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STRAFFORD
WAKEFIELD

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

April 18, 2014
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chairman Brian Tapscott, Somersworth; Bill Connor, Somersworth; Bob Jaffin, Rochester; Vice Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury, Sandra Keans, Rochester; Kenn Ortmann, Rochester

Staff Present: Cynthia Copeland, Executive Director; Shayna Sylvia, Community Outreach Intern, M.Barton, HR Specialist/Events Coordinator

Members Absent: Alternate, Ed Jansen Jr., Rollinsford

Chairman B. Tapscott welcomed everyone. The meeting began at 8:05am.

1. **Welcome/Introductions**

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

2. **Action Items-motion required**

a. **Approval of Minutes of March 21, 2014**

B. Tapscott shared a correction to the March Minutes concerning the continued interest of current Executive Committee members. A brief discussion ensued. B. Connor **MOVED** to redact the statement, T. Crosby **SECONDED** the motion. B. Connor addressed the forming of the subcommittee to create/review administrative policies, and asked whether the healthcare agenda item that was on the agenda for the March meeting was to be discussed. He inquired as to whether these policies

would need to be reviewed by the Policy Committee. C. Copeland shared that these topics would be discussed in a different section of the agenda. S. Keans asked a clarification question concerning the minutes to which C. Copeland responded. All were in **FAVOR** of the amendment, except for B. Connor who **OPPOSED**. All were in **FAVOR** of approving the March amended minutes, except for B. Connor who **OPPOSED**. V. Parmele arrived at this time, expressing her abstention for the two votes.

b. April Monthly Minor Revisions

C. Copeland reviewed the April minors, covering the project changes in the Strafford Region. T. Crosby **MOVED** to approve the April minors. S. Keans **SECONDED** the motion, of which all were in **FAVOR**. A discussion ensued about the best way to present regional project changes in the future.

c. Telecommuting Policy

C. Copeland described the difference between working via VPN out of office and being out of the office in the field. She explained that the VPN service is secure, and that the materials used in the field are secure as well. B. Connor asked if this was a new policy, and if there were certain actions that caused this policy to be written. C. Copeland responded that it was not a new policy, but now instead of telecommuting via thumb drive or saved files, staff can log in via VPN from their home. A discussion ensued concerning the approval of the document, whether the Executive Director and staff both have to sign the form, and the process for the policy being included in the employee handbook. K. Ortmann **MOVED** to approve the telecommuting policy. T. Crosby **SECONDED** the motion, of which all were in **FAVOR**.

d. March Financials

C. Copeland asked if there were any questions on the balance sheet. K. Ortmann asked about the past issue of SRPC not getting paid in a timely matter, and noted that this did not seem to be occurring lately. C. Copeland explained that NH DOT has set a fifteen day payment cycle per MAP-21, that requires MPOs to be paid within 15 days. A discussion ensued concerning the net income, accounts payable, and the financial stability of the organization. K. Ortmann **MOVED** to accept the March Financials as drafted. B. Jaffin **SECONDED** the motion, of which all were in **FAVOR**.

3. Discussion

a. FY 2015 Officers and Executive Committee Candidates

B. Connor shared that since S.Keans and K.Ortmann were absent at the last meeting, they should be able to voice their concerns today. The outcome from the last Executive Committee meeting was summarized by B. Connor. V. Parmele shared that any interested party could take the Vice Chair position if interested. S. Keans shared

that she would remain on the committee unless there was another interested party. C. Copeland shared that a recruitment effort was established with no response from Commissioners. K. Ortmann added that the Executive Committee has three Rochester members, and due to this he would be willing to step back. He is, however, still interested in participating. K. Ortmann shared that it is important to encourage participation in this committee.

A discussion ensued concerning filling vacancies in the committee, encouraging members to attend meetings, and keeping towns and cities aware of the participation going on. B. Connor asked if the newsletter sent out by SRPC goes to city managers, selectman, council members, etc. The newsletters and event flyers are sent out to those individuals. The different types of lists for emails and social media were discussed for clarification. C. Copeland shared that a memo would be sent out concerning the committee members who will be serving again and sharing that the process is still open for other interested individuals.

e. **SRPC Assessment Exercise Update TAB C & D**

The Executive Committee members were requested to fill out the assessment section.

4. **Non Public**

The necessity for a Non Public session was discussed concerning the review of the Executive Director. B. Tapscott shared with K. Ortmann and S. Keans the recommendation from the last meeting. A motion concerning this recommendation was requested. B. Tapscott **MOVED** to go in to Non Public. T. Crosby **SECONDED** the motion. This occurred via roll call vote of S. Keans, K. Ortmann, B. Connor, V. Parmele, B. Jaffin, T. Crosby, and B. Tapscott, who all replied **YES** to beginning a Non Public session. The committee went in to Non Public at 8:45am.

The Public session of the meeting resumed at 9:27am.

B. Jaffin **MOVED** to approve the recommendation of the Executive Committee concerning the evaluation of C. Copeland. B. Jaffin shared the details of the evaluation concerning a salary increase for the Executive Director. T. Crosby **SECONDED** the motion. A roll call vote was taken, all were in favor.

B. Tapscott introduced the next agenda item.

5. **Updates**

a. **Policy Subcommittee-V. Parmele, T.Crosby, C. Copeland**

C. Copeland shared that the Policy Subcommittee met twice to review the healthcare , telecommuting, scanning and retention, and the social media policies. There was

nothing to bring forward on scanning and retention, which has to do with streamlining Right to Know, and Freedom of Information requests. The federal and state requirements for this policy were explained. C. Copeland added that M. Barton is on the Society for Human Resource Management, and that their sample social media policy is being reviewed by our attorney. M. Barton's presence was requested. M. Barton joined the meeting.

Healthcare was discussed. C. Copeland reviewed the current policy. The committee discussed the changes in the affordable healthcare act, and how it impacts us. C. Copeland shared that because SRPC has less than 15 employees, we are not subject to most provisions of this act. There still must be the provision of information to employees concerning the Affordable Care Act, and their options for healthcare. M. Barton shared that a specialist on the Affordable Care Act will be present at an upcoming Executive Committee meeting to provide an overview and answer questions.

C. Copeland stated the last time SRPC changed their insurance, and what changes were made at this time. C. Copeland shared the discussion concerning providing family insurance in the past. She brought forward a potential change discussed by the policy subcommittee at their last meeting that concerns two-person or family insurance versus individual insurance. This change would require those signing up for two person or family insurance to pay an added cost deducted from their paycheck. Currently, SRPC offers two person or family plan coverage, and pays 25% portion of it. This would require the employee to then go to the marketplace to choose their insurance. S. Keans opined that a representative from HealthTrust should be included in the discussion before any decision is made.

M. Barton shared information concerning healthcare that was presented at her healthcare workshop. S. Keans shared that the breakdown of employer, employee fees is important. A discussion ensued concerning the laws and regulations with healthcare policies. K. Ortmann provided an alternative idea where employees' salaries are increased, so that employees could then choose their own health insurance instead of the organization offering it. A discussion ensued concerning this possibility, the changes coming with the Affordable Care Act, and the use of healthcare as a recruiting tool. K. Ortmann added that there is the option to take the committee's recommendation this year, and maybe make modifications for next year, with more information. B. Jaffin shared that the requirement is to review it each year. C. Copeland opined that there are different circumstances for older versus younger employees. She shared that the healthcare offered is a great recruiting tool.

V. Parmele shared her experience with healthcare and opined that choosing your own healthcare can be beneficial. For purposes of discussion, K. Ortmann **MOVED** to endorse the committee's recommendation concerning healthcare. B. Jaffin **SECONDED** this motion. All were in favor except S. Keans, who **OPPOSED**. S. Keans

shared that there needs to be more discussion on this issue. A discussion ensued concerning life insurance.

b. Executive Director's Report

C. Copeland reviewed the budget. She shared that next year is a transition year, as seven contracts are closing. C. Copeland reviewed which contracts are ending. She explained that \$1 placeholders are in place for contracts that are in final approval. The revenue schedule was shared by month per contract. She explained where revenue would be provided after these major contracts close. She shared that a planning grant would be applied for after receiving the EDD designation, which would be another funding source. B. Connor asked about the status of the EDD application. C. Copeland responded that we are still waiting to hear back and that an internal employee change at the EDA has led to a delay in the designation. B. Connor asked if this was Alan Brigham. C. Copeland replied that it was not, but instead someone in the Philadelphia office.

C. Copeland shared additional expenses including copying, staff expenses, and other salaries and wages. She explained a change on the expense sheet that was due to moving of financial services from personnel to contract work.

B. Connor asked about a previous request for a full size refrigerator. C. Copeland replied that this would fall under office furniture and that she would put it on the budget. B. Connor requested that an American flag be put in the front office. A discussion ensued considering the budget sheet and whether the color coding meant anything specific, which it did not.

K. Ortmann asked if FY2016 budget is being considered as many contracts are closing. C. Copeland added that she is working on the FY16 budget already. C. Copeland shared that our recent plans are a product that will attract potential partners. C. Copeland shared some potential partnerships including the NH Stormwater Center. T. Crosby stressed that these products are our revenue source.

K. Ortmann stressed the importance of planning financially for the future. He added that at our October or November meeting the budget should be readdressed while attention is paid to recent legislation. B. Jaffin shared that the investment of federal dollars is important. It was decided that this would be looked at during the October 17, 2014 Executive Committee meeting.

c. NH Rail Authority and New England Rail Coalition-B. Jaffin

There was nothing to report. The next meeting is scheduled to be held in the coming week.

d. **New Hampshire Association of Regional Planning Commission Committee Update (NHARPC)**

This committee will meet on Monday. K. Ortmann shared that NHARPC is looking to plan an event for Commissioners of the RPCs to get together for opportunities to network, discuss happenings at the RPCs, and for breakout sessions, etc. He asked if SRPC Executive Committee members would be interested in something like this. B. Jaffin shared that this is specifically for the Commissioners. The event would not be scheduled until 2015. B. Jaffin shared that the event would most likely be on a Thursday evening. The idea is to have a social area, speaker, and interactive workshops. There was a general consensus that this type of event would be beneficial. The budget for NHARPC will also be reviewed at Monday's meeting. T. Crosby asked if North Country participates. K. Ortmann responded that they do. B. Connor asked about letters of support for bills and which ones the NHARPC is choosing to support. A discussion ensued concerning updates for the Executive Committee members about current legislation.

V. Parmele discussed Northwood's situation of not feeling a sense of regionalism. A discussion ensued concerning Northwood's vision and plan for the future, as well as other smaller communities.

C. Copeland shared that the budget will be back to the Executive Committee for their recommendation to the full commission in May. She added that SRPC is recruiting for two, vacant, positions. B. Jaffin shared that the TIGER V grant application would not be competed for this round.

6. **Other Business**

B. Connor asked if a time for the next evaluation of the Executive Director was decided. The end of September was chosen as the latest possible date. B. Connor asked if there was a new form to use in this evaluation. B. Tapscott replied that there was not. B. Connor asked where the annual meeting was to be held. The annual meeting will be held at the Madbury Town Hall.

The CEDS process was discussed. B. Connor asked about the EDD designation, which C. Copeland shared Matt Sullivan, Regional Planner, was responsible for economic development planning.

A discussion concerning the inclusion of multiple copies of monthly minors, and minors from outside the region and the necessity, was discussed.

7. **Adjournment**

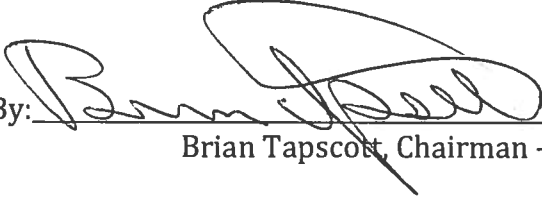
K. Ortmann **MOVED** to adjourn. T. Crosby **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 10:30 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications/Community Outreach Intern

Minutes approved on _____,

By:  _____ June 10, 14
Brian Tapscott, Chairman - SRPC Executive Committee

