



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 21, 2007

Present: Kathy Hersh, Chair
Nelson Disco, Treasurer
Tom Collins
Howard Dilworth
Mike Fimbel
Noreen O'Connell, Vice Chair

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

I. Call to Order:

The meeting was called to order by Chair Hersh at 6:00 pm. Due to time constraints for some Executive Committee members, Hersh changed the order of business to allow for early discussion of important issues.

II. Town of Mason

Williams reviewed his memo to the Executive Committee dated February 21, 2007 regarding the financial impacts arising from Mason's membership and possible options for Mason to join NRPC. The initial additional costs of Mason's membership include administrative functions (logo, letterhead, etc) as well as necessary updates to the GIS maps and the region's travel demand model. The additional cost for these items is estimated to be \$21,000. Other financial impacts involve recurring state agency contracts such as NH DOT and OEP which are formula based on population or road network. Financial impacts to the Town of Mason include increased costs for a local assistance for circuit rider, and additional costs if NRPC was to complete the Master Plan currently underway under the direction of Southwest Region Planning Commission.

Williams requested direction from the Executive Committee regarding Mason's membership in NRPC should the Town petition OEP to join. The Executive Committee discussed their willingness to welcome Mason into the region as a member. Members of the Executive Committee agreed that they need to have the Town show a commitment to NRPC, given the additional costs that NRPC will incur with a change in membership.

O'Connell moved to recommend acceptance to the Full Commission to welcome the Town of Mason as a member community of NRPC beginning in July 2008 under the "medium" scenario outlined in Williams' February 2007 memo. The Executive Committee expects the Town to show its support for joining NRPC with a commitment of dues and the additional costs to be approved at the March 2008 Mason Town meeting. Disco seconded the motion. The motion passed unanimously.

Williams will set up a meeting to communicate this motion to the Town of Mason, and will invite representatives from the Town to attend the September Full Commission meeting. Hersh suggested that Town representatives should attend Full Commission meetings in the interim and be included on NRPC mailing lists.

III. Executive Committee and Full Commission Schedule through June

Williams explained that there are some policy and procedural changes that will be required in the next few months and wanted to discuss the schedule for addressing these items. The Full Commission is required to hold any public hearings, elect officers and approve the budget. The Executive Committee has the authority to establish policies and procedures for the agency. The



Executive Committee reviewed the list of business that needs to be addressed in the next several months and determined the following schedule:

March Executive Committee meeting:	Personnel evaluations and the unique requirements of NRPC employees
April Executive Committee meeting:	Salary Range discussion Preliminary FY08 Budget Indirect cost plans and policies
June Full Commission meeting:	Introduce idea of Mason joining NRPC Budget and Work Plan approval
September Full Commission meeting:	Invite Mason representatives as guests

The Executive Committee will continue to deal with the facility issue throughout 2007 and 2008.

IV. Changes to Indirect Cost Allocation and Financial Management:

Williams briefly reviewed the Indirect Costs Memo dated February 21, 2007. He stated that staff would be meeting with NH DOT and working to resolve issues related to the changes in indirect cost reimbursement.

V. Approval of the Minutes of January 17, 2007:

Motion to approve the minutes as amended was made by Disco and seconded by Dilworth. Motion passed unanimously.

VI. NRPC Salary Ranges:

With no qualified applicants for the transportation position after a second round of advertising, Williams discussed the need to revisit staff salary ranges to be more competitive with other MPOs. Dilworth asked how NRPC planners are different from town planners, which would justify application of different salary ranges. Williams explained that the skill sets, technical expertise and experience that are required and expected of NRPC planners are much more specialized than the skill sets required for a typical town planner position. It would be difficult for NRPC to hire a planner for a specialized position at NRPC without a lot of additional training and experience.

Williams offered to provide descriptions of the unique skills and technical expertise that are required for NRPC positions to the Executive Committee at the March meeting as well as a "typical" town planner description. Williams will also provide a salary survey comparison with other MPOs for the April meeting.

VII. Discussion of Legislative Forum:

Williams asked for feedback about the January Legislative Forum. Dilworth felt that it went well, was participatory and lively. He asked if NRPC was supporting all of the bills. Williams stated that we did not propose to officially support all of the bills. Rather, it was an opportunity for legislators to present their bills and receive feedback from constituents. Hersh felt that it would be more effective to have only one facilitator instead of changing facilitators with each speaker. The selection of food was good, and the tables were set up well. The Executive Committee recommended continuing the format for next year.



VIII. Future Facilities Needs

Williams reported that the facilities subcommittee has not been able to establish a time to meet. There has been no response from Realtors to the RFP because they don't normally operate by RFP. Williams asked the Executive Committee to think about asking Brad Vear to continue to assist NRPC in its facilities needs evaluation and then to step aside from making any decisions when it is appropriate. The Executive Committee responded that as long as there is no apparent conflict of interest, and the decision to move forward with any option is the best for the Commission, then they are comfortable with asking Brad to continue to assist Williams with investigating facilities options.

IX. Report on Commission Mini-retreat schedule for March 29, 2007:

Diers distributed the proposed agenda for the mini-retreat and explained the importance of attending the retreat. The outreach goal is to have 100% participation from each community, preferably participation from all commissioners as well. Save the date cards and invitations will be sent out at the beginning of March.

X. Finance Report and Balance Sheet for January 2007:

Due to the hour, there was no review of the January Finance Report and Balance Sheet.

XI. Other Business:

Fimbel reported that hopefully we will see Ray Peebles more often given his change in employment. He also felt that there will be a lot to do to follow up with communities after the vote on the Greenhouse Gas emissions at Town Meetings. Williams responded that Angie Vincent is developing a regional energy planning program for NRPC member communities.

Next Meeting:

March 21, 2007

XII. Adjourn:

Meeting was adjourned at 7:30 pm.