

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

**April 16, 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; Rick McMenimen, Newmarket; Sandra Keans, Rochester; George Snyder, Somersworth.

**Absent:** C. Thomas Crosby, Secretary-Treasurer, Madbury; Kenn Ortmann, Rochester.

**Staff Present:** Cynthia Copeland, Linda Osburn, and Marilyn Barton.

Chairman Jansen called the meeting to order at 8:05 AM and noted a quorum.

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

**Chairman Jansen entertained a motion to approve the minutes of the March 19, 2010 Executive Committee meeting. McMenimen requested the insertion of the word “if” following the words “Ortmann asked” in the first sentence of the second paragraph of Item 2 Draft Financial Reports February 2010 on page 1. Vita made a motion to approve the minutes with the noted correction. McMenimen seconded the motion. The motion passed.**

**2. Draft Financial Reports March 2010**

Copeland discussed the draft March 2010 financial reports including the income of \$55,421.69 and expenses of \$32,220.92; accounts receivable of \$78,107.02; accounts payable of \$4,660.91. Copeland stated that \$16,926.09 of prepaid dues was taken into income this quarter; the Coastal income included match from dues of \$3,289.43 and \$1,000.00 from Rollinsford previously paid in October 2009. She discussed the income by customer. McMenimen asked about the method of taking dues into income. Osburn stated that the yearly dues amount is placed in a liability account and taken into income as match for the Broadband contract and the Coastal contracts with the remainder divided by four quarters and taken into income quarterly.

**3. Draft FY 2011 Budget**

Copeland discussed the first draft FY 2011 budget that showed the prior year's revenues and three prior years of expenses. She reviewed the revenues: municipal dues, interest, no local planning services, GIS projects, other potential contracts, state contract and metropolitan planning organizational funds. Copeland discussed the delay in receiving contracts; possible contracts for energy planning; and the contracts that were not available this year. She stated that every contract was now reimbursable and not product driven. Copeland reviewed the expenses and stated the expenses had been stable over the three-year period. Copeland stated that she had no control over contract timing. Chairman Jansen asked if there were impact from the state budget and Copeland

responded that she had removed those revenues from the budget. Copeland stated she would provide a revised budget for the Executive Committee meeting on May 14 for review and recommendation to the SRPC Commissioners at the May 27, 2010 Annual Meeting.

#### **4. Employee Benefit Policies**

Copeland stated there was a big change in the communities and questions regarding what will happen with the new healthcare reforms are integrated into the healthcare system. She discussed SRPC Employee Handbook dated September 20, 2006, Benefit Section J. Health Insurance which stated all full time employees were eligible for health insurance paid at a 90% employer/10% employee ratio for single employees and at a 74%/employer/25%/employee ratio for two person or family coverage. Copeland discussed Section K. Dental Insurance paid 100% by the employer for single coverage for a maximum of \$750 in payments per year. She stated this amount was not keeping up with the real world. She discussed the benefits paid 100% by the employer: Section L. Health Insurance Incentive Option; Section M. Life Insurance benefit of \$10,000; Section N. Short-term disability; and Section O. Long-term disability. Copeland stated that the Local Government Center-HealthTrust handled the administration of the Consolidated Omnibus Budget Reconciliation Act (COBRA) provision. She stated that SRPC had a SIMPLE-IRA pension plan with an employer match of up to 3% per year. Copeland stated there was educational reimbursement policy of work related courses and attendance at work related seminars and workshops subject to the Executive Director's approval. Copeland reviewed the budgeted amounts for health care from FY 2000 to FY 2011 to demonstrate the costs over time. She stated that PRIMEX, a private insurance broker and a broker for non-profits had been requested to provide quotes for comparison as well as asking for other options from HealthTrust. Discussion of the increasing costs of health care premiums, staff salaries, staff contributions, and new employees ensued. Copeland stated she was not sure how then national healthcare system would affect the rates. Snyder suggested the rates would not decrease but might not increase at such a rapid rate. Chairman Jansen stated that if SRPC pulled out of the HealthTrust pool, they could not rejoin for at least two years. Discussion of the costs involved with changing health carriers, the costs of administering the COBRA function internally and potential claims, health incentive for those employees covered under another plan, and short term disability insurance followed.

#### **5. Updates**

##### **a. NH Rail Transit Authority**

Keans stated that the members were discouraged regarding the lack of funding in the 10-year transportation plan.

##### **b. Pease Airport Master Plan Update**

Vita stated that there was no sign of the draft update from the consultant group Hoyle Tanner and no meeting had been scheduled for discussion.

##### **c. NHARPC Legislative Committee**

Since Ortmann was absent from the meeting, no update was discussed at the meeting.

#### **6. Executive Director Report**

McMenimen asked about Item #14 of the report regarding an audit of the Office of Energy and Planning's contracts. Copeland stated that some contract recipients had not furnished

documentation of hours worked and produced products, which will now be required in future contracts.

**7. Strafford RPC and MPO Annual Meeting Update**

Snyder asked if Copeland had received confirmation from Commissioner Bald as the speaker for the Annual Meeting on May 27, 2010 with the topic of Economic Development in the region. Barton stated she would confirm the speaker today and discussed the details of the meeting. Copeland asked for other options if Commissioner Bald was not available. Keans suggested Cameron Wake and the topic of Sustainable Living. Osburn asked if the Commissioners and Guests should pay to attend the Annual Meeting. Keans and McMenimen stated the Commissioners and Guests should pay to attend and the members agreed.

**8. Other Business**

Snyder asked if there were any updated information on the move to the Community Center in Rochester. Copeland stated she would contact Ortmann and Melodie Esterberg in Rochester for updates.

No other business was discussed at the meeting.

**9. Adjournment**

**Chairman Jansen entertained a motion to adjourn the meeting. McMenimen 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 May 14, \_\_\_\_\_, 2010.

By: Edmund F. Jansen, Jr.

