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MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

June 20, 2014
Community Center Conference Room #2
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

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

Staff Present: Cynthia Copeland, Executive Director; Marilyn Barton, HR Specialist/Event Coordinator; Shayna Sylvia, Communications Intern

Guests: Melissa Briggs and Peter Chapel, Health Trust; Wayne Burton; Durham

Members Absent: Kenn Ortmann, Rochester

Chairman B. Tapscott welcomed everyone. The meeting began at 10:00am.

1. **Welcome/Introductions**

Introductions were made around the room.

Chairman B. Tapscott introduced the next agenda item.

2. **Presentation: Affordable Care Act- Melissa Briggs and Peter Chapel, Health Trust**

M. Briggs shared the topics to be covered concerning the Patient Protection Affordable Care Act (PPAC), including what the act means, what the exchange is, reporting requirements that will apply to SRPC, and funding fees that are in the rating process for Health Trust. She reviewed the process of the Act

being established as well as the protocol for adhering to the Act. P. Chapel shared that they give this presentation to groups frequently as requirements are complex and have changed since the initiation of the act. M. Briggs and P. Chapel shared, in detail, the Affordable Care Act and the requirements for staff and employers. Some requirements are determined by size of the employers, so some policies or requirements do not apply to SRPC.

Commissioners were invited to ask questions as needed. S. Keans asked for a recommendation of possible policies SRPC could implement. P. Chapel stated that information regarding such policies/plans could be shared with M. Barton and C. Copeland. M. Briggs and P. Chapel shared potential policies/plans that Health Trust offers that SRPC could offer employees. The details of such plans were discussed. One example, covered in detail, included a flexible spending account where a debit card is issued to employees for health care expense uses such as copays, eyeglasses, dental care, etc.

Other topics covered included; health insurance exchanges and how they work, what the exchange functions are, premium rates and associated costs, required notices to employees, employer responsibilities, the difference in requirements between large and small employers, reporting requirements, funding fees, and the Cadillac tax. M. Briggs explained the Cadillac Tax and how the employer is taxed if they have a premium over a set amount. If above the threshold, the employer is taxed 40% of the amount which they are over the limit. The general price of healthcare in New England was discussed. M. Briggs shared an incentive pilot program in place for state employees, who receive incentives for using preferred providers. The Executive Committee members and staff thanked M. Briggs and P. Chapel for their excellent presentation.

3. **Action Items**

a. **Approval of Minutes of May 16, 2014**

V. Parmele **MOVED** to approve the minutes. B. Tapscott **SECONDED** the motion. T. Crosby, W. Burton, and B. Jaffin abstained. The motion **CARRIED**.

b. **May Monthly Minor Revisions**

C. Copeland reviewed the May Monthly Minors, covering a statewide highway project whose funding was decreased. C. Copeland recommended approval of these changes as proposed. V. Parmele asked why funding decreased. C. Copeland explained that the change is due to new federal legislation and changing of programs. B. Connor **MOVED** to endorse the recommendation, T. Crosby **SECONDED** the motion. All were in **FAVOR**.

c. **Draft May Financials**

C. Copeland reviewed the DRAFT May financials. She shared that May had three pay periods, and that computers were purchased for the new summer interns. C. Copeland added that that Aging Report is doing well, and also that there are still some communities that haven't responded, either way, concerning dues. T. Crosby **MOVED** to accept the May Financials as drafted. B. Jaffin **SECONDED** the motion. All were in **FAVOR**.

B. Connor requested a flag for the office.

d. Approval of Life Insurance Policy

C. Copeland asked that this item be tabled as she looks into available policies for Life Insurance. She shared she would have this next month for the Committee.

4. **Discussion**

a. **Executive Director Goals**

C. Copeland conveyed the progress that has been made for each of the organizational goals. She shared a spreadsheet which noted whether SRPC was on task, behind, or ahead for each organizational goal. C. Copeland updated the Committee on the status of the EDD application and expected timeline for the designation. C. Copeland asked if there were any questions or comments. B. Tapscott asked if there was a way to update the organizational goals document on a monthly basis. B. Connor asked about the status of the website. S. Sylvia responded that progress is being made, and that the goal is to have it up completed by the end of the summer. B. Connor inquired about the organization of the website. C. Copeland explained that the site will be broken into three sections, transportation (MPO), planning (SRPC) and economic development (CEDs/potential EDD). C. Copeland stated that S. Sylvia has also been keeping the social media updated.

b. **SRPC Assessment Exercise Update**

B. Connor asked if the SRPC Assessment (NADO) would be forwarded to W. Burton and E. Jansen. S. Sylvia responded that she would take care of this. C. Copeland added that she would forward the statewide NADO assessment, conducted in the Winter and Spring, concerning the Regional Planning Commissions in NH.

c. **Executive Director's Report**

C. Copeland stated that Steve Buckley is organizing the NH Law Municipal Series, and has asked the regional planning commissions to participate. The presentation will utilize SRPC's land use clerk training that was previously

created. Other RPCs will be coordinating events in their region, in addition to the session held in the Strafford region. W. Burton asked about the days of the lectures. C. Copeland responded that this is a three part lecture series held each fall. C. Copeland stated that advertising and materials will be delivered later in the summer. The sessions are geared towards planning and zoning boards.

C. Copeland shared that Chris Scheiner was hired as a GIS & Transportation Analyst. The transportation planner position has not been filled. C. Copeland added that there are four summer interns that will be at SRPC through August.

C. Copeland stated that SRPC has received the targeted block grant and the new FY Coastal grant, as well as an extension for the current Coastal grant. Proposals have been submitted for 604-B and Non-Point Source Pollution funding for understanding septic use and increased nitrogen. C. Copeland shared that SRPC was invited to put in a proposal by the EPA for Healthy Communities. This proposal is focused on educating people on septic systems. V. Parmele asked whether this would include educating people about alternative systems. C. Copeland shared that the details of the project are still in the planning phase, and would be developed after a grant award.

SRPC also applied as a sub grantee for another 604-B proposal to help communities create a tracking device to monitor septic systems. B. Tapscott inquires as to the difference between LGC and the Municipal Association. E. Jansen shared that LGC has become the NH Municipal Association. E. Jansen elaborated on the change.

C. Copeland told the committee that SRPC's draft work for the Regional Master Plan is due to Nashua Regional Planning Commission on June 30th and that the Broadband Plan is ready for adoption. C. Copeland shared that the Regional Master Plan public drafts will be available in the Fall for consideration of the Regional Master Plan. A discussion ensued about the adoption dates of the Regional Master Plan and other planning documents.

4. **Updates**

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

The committee covered insurance. M. Barton attended a training at Primex on how to write a policy document ,which will be useful for the employee handbook.

W. Burton shared that he was trying to get the NHMA Legislative priorities for next year. E. Jansen said they are still in process.

b. **NH Rail Authority and New England Rail Coalition-B. Jaffin**

B. Jaffin shared that the committee is close to submitting a recommendation to the form the NH Rail Transit Authority would have to complete to meet federal requirements.

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

C. Copeland shared that the NHARPC Annual Meeting is on Monday at 1pm. V. Parmele volunteered to attend. S. Keans asked about laws concerning sidewalk maintenance. A discussion ensued.

6. **Other Business**

W. Burton shared that Durham's Town Engineer recently gave his notice. B. Jaffin shared the opportunity for a FEMA training grant.

7. **Adjournment**

B. Jaffin **MOVED** to adjourn. T. Crosby **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 11:45 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on _____

By: 
Brian Tapscott, Chairman - SRPC Executive Committee