

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**

**February 18, 2011**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Edmund Jansen, Jr., Chairman, Rollinsford; Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Rick McMenimen, Newmarket; Sandra Keans, Rochester; Kenn Ortmann, Rochester.

**Staff Present:** Cynthia Copeland and Linda Osburn.

**Others Present:** Carol Vita, SPRC Commissioner, Middleton and Bob Jaffin, SRPC Commissioner, Rochester.

Chairman Jansen a quorum and called the meeting to order at 8:02 AM.

**1. Minutes of December 17, 2010 Executive Committee Meeting**

**Chairman Jansen entertained a motion to approve the minutes of the December 17, 2010 Executive Committee meeting. Ortmann made the motion to approve the minutes as written and McMenimen seconded the motion. Ortmann amended the motion to the amendment to correct the stated amount of income in the draft November 2010 financial reports to \$41,514.41 in Item 2, paragraph 2 and Vita seconded the amendment. The motion passed with Crosby and McMenimen abstaining.**

**2. Draft Financial Reports for December 2010**

Copeland discussed the draft December 2010 financial reports with income of \$73,005.37, expenses of \$52,958.08, receivables of \$82,806.24 and payables of \$4,116.68. Copeland reviewed the Income by Customer and noted the quarterly dues taken into income in the amount of \$18,147.75. Chairman Jansen noted that the Executive Committee had reviewed the draft December 2010 financial reports.

**3. Draft Financial Reports for January 2011**

Copeland discussed the draft January 2011 financial reports with income of \$40,136.83, expenses of \$51,333.64, receivables of \$93,166.76 and payables of \$7,723.06. She noted the draft year to date income of \$348, 895.82 and draft year to date expenses of \$339,252.32. Copeland reviewed the Income by Customer and the accounts receivables. Osburn stated that payment had been received from CLF Ventures, Southwest RPC, NH Department of Transportation, NH Department of Environmental Services, and the NH Department of Safety and two Local Technical Assistance clients for invoices listed in the 31-60 day accounts receivable report. She stated that the receivables from Economic Development Administration, NH Business Finance Authority, Lee and Northwood dues were still outstanding with the Lee dues expected at the end of March. Keans joined the meeting

at 8:12 AM. Chairman Jansen noted that the Executive Committee had reviewed the draft January 2011 financial reports. Copeland stated that she and Osburn had reviewed the proforma to allocate work to those contracts that had funds available.

#### **4. Approval of Strafford Metropolitan Planning Organization February Administrative /Informational Revisions**

Chairman Jansen noted the request from the NH Department of Transportation to process administrative modification to the 2011-2014 Transportation Improvement Program (TIP).

1. 695 Dover, 13796 – Washington Street- BRIDGE REHABILITATION OVER B&M RAILROAD – 120/118 {Municipal Bridge Program} E-19. Construction phase moved from 2012 to 2013 with a corresponding funding increase to account for inflation.
2. 3965 Statewide, 14932 – Various Routes, SAFE ROUTES TO SCHOOL PROGRAM [Parent] [SRTS 14932\*] {Safe Routes to School Program} E-6. Funding increase for preliminary engineering in 2011 and 2012 to adhere to federal regulations stating the SRTS program administrator (John Corrigan) must be funded out of federal funding allocated to New Hampshire for SRTS.
3. 6601 Statewide, BRPPI – Preservation, BRIDGE REHABILITATION, PAINTING, PRESERVATION & IMPROVEMENT PROJECTS (Federal Program) E-19. Small changes in funding to shift more to 2011 PE, and 2011 ROW. Slight overall funding decrease (\$30,000 total) for FYs 2011-2014.
4. 4227 Statewide, TCM – Traffic, TRANSPORTATION SYSTEMS MANAGEMENT & OPERATIONS (ITS, CARS-511) N/E. PE funding increase for FY 2011 (\$1745,000).

Ortmann stated he had contacted Dover Planner Bruce Woodruff regarding the Dover Washington Street Bridge project and had not received any response that Woodruff had objections to the administrative change. Copeland discussed the projects and stated that she recommended the administrative modification.

**Ortmann made a motion to concur with the recommendation of the Executive Director to approve the February Administrative modifications, and McMenimen seconded the motion. The motion passed unanimously.**

#### **5. Employee Benefits**

Copeland discussed the request from one employee to not participate in the health insurance plan while retaining the dental insurance through SRPC. She stated that this was discussed at the December 2010 meeting and read the Current Policy from Section IV. K. Dental Insurance from the SRPC Employee Handbook that stated, "All full-time employees enrolled in the Commission health insurance plan, regardless of coverage program selected, are eligible to participate in the group dental health plan." Osburn stated that the Executive Committee had made a motion to allow the employee to retain the dental insurance pending receipt of a statement from the insurance company that this would not affect the dental insurance plan for other SRPC employees. Osburn stated she had received an email from Peter Chapel of the Local Government Center stating the action would not affect the plan for other SRPC employees. Copeland discussed Option 1 Policy that would state, "All full-time employees are eligible to participate in the group dental insurance plan." She stated that this policy would not make changes to Section IV. L. Health Insurance – Incentive Option and would not change the first sentence that reads, "The Commission offers a cash alternative to eligible staff that elects not to participate in health AND dental insurance plans." Copeland reviewed Option 2 Policy that would

state, "All full time employees are eligible to participate in the group dental insurance plan." She stated that this policy would allow an incentive payment to an employee who elects not to participate in either plan by making changes to Section IV. L. Health Insurance –Incentive Option by changing the first sentence to read, "The Commission offers a cash alternative to eligible staff that elects not to participate in the health OR dental insurance plans."

Discussion of incentive payments for opting out of health and dental plans ensued. Keans and McMenimen stated they were in favor of Option 1, and Ortmann stated that SRPC saves money by paying an incentive to obtain insurance elsewhere. Vita asked if both options offer an incentive equal to 20% of the total premium as a taxable lump sum payment and Copeland responded affirmatively.

**Ortmann made the motion to adopt Option 2 to allow employee participation in either the health or dental plans and incentives for opting out of the health or dental plan and Crosby seconded the motion. The motion passed with Vita, Crosby and Ortmann in favor and Keans and McMenimen against and Chairman Jansen abstaining.**

Jansen stated the issue should be dealt with in the budget process. Crosby discussed the possibility of key person insurance.

## **6. Regional Impact Committee Appointments**

Copeland stated that the Regional Impact Committee (RIC) By-Laws adopted July 19, 2007 stated in Section II- Members A. "The RIC shall consist of three (3) SRPC members appointed by the Executive Committee (EC) and up to three (3) SRPC members as alternatives. Membership on the RIC shall run concurrent with a member's Commission term. At no time shall there be two regular members on the RIC representing the same community. B. Filling of vacant positions and removal of RIC members shall be by vote of the EC." Copeland stated that the current members included Chairman Jansen (Rollinsford) with Sandra Keans (Rochester) and Tom Clark (Dover) as alternates. She stated that Keans and Clark had volunteered to become members and John Parry (Durham) had volunteered to be an alternate.

**Ortmann made the motion to appoint Keans and Clark as members and Parry as an alternate. McMenimen seconded the motion. The motion passed unanimously.**

Copeland stated that she needed to get a letter to the Durham Planning Board as they keep sending additional materials. She stated she has a draft letter, which needed to be updated to include the additional materials, that reflects the comments and questions from the January 28, 2011 RIC meeting. Copeland stated that she watched the Durham Planning Board meetings and the water issues and management of stormwater concerns were brought up and discussed.

## **7. Updates**

### **a. NH Rail Authority and New England Rail Coalition**

Keans stated the Committee reviewing legislation voted to recommend the repeal the NH Rail Authority. She stated that was unfortunate because businesses along the rail corridor had raised funds for a study and that no state funds were spent. Keans stated that rails keep commuters off the road and are needed for freight. She stated the legislation would probably pass in the House of Representatives but was not sure about the Senate or the Governor.

Copeland discussed the New England Rail Coalition. Ortmann stated that Vita had voiced concern about some statements in the Mission Statement in the December meeting. Vita stated that in the spirit of cooperation he would defer to the group consensus.

**Ortmann made the motion to endorse the New England Rail Coalition Mission & Statement of Principles. McMenimen seconded the motion. The motion passed unanimously.**

**b. NHARPC Legislative Committee**

Ortmann stated that there had been changes to the 2011 Legislation NHARPC spreadsheet dated 2/14/2011 and that he would send a revised sheet. He stated that there were many Legislative Service Requests (LSR) and hearings and that the NHARPC had tasked individuals to watch and draft letters regarding issues for placement on NHARPC letterhead for Ortmann's signature. Ortmann stated that copies of the letters would be sent on a sporadic basis. He stated that the next NHARPC meeting would be after the crossover of bills between the House and the Senate and then decide where to expend energy on watching, supporting, or opposing.

Ortmann discussed the concern that the legislators do not create other issues when attempting to solve one issue. He discussed ordinances and retroactive bills and the being thoughtful about the benefits versus potential problems, and that people need to be informed and have input. Ortmann also discussed that bills seem to focus on a particular slash to expenses on the surface rather than substantive bills. He stated that the NH Rail Authority tried to integrate transportation and questioned why the Rail Authority would be dissolved if no state funds were involved. Ortmann stated that the regional planning commissions were interested in regional transportation and are concerned about bills that fly in the face of what is important. He stated he would keep the group informed, via the updated spreadsheet, and asked if the members wanted to speak independently and as an RPC group.

Ortmann discussed a bill that would make modifications to the current affordable housing legislations. He stated it was important to have a level playing field and to provide housing that was needed and in demand and a balanced mix of housing. Ortmann stated that some communities put up artificial barriers to certain types of housing. Discussion ensued regarding the bill process and the committee process.

**At 9:00 AM, Ortmann made a motion to recess the Executive Committee meeting and reconvene immediately following the Strafford Metropolitan Organization Policy Committee meeting. Vita seconded the motion and the motion passed unanimously.**

At 10:55 AM, Chairman Jansen reconvened the Executive Committee meeting and noted a quorum with members Jansen, Vita, Crosby, McMenimen, Keans and Ortmann in attendance. Also in attendance were staff Copeland and Osburn.

Ortmann discussed HB 44 regarding the Oyster River and the Lamprey River nominations to the New Hampshire Rovers Management and Protection Program. He stated that the committee passed the bill with an amendment that was problematic as it took away some protections to segments of the rivers. Vita asked if this was a funding issue and Keans responded that it was not a funding issue. Copeland stated that the bill would not have passed without the amendment. Keans discussed protecting Great Bay by keeping the rivers clean. Ortmann discussed the cost savings from protecting rivers from runoff, the cost effectiveness of prevention, and preempting state mandates and waste treatment upgrades.

Ortmann discussed SB 78 that would repeal the registration surcharge and asked what the impact would be to the state. Copeland discussed the NH DOT policy of operation and maintenance and costs of delaying maintenance.

**c. FEMA Mitigation Grants for Community Mitigation Planning**

Committee Chairman Jaffin joined the meeting at 11:04 AM. He stated that there was no report and that there would be a product for the next Executive Committee meeting.

**8. Executive Director Report**

Copeland stated she had nothing to add to the report and asked if there were any questions. Chairman Jansen noted that there were no questions.

**9. Other Business**

No other business was discussed at the meeting.

**10. Adjournment**

**Chairman Jansen entertained a motion to adjourn the meeting. McMenimen made a motion to adjourn and Ortmann seconded the motion. The motion passed unanimously and the meeting adjourned at 11:05 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on March 18, 2011.

By: Edmund F. Jansen, Jr.

