

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

May 14, 2010
Conference Room
Strafford Regional Planning Commission
2 Ridge Street
Dover, NH

Members Present: Edmund Jansen, Jr., Chairman, Rollinsford; Lou Vita, Vice Chairman, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury; Kenn Ortmann, Rochester; George Snyder, Somersworth.

Absent: Rick McMenimen, Newmarket; Sandra Keans, Rochester.

Staff Present: Cynthia Copeland, Linda Osburn.

Chairman Jansen called the meeting to order at 8:00 AM and noted a quorum.

1. Minutes of April 16, 2010 Executive Committee Meeting

Chairman Jansen entertained a motion to approve the minutes of the April 16, 2010 Executive Committee meeting. Snyder made a motion to approve the minutes and Crosby seconded the motion. The motion passed unanimously.

2. Draft Financial Reports April 2010

Copeland discussed the draft April 2010 financial reports including the income of \$34,957.62 and expenses of \$28,492.24; accounts receivable of \$151,258.26; accounts payable of \$3,247.06. Copeland discussed the income by customer, accounts receivable, accounts payable, and the dues received. Crosby asked about the Northwood dues and Osburn responded that she had contacted Northwood regarding the dues, and she stated that Middleton had paid their dues.

Osburn requested authorization, per a Corporate Resolution Form, to establish a funding account for Fidelity Investments that would receive electronic payments of employee SIMPLE IRA deductions and employer matching funds and transferred to the individual employee's account.

Chairman Jansen entertained a motion to establish a funding account at Fidelity Investments to receive electronic payments of employee and employer SIMPLE IRA funds. Ortmann made the motion to establish the funding account as stated and Vita seconded the motion. The motion passed unanimously.

3. FY 2011 Budget for recommendation to Commission

Copeland discussed the FY 2011 budget that showed total projected revenues of \$668,297 and total projected expenses of \$667,840 on the Summary Revenue and Expenses sheet. She reviewed the revenue sources: municipal dues, interest, GIS projects, other potential contracts, state contract and metropolitan planning organizational funds including carryover funds. Copeland discussed the fact

that, except for the local dues, the revenue sources were from federal funds. Copeland reviewed the projected expenses and the expenses for the past two years. She discussed budgeted personnel costs, new equipment needed, communications expenses, fixed and miscellaneous expenses and contracted work. Copeland stated she would hire a planner to complete planning for the broadband, energy and economic development strategy contracts. Ortmann asked if SRPC was still coordinating the traffic model updates with Rockingham Planning Commission (RPC). Copeland responded that SRPC was still coordinating with RPC and were working on a Memorandum of Understanding (MOU) and consultant contract for model updates. Copeland stated that the model was for the entire region and referred to the current Memorandum of Understanding for Continued Transportation Planning with the NH Department of Transportation, Rockingham Planning Commission, Strafford Regional Planning Commission and Cooperative Alliance for Seacoast Transportation (COAST). Ortmann asked if there were any additional communities that indicated they would not be paying dues, and Snyder stated that Somersworth was on target.

Chairman Jansen entertained a motion to recommend the FY 2011 budget as presented to the SRPC Commissioners for consideration at the May 27, 2010 annual meeting. Ortmann made the motion to recommend the FY 2011 budget as presented to the SRPC Commissioners for consideration at the May 27, 2010 annual meeting. Vita seconded the motion. The motion passed unanimously.

4. FY 2011 Slate of Officers for recommendation to Commission

Ortmann asked if there were a nominating committee that had made recommendations for officers and Executive Committee members. Copeland responded that the Executive Committee usually recommended a slate of officers to the SRPC Commissioners for consideration at the May 27, 2010 annual meeting. Copeland reviewed the current officers:

- Edmund Jansen, Jr., Chairman
- Lou Vita, Vice Chairman
- C. Thomas Crosby, Secretary/Treasurer

Ortmann asked Snyder if he wished to be considered for an officer position and he declined. Ortmann asked the current officers if they would continue to serve in their current officer position next fiscal year. All answered affirmatively.

Ortmann made the motion to recommend the following slate of officers to the SRPC Commissioners for consideration at the May 27, 2010 annual meeting: Chairman Edmund Jansen, Jr.; Vice Chairman Lou Vita; Secretary-Treasurer C. Thomas Crosby. Snyder seconded the motion. The motion passed unanimously.

Ortmann discussed the remaining Executive Committee members and asked if they would continue to serve and if there were any SRPC Commissioners that had expressed interest in serving on the Executive Committee. Ortmann stated that he and Keans had just been reappointed as Commissioners and still wished to serve on the Executive Committee. Copeland stated that McMenimen was still interested in serving on the Executive Committee. Snyder confirmed his interest in serving on the Executive Committee. Chairman Jansen asked which communities were not represented on the Executive Committee. Copeland stated that the communities of Barrington, Brookfield, Lee, New Durham, Nottingham, Durham, Northwood and Strafford had not appointed active Commissioners or they had

meetings that conflicted with the SRPC meeting times. Ortmann thanked the officers for their continued service.

Ortmann made the motion to recommend the current Executive Committee members to the SRPC Commissioners for consideration at the May 27, 2010 annual meeting. Crosby seconded the motion. The motion passed unanimously.

5. Employee Benefit Policies

Copeland discussed the current health and dental programs through the Local Government Center – HealthTrust. She discussed the premium quotes received from PRIMEX, a private insurance broker and a broker for non-profits as well as other options from HealthTrust and stated that some premium quotes were higher than the current plan. Copeland stated that HealthTrust was doing a good job with service and cost and that the health benefit package was a significant benefit for staff. She recommended staying with the current health plan and increasing the dental benefit level. Ortmann discussed other options such as increasing deductibles with health savings accounts to replenish the deductibles. Osburn stated that it would be involve administration fees that could diminish the perceived savings in a smaller group. Chairman Jansen discussed the increased rates and claims and how some insurance companies increase premium rates dramatically the second year. Copeland stated the need to watch the national health care system changes and review next year. Ortmann asked Copeland if the recommended budget included the health care and dental premiums per her recommendation, and she responded affirmatively.

6. Strafford Metropolitan Planning Organization May Minor Revisions

Copeland stated that the revisions had been postponed until June and discussed the 30-day notice for Amendment #5 to the Transportation Improvement Plan (TIP) that would be available by May 18.

7. Updates

a. NH Rail Transit Authority

No update was available as Keans was absent from the meeting.

b. Pease Airport Master Plan Update

Vita stated that there was no news regarding the master plan update.

c. NHARPC Legislative Committee

Ortmann discussed the updated information of bills to watch, support and oppose that affected planning commissions. Crosby discussed HB 0607 regarding disposal of pharmaceutical waste- the pharmacy would be required to take back unfinished medications and dispose of them responsibly to keep pharmaceutical waste out of landfills and streams. Snyder asked about SB 448 regarding the alternate members of land use boards. Ortmann stated that the bill dealt with where alternates to land use board sat during meetings and the legislation allowed the alternates to sit at the table and participate in the discussion. Ortmann stated that the bills passed and was awaiting the Governor's signature. Ortmann discussed the process of legislation and the consideration of working with the Local Government Center when the interests of the NH Association of Regional Planning Commissions (NHARPC) are the same as those of the Local

Government Center. He discussed the NHARPC priorities page and forwarding any specific action priorities. Ortmann stated the priorities would be mailed out to solicit information, discussed at the annual meeting under other business and places on the June Executive Committee meeting agenda for discussion and submittal to the NHARPC by June 30, 2010.

Ortmann stated that the State of New Hampshire treated the regional planning commissions as competitive bidders/vendors and that he would like to see legislation to clarify and modify the relationship to recognize the collaborative efforts with the regional planning commissions.

8. Executive Director Report

Copeland stated that the joint application for the HUD Sustainable Communities Grant had been delayed, as the notice of funding availability had not been issued. Ortmann asked about the new regional transportation planner Marc Ambrosi and stated that his introduction to the community would be a great opportunity to demonstrate the SRPC presence with supportive communities and selectmen and city council members. Vita concurred with the disappointment that New Durham withdrew their Transportation Enhancement project because it did not secure matching funds in a town warrant article but none of the other applicants needing a town warrant article for match had secured funds.

9. Strafford RPC and MPO Annual Meeting on May 27, 2010

Copeland discussed the annual meeting on May 27. Ortmann suggested the request that Commissioner of NH Department of Resources and Economic Development George Bald discuss the history of energy conservation and sustainability in the context of economic development. Copeland stated the Annual Planning Award would be given to an organization this year.

10. Other Business

Copeland requested her annual assessment be completed, as she has not had a salary adjustment. Ortmann discussed changing the assessment process in order to not get bogged down in the process.

No other business was discussed at the meeting.

11. Adjournment

Chairman Jansen entertained a motion to adjourn the meeting. Ortmann made a motion to adjourn and Vita seconded the motion. The motion passed unanimously and the meeting adjourned at 9:30 AM.

Respectfully submitted,

Linda Osburn
Bookkeeper

Minutes approved on July 16, 2010.

By: Edmund H. Jansen, Jr.