



**APPROVED - MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
May 20, 2009**

**Present:** Mike Fimbel, Acting Chairman  
Karin Elmer, Treasurer  
Peter Baker  
Kathy Hersh  
Janet Langdell  
Suellen Seabury

**Staff:** Kerrie Diers, Executive Director  
Tim Roache, Principal Transportation Planner

**I. Call to Order:**

The meeting was called to order by Fimbel at 6:04 pm.

**II. Minutes:**

Approval of April 15, 2009 meeting minutes: Hersh moved to approve the minutes as presented, seconded by Elmer. Discussion: Fimbel clarified that the EC minutes are not required to show attendance by members of the public. Hersh revised the motion to reflect the request to remove the members of the public from the minutes. The motion was approved with one abstention.

**III. April Finance Report:**

Diers reviewed the April finance report and recent requirements of NHDOT regarding the agencies indirect rate. Discussion regarding the amount of work required by the NHDOT changes ensued. Diers explained that the change required NRPC to correct all of its billing on a one time basis but the indirect rate will be adjusted on an annual basis based on the results of the audit. Diers discussed the balance sheet and cash flow analysis. Hersh asked if we could project for the end of the year. Diers stated that we would review the projections under the budget discussion. Elmer asked if the finance report could be emailed to the absent members.

**IV. Adoption of the FY 10-11 UPWP:**

Roache described the purpose of Unified Planning Work Program. He stated that the UPWP serves as a scope of work for the contract between NRPC and NHDOT. It describes a list of potential planning tasks that may be completed by NRPC over the course of the next two years. Roache went on to explain the budget shortfall brought on by the Senate Finance Committee decision not to match the Federal transportation planning dollars used to fund NRPC's work described in the UPWP. Roache discussed the toll credit concept. Hersh asked for clarification of how toll credits impact NRPC. Roache explained that the NHDOT can take credit for highway improvements conducted using toll revenues and apply that credit as match to other federal dollars. The impact to NRPC is the loss of cash match to our transportation program. Seabury moved to adopt the FY 10/11 UPWP. Elmer seconded the motion. Discussion: Langdell questioned the date of the census data. Roache stated that we will still be working with the 2000 census until some time in 2010 or 2011. Motion passed.

**V. NE Regional Rail Coalition Request:**

Fimbel introduced a request to join the NE Regional Rail Coalition (NERRC) that he learned about at NHRPA. Diers described the membership requirements. Langdell questioned how the

organization is funded. The Executive Committee discussed the pros and cons of joining the NERRC. The Executive Committee believes that the NERRC is a good concept but needs more information before it can take action or pass to the full commission for action.

**VI. RPC Executive Directors Letter to Senate Finance:**

Diers described the purpose of the letter drafted to Senate Finance Committee to reinstate the State match to the Federal transportation planning dollars. She explained that in discussions with NHDOT they were not opposed to the RPC's taking this action. Roache explained the impact on NRPC and described the toll credit match being provided by NHDOT. Diers discussed the section of the letter that described proposed solutions. The Executive Committee discussed the proposed solutions. Hersh asked Diers to clarify a sentence that discussed NHARPC support for a gas tax. Diers agreed to look into questions. Hersh stated that if the letter is fact based the Executive Director should sign assuming she is in agreement. If the letter is a position or policy Statement then it should be elevated to the Executive Committee or full Commission.

**VII. FY2010 Budget**

Diers reviewed the draft 2010 budget and discussed the indirect rate calculation. Fimbel asked if the NHDOT was the reason for the increase in the indirect rate. Diers explained that the new calculation method caused the change. Hersh asked how the indirect rate was being calculated. Diers explained that the indirect rate is a percentage of direct salaries to all other costs including benefits. Diers will work towards finalizing the 2010 budget for the June Meeting.

**VIII. NRPC Staffing Plan**

Diers provided a copy of the organizational chart utilized under Steve Williams term as Executive Director. Over the past few terms of Executive Directors, the NRPC has had the Assistant Director serve as the Land Use/Environmental Program Manager or the MPO Director depending on the expertise of the Executive Director. Diers provided a copy of the Assistant Director/MPO Coordinator position that was used to hire Steve Williams when Andrew Sigelakas was the Executive Director. Diers provided an updated organizational chart showing the Assistant Director as MPO Coordinator. Because Diers' expertise is Land Use/Environment, she strongly recommends that the Assistant Director be the MPO Coordinator. Tim Roache has been filling that role at NRPC since he was hired over two years ago, and has done a great job at running the transportation planning process at NRPC. Diers recommended that Roache be promoted to Assistant Director. The Executive Committee whole-heartedly supported that decision.

**IX. Other Business**

Fimbel stated that he is currently the only representative from NRPC to the NH Association of Regional Planning Commissions. NRPC is allowed two representatives and he would like to ask for volunteers at the Full Commission meeting to serve as the other representative to the NHARPC and requested that Diers put that on the June agenda.

**X. Adjourn**

Elmer moved to adjourn and Seabury seconded at 8:00 pm. Motion passed.