick Alexander – Central NH RPC  
James Gruber - ANEI  
Mary Schmidt – ANEI

## **Introduction**

Ansel Sanborn called the meeting to order. Mr. Sanborn reviewed the agenda items. He emphasized that not all the programs are complete but wanted to review with the steering committee to make sure that the management team was moving in the right direction. Dependent on the outcome of this meeting, the meeting planned for September 6<sup>th</sup> may not be necessary. Mr. Speltz asked for an update on the widening project itself. Mr. Sanborn responded that the project is now considered a 22 year project. The I-93 construction schedule includes work on Exits 1-3 and Exit 5. Anything beyond the 6-8 year period is considered future work. Cliff Sinnott indicated that only 20% of the anticipated growth would be associated with the highway. Mr. Sanborn assured there was no threat to existing funding.

## **Review of Proposed Phase 2 Work Plan and Budget**

### *Program: P2.2 Innovative Local Government Training*

Mr. Sanborn started to describe about the proposed Innovative Local Government Training program. He stated that the plan was to leverage the New Hampshire Citizen Planner Collaborative to implement this program. This collaborative would include three objectives: (1) basic curriculum, (2) innovative courses and delivery, and (3) listing of all available training in one location. He mentioned that CTAP would be the pilot for this program. Margaret Crisler stated that given the high turnover of officials, offering the certificate might be an enhancement for people to run for office. Jeff Gowan said it was a great idea for people that are not on a board yet but are interested in these topics. Joanne Cassulo mentioned that building the curriculum would take some time and that they might contact the Vermont collaborative that this program is modeled after to use or purchase their program. David Danielson asked about if tuition would be charged. Ms. Cassulo answered that there might be some charge. Mr. Danielson raised the concern that we are using funds but will be still charging people for the program. Ms. Crisler stated that charging a fee would ensure that people would attend. Mr. Danielson raised the concern that we would be using CTAP funds to create a revenue source for the University of New Hampshire (UNH). Ms. Crisler stated that the future use would be beneficial to the whole state and that there is nothing fundamentally wrong with using the funds in that way. Mr. Speltz asked if we would be paying for the start-up of the curriculum. Steve Williams answered that the investment of CTAP funds would be used to establish the program. Steve Henninger stated that he did not have a problem if the program was used by the rest of the state and would be a great thing to carry forward. David Preece mentioned that the focus should be on I-93. Gile Beye said that the initial students of the program should be from the 26 communities to get the benefit of those funds. She also mentioned that the certification program was a good incentive. Mr. Gowan agreed that the certification was a good incentive and it needs to keep going. George Sioras stated that it is difficult to get people to attend Saturday training and that the 2 hour law lectures were not enough. He also said that this program can be used in other highway projects. Ms. Crisler added that the creditability of UNH adds to the program. Dean Christon asked if this was a product and if so, who would own it. Ms. Cassulo mentioned that the curriculum is one of the three parts and she wasn't sure who would own it, possibly UNH would handle the administration of it. Mr. Christon was less concerned about using the funds for this program if the curriculum is in the public domain. Mr. Danielson raised the question to the steering committee that this program is being done right. Mr. Speltz asked if the full \$100,000 would be used for curriculum development. Mr. Sanborn answered that it would be a mix of curriculum and innovative training and delivery. Mr. Danielson asked how the \$100,000 would be distributed. Ms. Cassulo stated that the collaborative is just starting and they were looking for feedback at the 9/29 conference. Ms. Crisler stated this was a good program because it starts with basic planning but goes beyond that. Mr. Sanborn asked if there was a consensus to move forward with the program and implementation as proposed with addressing the concerns expressed in the meeting. Mr. Speltz stated that it might be good to hold off until the collaborative is together. Ms. Crisler disagreed and hoped not to wait. The Steering Meeting reached consensus that the program should continue to be planned with the collaborative as proposed.

*Program: P2.3 Targeted Local Government Accounts*

Carolyn Russell introduced the proposed plan for Targeted Local Government Accounts program. She mentioned that this was a change from Year One's discretionary account program in that the activities would be more limited in this program. She also mentioned that certain action steps in the Summary of Recommendations document that received high votes at the May community meeting had not been covered by other programs. These were added to this program. The steering committee needs to decide that if a community wants to use their account for one of these activities, do they need to have steering committee approval. Mr. Henninger asked how many communities have used their Year One accounts and are those projects being implemented. He stated that limiting the funds would be more difficult for the communities. Ms. Crisler mentioned that Windham is using theirs for implementing impact fees. There was some further discussion on the different communities that have already used or applied for their Year One funding. Ms. Russell posed the question to the committee whether Phase 2 should remain focused on the activities proposed or should it be broader. Mr. Christon stated we should keep the accounts focused and that the addition of the other activities is fine. Mr. Preece mentioned that the Main State program would fit in with the village program. He asked if updating zoning could be one of the activities. Ms. Russell responded that it could be part of the outcome from the community assessment or could be approved by the Steering Committee if the need for updating zoning was not identified in the community assessment. Mr. Sioras stated that the Main St. program should be an option. Mr. Speltz mentioned that zoning can be included as an example of innovative land use. Ms. Russell stated that the innovative land use is different than zoning. Mr. Sinnott mentioned that limiting the funds was good but the proposed program also allows some other options. He stated that we have to make it easy for communities to apply for the funds; it was not so easy for some communities in Year One. Ms. Beye agreed that the targeted funds were good that if we leave it too open then they will too many choices for a community to decide on. Ms. Russell suggested adding the additional activities as examples that can be brought forth to the Steering Committee for approval. Mr. Speltz asked if the approval can be done by email. The Steering Committee reached consensus on the proposed program and implementation (same as Year One) with addition of the action steps as examples for Steering Committee approval and that the approval will be done via email.

*Program: P2.6 Assistance to Support of Agricultural Resources*

Ms. Cassulo discussed the proposed plan for the Assistance to Support Agriculture Resources program. She mentioned meeting with the Coalition for Sustainable Agriculture and the Department of Agriculture. They stated that the action category to protect agricultural resources would be covered by creating Agricultural Commissions in communities. Recent legislation that had passed would enable communities to establish Agricultural Commissions. The coalition proposed the following implementation: (1) exposure training to introduce the concept of Agricultural Commissions, (2) pilot programs in communities, and (3) a mini-grant program. Ms. Crisler stated that the loss of farms is a concern. Mr. Speltz asked who would handle the administration of the program. Ms. Cassulo responded that it would be either a RPC or the Department of Agriculture. Mr. Danielson asked how the \$25,000 would be used. Ms. Cassulo answered that it would be used to leverage other funds. Ms. Crisler mentioned how it might help farmers make money; she mentioned how wineries are now

being established with the help from UNH Cooperative Education. Mr. Danielson asked if this would help create agricultural zoning. Mr. Speltz stated that the program should move forward as planned. Consensus was reached that the program and implementation should continue in the direction proposed.

*Program: P2.8 Inclusionary Zoning Implementation*

Ms. Cassulo talked about the proposed program Inclusionary Zoning Implementation. This would leverage a program from New Hampshire Housing Finance Authority, Inclusionary Zoning Implementation Program (IZIP). This program grants \$10,000 per town to hire a contractor to develop inclusionary zoning ordinances. Ms. Cassulo proposed that the CTAP funding for this program to increase from \$25,000 to \$30,000 to cover three towns. She also mentioned a timing issue with the funding. The Phase Two funds would not be available until January 2008 even though the IZIP would begin in September. Mr. Danielson asked if leftover Year One funds could be used. Mr. Sanborn responded that they would not be able to do that. Ms. Cassulo stated there would be a later round for CTAP communities in this program. Mr. Danielson proposed postponing one of the Year One programs. Mr. Williams responded that it would not be possible because there are existing contracts on those programs; it would require a Governor and Council process to change. Ms. Russell stated that communities could use their discretionary accounts. Mr. Christon added that NHHFA would use other funds for CTAP communities that want to apply earlier than January. Consensus was reached on the program and implementation as proposed.

*Other Programs: Implementation Proposals (P2.1, P2.4, P2.5, P2.7, and P2.9)*

Mr. Sanborn discussed the implementation proposals for some of the other programs. Mr. Sinnott mentioned that The Nature Conservancy was doing the conservations lands layer, but the Enhanced GIS-based Information program (P2.7) states that the New Hampshire Audubon would be completing that effort. Mr. Sanborn stated that he would check on that.

Mr. Speltz thanked Carolyn Russell and ANEI for completing the crosswalk document. He wanted to point out that one action step, B2.7.1, Identify in important terrestrial and aquatic stream crossings structures and construct mitigating structures was not a highly supported at the community meeting but stated that this could be an issue. He continued to state that the engineers are already creating detailed designs and this needs to be considered. Ms. Russell stated that DES is looking into new standards for stream crossings in their wetlands permitting process but was not sure how that would affect the I-93 project.

**Status of Planning for September 29<sup>th</sup> Training Conference**

Mr. Sanborn gave an update on the September 29<sup>th</sup> training conference. He stated that 800-900 invites have been sent out. A community member will be giving an introduction at each of the sessions. The plenary session will include a story line on what's happening in the CTAP corridor.

**Year One Programs: Brief Highlights and Updates**

Mr. Sanborn mentioned the community chats will be starting. This pilot program will be coordinated by an Antioch student. These will be small groups in people's homes to talk about CTAP. This will be a way to connect with the greater community.

Mr. Sanborn stated that there will be a meeting for the external communications plan next Thursday, August 30<sup>th</sup>. David Danielson and Michael Speltz will be attending on behalf of the Steering Committee.

Mr. Sioras asked if a ½ hour session can be taped for cable TV. Mr. Gruber mentioned that the plenary session at the conference would be a good idea.

### **Next Meeting**

Mr. Sanborn stated that there would be much more to add to the program details between now and the next scheduled meeting on 9/6. Mr. Danielson said it might be good to meet after the conference. The steering committee agreed to have the next meeting on Thursday, October 18<sup>th</sup> at the offices on NH DOT from 3:30-5:30 P.M.

### **Closing**

Mr. Sanborn thanked everyone for attending the meeting.

### **Adjournment**

Meeting adjourned at 5:40 P.M.

*Minutes submitted by Mary A. Schmidt, ANEI*

Appendix I

**CTAP Steering Committee**  
23 August 2007  
New Hampshire Department of Transportation  
Concord, New Hampshire  
**3:30 – 5:30 PM**

<b>3:30</b>	<b>Welcome and Review of Agenda</b>	<i>Ansel</i>
	<i>Sanborn</i>	
<b>3:40</b>	<b>Review of Proposed Phase 2 Work Plan and Budget</b>	
	<b>Program: P2.2 Innovative Local Government Training</b>	<i>Ansel</i>
	<i>Sanborn</i>	
	<b>Program: P2.3 Targeted Local Government Accounts</b>	<i>Carolyn</i>
	<i>Russell</i>	
	<b>Program: P2.6 Assistance to Support of Agricultural Resources</b>	<i>Joanne</i>
	<i>Cassulo</i>	
	<b>Program: P2.8 Inclusionary Zoning Implementation</b>	<i>Joanne</i>
	<i>Cassulo</i>	
	<b>Other Programs: Implementation Proposals (P2.1, P2.4, P2.5, P2.7, and P2.9)</b>	<i>Ansel Sanborn</i>
<b>4:40</b>	<b>Status of Planning for September 29<sup>th</sup> Training Conference</b>	<i>Ansel Sanborn</i>
<b>4:50</b>	<b>Year One Programs: Brief Highlights and Updates</b>	<i>Ansel Sanborn</i>
<b>5:20</b>	<b>Other Issues</b>	<i>Ansel</i>
	<i>Sanborn</i>	
<b>5:25</b>	<b>Next Meeting Date</b>	<i>Ansel Sanborn</i>
<b>5:30</b>	<b>Adjourn</b>	