

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

**December 17, 2010**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Lou Vita, Vice Chairman, Middleton; Rick McMenimen, Newmarket; Sandra Keans, Rochester; Kenn Ortmann, Rochester.

**Absent:** Edmund Jansen, Jr., Chairman, Rollinsford; C. Thomas Crosby, Secretary-Treasurer, Madbury.

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

**Others Present:** Bob Jaffin, SRPC Commissioner, Rochester.

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

**1. Minutes of November 19, 2010 Executive Committee Meeting**

**Vice Chairman Vita entertained a motion to approve the minutes of the November 19, 2010 Executive Committee meeting. Ortmann made the motion to approve the minutes as written and Keans seconded the motion. The motion passed with McMenimen abstaining.**

**2. Draft Financial Reports November 2010**

Copeland discussed the draft November 2010 financial reports with income of \$26,876.71, expenses of \$41,514.41 and payables of \$0. Copeland reviewed the Income by Customer and the monthly Profit and Loss reports. She stated that payment for four months of invoices for the Unified Work Planning Program were received. Ortmann stated he thought the Profit and Loss report that showed each month to date was helpful.

**3. Employee Benefits**

Copeland stated her concern with the HealthTrust's notification of maximum guaranteed rate increase of over 17% in health insurance rates for the next fiscal year. She expressed her concern that Anthem and Exeter Hospital had failed to reach a provider agreement and would inhibit access to providers.

Copeland discussed the request from one employee to retain the dental insurance through SRPC while also being covered through a spousal plan. Osburn stated that HealthTrust had informed that an employee could be covered under two plans. Copeland read 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." Ortmann asked about the procedure to amend policies to the employee handbook. Osburn stated that the Executive Committee had made three additions to the employee handbook,

originally adopted in 2006, by adopting a Grievance/Appeals Policy, adopting an Indemnification for Damages Policy and a Cell Phone Usage Policy. Copeland stated there was no procedure specified for amending policies. Copeland read Section IV. L. Health Insurance – Incentive Option that stated, “The Commission offers a cash alternative to eligible staff that elects not to participate in the health AND dental insurance plans.” Osburn stated the employee did not want the health plan and had been removed from the health plan but had not been removed from the dental plan. Ortmann suggested looking at other changes if this issue was not urgent and discussing further at the next meeting. He asked if the dental plan carrier thought it would affect the group dental plan eligibility and requested the determination in writing.

**Ortmann made the motion to allow the employee to stay on the dental plan while reviewing the policies, and subject to the insurance carrier’s determination. Keans seconded the motion. The motion passed unanimously.**

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

Copeland stated that there were no December Administrative or Informational Revisions.

**5. Updates**

**a. NH Rail Authority**

Keans stated there was no report.

**b. NHARPC Legislative Committee**

Ortmann stated that the Legislative Committee has been going through legislative bills and the next meeting is January 6, 2011. He stated that a lobbyist was helping with the process and approximately 100 bills indicate interest based on their title. Ortmann stated he would provide the spreadsheet of bills when available. Ortmann stated that he told Crosby at the last meeting that the NHARPC’s meeting minutes were on the NHARPC website. He found out that they are not, and he will ask at the next meeting if the meeting minutes can be placed on the NHARPC website.

McMenimen stated he attended a conference that discussed the law that allows alternates of planning boards to sit at the table with members and participate until a vote is taken. Ortmann asked about the law allowing a zoning board to require a technical review at the applicant’s expense. McMenimen stated that law was passed.

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

Vice Chairman Vita stated the first meeting was held with group members Bob Jaffin, Vita, Crosby and John Parry. He stated that Jaffin explained the concept of keeping secondary major roads open during emergencies, and included items such as underground power lines, power lines running parallel with the road, and clearing debris and trees as examples to help keep roads open in windstorms, ice storms and other emergencies. Vice Chairman Vita stated their assignment was to come up with statements to incorporate into a document that would be submitted for grant funding in June.

**6. Executive Director Report**

Copeland stated she did not have a written report but wanted to announce the Comprehensive Economic Development Strategy (CEDS) strategy committee would hold the first meeting in mid-January. She stated that invitation letters were being sent out today and that Commissioners would receive information. Copeland stated that Charlie French, an economist with the University of New Hampshire Extension Service, had volunteered to assist with the economic analyses.

Copeland discussed the state Congestion Mitigation and Air Quality (CMAQ) Advisory Committee scoring process that was changed at the CMAQ meeting that she attended last week. She stated she would be discussing the scoring at the Strafford MPO meeting following the Executive Committee meeting. Copeland stated that the next meeting was on January 21, 2011.

**7. Other Business**

Vice Chairman Vita stated he was uncomfortable with some sections of the distributed New England Rail Coalition's Mission and Statement of Principles that asked for members to join the organization. Ortmann asked if the item was time sensitive and Copeland responded that the deadline had passed. Vice Chairman Vita asked to postpone the item until the next meeting in order to research any concerns he might have.

**8. Adjournment**

**Vice Chairman Vita 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 8:55 AM.**

Respectfully submitted,

Linda Osburn  
Bookkeeper

Minutes approved on 18 February 2011

By: [Signature]