

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

October 21, 2011
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Vice Chairman Lou Vita, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Sandra Keans, Rochester; Kenn Ortmann, Rochester; Brian Tapscott, Somersworth

Members Absent: Chairman Ed Jansen, Jr., Rollinsford.

Staff Present: Cynthia Copeland, Linda Osburn.

Vice Chairman Vita noted a quorum and called the meeting to order at 8:07 AM.

1. Minutes of September 16, 2011 Executive Committee Meeting

Vice Chairman Vita entertained a motion to approve the minutes of the September 16, 2011 Executive Committee meeting. Tapscott made the motion to approve the minutes as written and Ortmann seconded the motion. The motion passed with Crosby abstaining.

2. Draft Financial Reports for September 2011

Copeland reviewed the draft revenue of \$75,902.04, draft receivables of \$143, 195.78, and draft expenses of \$46,911.63. She stated that the first quarterly amount of dues taken into income was \$20,145.09 and additional dues were used as local match to federal funds. Copeland reviewed the income by customer, and reviewed the receivables. Vita asked about updating the Hazard Mitigation Plans and Copeland stated that staff was updating the plans in Newmarket, Milton, Rochester and Middleton. Discussion ensued regarding the limit number and stress on volunteers to assist with the plans. Ortmann questioned the Southwest RPC receivables for the broadband contract. Osburn explained that the invoices must go through several layers to received payment as SRPC was a subrecipient. Ortmann discussed a year-to-year financial statement comparison and requested a historical report on a quarterly basis.

3. Approval of SIMPLE IRA contribution percentage for Calendar Year 2012

Osburn explained that employees must be notified of the employer matching amount for the calendar year for the SIMPLE IRA plan at least 60 days before the calendar year. She stated that SRPC had historically matched up to 3% of an employee's salary that participated in a SIMPLE IRA plan.

Ortmann made the motion to matching up to 3% of an employee's salary participating in the SIMPLE IRA plan for Calendar Year 2012. Crosby seconded the motion. The motion passed unanimously.

4. Approval of October Monthly Minor Administrative/Informational Revisions

Copeland discussed the October Minor revision: Statewide USSS Update Signing on State System, slight overall reduction in funding and construction funding shift from 2011 to 2012. She stated that she concurred with the change.

Ortmann made the motion to endorse the Executive Director's concurrence with the minor revision. Crosby seconded the motion. The motion passed unanimously.

5. Adoption of RSA 31:104 and RSA 31:106 Liability for Damages Limited, Indemnification, Insurance in SRPC Bylaws

Copeland stated that she received an email conversation from other Executive Directors of Regional Planning Commissions regarding the adoption of RSA 31:104 and RSA 31: 106. She stated that RSA 31:105 regarding indemnification for damages was adopted and added to the SRPC bylaws as Article VIII at the November 18, 2010 Commission meeting. Copeland stated that RSA 104 dealt with liability of executive including commissioners in their official capacity, and RSA 106 dealt with liability of commissioners regarding civil rights actions in their official capacity. She asked if the Commission should adopt RSA 104 and RSA 106 into the SRPC bylaws per the process defined in the bylaws.

Ortmann stated that RSA 104 and RSA 106 were different from RSA 105. He stated that RSA 105 required action and that RSA 104 and RSA 106 were blanket statements that did not require action as the legislature had already done that. Keans stated that SRPC was covered and did not require action, and Vita stated the legislature provided protection with RSA 104 and RSA 106. Ortmann asked that staff ask the SRPC attorney for confirmation and Vita asked that the confirmation be available at the next meeting.

6. Personnel Policies for Out of State Travel

Osburn explained that the current written travel policy is a sentence in the Employee Handbook that stated "Expense reports with receipts will be completed once a month or as appropriate." She stated that historical and current practices were to submit receipts for reimbursement and these receipts were provided were also submitted if the expense was charged to a contract. Osburn explained that the new NH Department of Transportation (NHDOT) Administration of Planning Funds guide lists the requirement for approval of travel and the per diem amounts that change every month and by every location. She stated this guide would be used only for transportation planning funds and other contracts might have different policies and procedures. Discussion of rates and receipts ensued. Ortmann asked for staff and auditors recommendations. Osburn stated that the SPRC auditors would be at the office on October 31, 2011 and she would ask for their recommendations. Copeland stated that NHDOT would not approve the cost of her trip to the Annual Meeting of the Association of Metropolitan Planning Organizations because she is supervisory staff. She discussed sending an appeals letter and establishing an appeals process. Ortmann suggested using job descriptions as some supervisors are working supervisors. Vita asked if Copeland wanted someone to talk to NHDOT or if she would handle the appeal herself, and Copeland responded that she would handle it herself.

7. Updates

a. NH Rail Authority

Keans stated that the NH Rail Authority met last month in Nashua, that the next meeting would be on October 28, and that the group was moving forward with grant applications for funding. Keans left the meeting at 8:53 AM.

b. NHARPC Legislative Committee

Ortmann stated that there was no meeting since the last Executive Committee meeting and there was nothing to report.

c. FEMA Mitigation Grants for Community Mitigation Planning

There was no report available at the meeting.

8. Executive Director Report

Vice Chairman Vita asked if there were any questions or comments regarding Copeland's report and asked if Tapscott had received the report in pdf format. Tapscott confirmed receipt of the report.

9. Request for Non-Public Session in accordance with RSA 91: A: 3: II. A to discuss the dismissal, promotion or compensation of any public employee

Copeland stated that she had requested the non-public session to discuss her evaluation, but due to the absence of Chairman Jansen, she requested that the Executive Director evaluation be postponed until the November meeting. The group did not enter non-public session.

10. State Legislative/Commissioner Peer Group

Copeland provided a list of Commissioners from Strafford RPC and North County Council who were also NH State Representatives. She stated that Nancy Johnson, lobbyist for the NH Association of Regional Planning Commissions (NHARPC), will complete the list for all planning commissions by the next NHARPC meeting.

11. Communication with Communities

Vice Chairman Vita requested that this agenda item be discussed at next month's meeting due to time constraints.

12. Other Business

No other business was discussed.

13. Adjournment

Vice Chairman Vita entertained a motion to adjourn. Tapscott made the motion to adjourn and Ortmann seconded the motion. The motion passed unanimously and the meeting adjourned at 8:59 AM.

Executive Committee Meeting Minutes
October 21, 2011

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on NOVEMBER 18, 2011.

By: 