



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 17, 2004
DRAFT

Present: Frank Bolmarcich, Chairman
John Eresian, Vice Chair
Bill Parker
Howard Dilworth, Jr.
Nelson Disco
Andy Prolman
Marilyn Peterman
Mike Fimbel

Members Absent: Kathy Hersh

Others Present: Stephen Williams, Acting Executive Director

Minutes of the February 18, 2004 Meeting

Dilworth pointed out that the minutes should reflect that the minutes of the non-public session were sealed during the public session. Williams stated he would make the change. Eresian asked why the minutes of the non-public session were not provided. Williams stated that it was an oversight on his part and that he would provide them. Motion by Peterman, seconded by Disco to approve the minutes of the February 18, 2004 meeting. The motion passed.

Members of the committee asked if the minutes for the Executive Committee and Commission meetings were posted on the NRPC website. Williams said that he did not believe they were currently, but he would ask that they be posted in the future.

January and February Finance Reports

Williams reviewed the January and February Finance Reports with the committee. He stated that the agency was in very good shape financially and that with a few minor exceptions, all accounts were under the adopted budget. Eresian pointed out that there was a discrepancy of about \$800 between the total in column C of the February year to date report and the verify total in column AK. Prolman stated that the negative revenue of \$818.34 under column G line 21 had not carried over to the verify total column.

Nominating Committee

Williams pointed out that according to the by-laws, a nominating committee needs to be appointed in March to propose a slate of officers. This year, nominations will be required for both the chair and vice-chair. Eresian proposed that the nominating committee be composed of Marilyn Peterman, Kathy Hersh and Andy Prolman. Peterman and Prolman indicated their willingness. Bolmarcich agreed to appoint those individuals.

Personnel - Filling Currently Vacant Positions

Williams distributed a preliminary analysis of the FY 05 budget. He stated that given the fact that any people hired will not be actually on staff until June, that he realized that the budget analysis for filling vacant positions should focus on the FY 05 budget. Williams described his analysis and the three different budget scenarios for FY 05 he considered. Scenario #1 would involve hiring both an Assistant Director/Land Use and a Senior Transportation Planner and result in an FY 05 deficit of nearly \$30,000. Scenario #2 would involve hiring an Assistant Director/Land Use and an entry level Transportation Planner. Scenario #3 would involve hiring an Assistant Director/Land Use only, but would include



\$10,000 in remodeling the facility, \$16,500 for needed capital expenditures (photocopier and plotter) and \$19,000 addition to the reserve fund. Williams suggested that a goal should be set to purchase office space at the end of the current lease at the end of 2008. A wide ranging discussion of relative priorities and needs ensued. Williams stated that he did not think he could justify the deficit in Scenario #1. He also stated that he was not in favor of hiring an entry level Transportation Planner as shown in Scenario #2 because he felt that early in their careers they needed so much supervision and training they were actually an additional burden on management. Williams felt that given those issues, and the possibly negative financial picture for FY 06, he was in favor of Scenario #3.

Other members of the committee stated that they were concerned about the level of work required of the Executive Director under Scenario's #2 or #3. Members also stated that the idea of purchasing office space probably required a separate examination by a sub-committee.

Dilworth stated that the common element in all the scenarios was the Assistant Director/Land Use position and Williams agreed that was the highest priority. Dilworth made a motion that contingent upon the vote of the full Commission on the Executive Director position, that the agency should begin the hiring process for the Assistant Director/Land Use as soon as possible. Peterman seconded. Motion passed.

Williams stated that he would bring the full budget and associated health care and retirement issues back to the Executive Committee at the April meeting.

Circumferential Highway

Williams reviewed the memorandum in the Commission packet on the Circumferential Highway including the positions taken by Hudson, Litchfield and Merrimack. He also stated that the TTAC had recommended that the full Commission adopt Policy #3, Alternatives Analysis. Dilworth pointed out that the position for Hudson stated in the letter was actually a summary of the discussion held by the Hudson Board of Selectmen by the chair, and did not represent the result of an actual vote. Williams stated that he thought the key issue was the cost of the project and the relatively low priority it has among other major transportation improvements proposed around the state. There was considerable discussion of the three alternative policies with no consensus reached by the committee.

Commuter Rail Status Report

Williams stated that he expected a ruling by the Supreme Court on the lawsuit sometime in April. In the mean time, he is very concerned that the federal funds set aside for the project will be appropriated for other purposes if the lawsuit goes against the Commuter Rail project. Williams stated that he was working with the City of Nashua to prevent that from happening.

Agency Status and Future Directions

Williams stated that although the committee asked for a statement from him on this issue, that there was no time at this point and suggested holding off for the April meeting. There was agreement to do so.

Adjourn

The meeting was adjourned at 7:00 PM.