



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 15, 2006

Present: John Eresian, Chair
Kathy Hersh, Vice Chair
Nelson Disco, Treasurer
Tom Collins
Howard Dilworth, Jr.
Mike Fimbel
Noreen O'Connell
Ray Peeples
Marilyn Peterman

Staff: Stephen Williams, Executive Director
Kerrie Diers, Assistant Director

I. Call to Order

The meeting was called to order by Chair Eresian at 6:00 pm.

II. Approval of the Minutes of January 18, 2006

Motion to approve the minutes as submitted was made by Fimbel, and seconded by Dilworth.
Motion passed with one abstention.

III. Administration:

Finance Report and Balance Sheet for January and February 2006

Williams reviewed the month end reports from January and February. At the end of February, NRPC was (\$556.74) for the month and (\$29,970.20) for the year. Williams pointed out that we are under budget because we are 66% through the fiscal year, but have received 54% of the resources we have budgeted for the year and expended only 55% of the resources budgeted for the year. Overall, NRPC is on track to keep to the approved budget. Eresian asked Williams to explain line #12 - Local Match Transfer. Williams explained that this is the transfer of dues for the local match portion of DOT and other contracts. Line #12 shows that we have spent (\$43,284) from local dues this year.

IV. Preliminary Draft FY07 Budget:

Williams explained that this is the first Budget iteration that will be on the agenda monthly through June. This is an approximation of where we stand in terms of resources and expenses. In June, the Full Commission will vote to approve the final budget for FY07. The major difference in the proposed budget comes from the increase in the 300 Transportation Funding account from the reauthorization. The increase from 1% to 1.25% take down of the core Federal transportation funding programs means that NRPC will receive an additional \$260,000 for the transportation program. In order to provide the match without requesting additional dues from members, we are creating a few initiatives that will enable NRPC to use the Targeted Block Grant funds from the Office of Energy and Planning as the match. Included in the draft budget are two positions: An Environmental Planner II and a Smart Growth Planner II. The Smart Growth Program will be a new initiative that will provide land use and transportation services to the member communities, targeting projects that make land use more efficient and coordinated with transportation.

The biggest concern at this point is the City of Nashua's budget and whether there will be an issue with the NRPC dues. Williams is scheduled to make a presentation to the Aldermanic

Budget Committee about the value of NRPC. In the event that Nashua needs to cut their dues, it may be necessary for the Executive Committee to discuss alternative scenarios.

V. Compensation Ranges

(The Chair took this out of order for discussion at the end of the meeting.) Williams reported that he met with Chair Eresian and Vice Chair Hersh to discuss Executive Director and staff compensation. In that meeting there was discussion on the staff salary ranges by position, which had not been updated since 2001. At that time, Eresian and Hersh asked that Williams submit to the Executive Committee updated salary ranges by position for their consideration. Williams described the updated ranges as they were submitted. He indicated that the ranges were based on data from salary surveys for RPC staff salaries in New Hampshire and Massachusetts. He also stated that in all cases the staff members in the different positions would fall within the ranges. In addition, the updated ranges have been structured to provide room for merit increases for the staff members as appropriate over the next several years.

Motion by Hersh, second by Fimbel to approve the compensation ranges as submitted. Motion passed.

Subsequent to the action on the motion members of the Executive Committee requested that the backup materials supporting the proposed salary ranges be provided to the Executive Committee at the next meeting. Williams stated that he would do so.

VI. Legislation:

Williams updated the Board on the pending legislation being tracked by the NH Association of Regional Planning Commissions.

VII. Other Business:

Legislative Forum Follow-up: Some members were unable to get into the event due to staffing issues with the plant. The feedback on the new caterer was good – the food was good and less expensive than in previous years. There were many other meetings going on that evening, and attendance might have been lower than in years past. Discussion ensued about the right time of year to have the legislative forum. Early January was suggested as an option for next year. Thursday evenings were preferred.

VIII. Next Meeting:

The next meeting is on April 19, 2006.

X. Adjournment

A motion to adjourn was made at 6:55 pm by Peeples, and seconded by O'Connell. Meeting was adjourned.