



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
January 19, 2011**

**Present:** Mike Fimbel, Chairman  
Andy Seale  
Karin Elmer  
Janet Langdell  
Kathy Hersh  
Peter Baker  
Rick Maddox

**Absent:** Tom Collins  
Howard Dilworth

**Staff:** Kerrie Diers, Executive Director  
Tim Roache, Assistant Director

**I. Call to Order:**

Fimbel called the meeting to order at 5:09 PM. The Executive Committee agreed to move the nonpublic session to the end of the meeting to allow additional committee members time to arrive.

**II. Minutes:**

The December 15, 2010 meeting minutes were discussed. Baker noted that the discussion of the Souhegan Valley Transportation Collaborative (SVTC) indicated that NRPC provides technical assistance to SVTC. He asked if the technical assistance to SVTC was free. Diers replied that technical assistance to SVTC is paid for through FTA grant funds. Baker asked that the minutes be corrected to reflect that fact and motioned to accept the minutes as corrected. The motion was seconded by Langdell. Motion passed with Seale abstaining.

**III. Finance Reports:**

**NRPC:**

Diers reviewed the balance sheet and stated that current assets in the NOW account are healthy and much improved over last year at this time. She stated the uncompensated time off adjustment has been made with the assistance of our auditor. Diers reviewed the Profit and Loss Statement and stated that the agency is slightly ahead in resources and overall remains in positive territory through the end of December. Maddox asked if there is anything volatile or not secured for the second half of the year. Diers stated that the midyear budget adjustment accounts for the unknowns that we had when the budget was originally approved last June and that we have the resources to cover our anticipated expenses.

**Capitol Corridor:**

Diers stated that there are no changes to the report. Remaining funds will likely be spent to conduct a UNH poll on support for passenger rail to updated the poll from a few years ago.

**SVTC:**

Diers reminded the Executive Committee of the NRPC role as fiscal agent and reviewed status of funds in the account. There were no questions.

Elmer motioned to approve the financial reports and place them on file for Audit. Baker seconded, and the motion with passed with Seale abstaining.

#### **Other Discussion**

Before proceeding to the Committee Reports agenda item, Chairman Fimbel wanted to discuss the purpose of the nonpublic session to be held at the end of the business portion of the Executive Committee meeting. Fimbel stated his understanding of the purpose of the meeting was to discuss salary increases for staff. Baker agreed and stated that his understanding of the discussion at the December meeting was that the topic would be revisited in January. Diers explained that the Executive Director determines the employee salary increases on a merit/performance based system. Diers stated that all salary increases are within the salary structure approved by the Executive Committee. She added the Executive Committee role was to approve the operating budget which happened at the December meeting. Elmer added that it is not the job of the Executive Committee to micromanage the Executive Director and that the issue of pay raises under an approved budget is at the Directors discretion. Hersh added that Salary Survey completed several years ago was exhaustive and should be adhered to. The Executive Committee approves the overall salary line and the Executive Director decides how to distribute the increases within that budget.

Maddox explained that it is important to justify the increases so that he can report back to the town. Diers explained that this is the first raise for staff in approximately 2.5 years and on average will be about 3% for employees. Langdell asked if the salary increase was offset by the increased health care costs. Diers stated that in most cases the increased salary was a wash for employees because of the increase cost of health care.

Diers interjected that she understood the purpose of the nonpublic session was to give the Executive Committee the opportunity to discuss her compensation as was contemplated in April 2010. The Executive Committee agreed to begin the discussion of the Executive Directors compensation in the nonpublic session at the end of the meeting.

#### **IV. Committee Reports:**

**TTAC:** Roache began the committee reports with a summary of the TTAC meeting that occurred earlier that day. The TTAC meeting was held a week late due to snow. Roache explained that two year transportation planning cycle is underway and the TTAC kicked off the process by reviewing the projects in the Long Range Transportation Plan. The TTAC review the projects and conducted assessed each project using a feasibility matrix. The TTAC also reviewed the Project Evaluation Criteria and Selection Procedures for the Update of the Long Range Transportation Plan. Diers informed the Executive Committee that the Federal Highway Administration will be conducting a review of the MPO on January 26 and invited Committee member to a lunch time discussion with FHWA officials.

**Region 7 RCC:** The regional Coordinating Council did not meet in December. A meeting is scheduled for February 23.

**iTRaC Advisory Board:** Diers summarized the iTRaC Advisory Committee meeting which included discussion of the Trees Streets Plan in Nashua, Design Guidelines for Milford and the Exemplary Planning Awards Program Diers directed the Executive Committee members to the meeting summary in the Committee and Working Groups Report.

**Statewide Committees:** Diers summarized the activity of the New Hampshire Rail Transit Authority. She highlighted the issue surrounding approval of the acceptance of Federal funds to complete preliminary engineering and environmental studies in support of the project. She stated that the NHRTA is adding questions to the Granite State Poll to gauge public support for the project and the use of federal funds.

Diers described the activities of the Statewide Coordinating Council (SCC). She stated that the Mobility Manager Consultant had expended 90% of the staff time with in the first year of a two year contract. The NHDOT and SCC are negotiating a solution to the problem.

## V. Business

- a. Executive Committee Board Assessment Process: Diers verified that Executive Committee members received the assessment survey via email. She stated that they have two weeks to respond and that all responses will remain confidential. Baker indicated that he has received the email and responded to the survey. He stated that it is quite short and encouraged others to respond.
- b. Legislative Forum: Diers reminded the Executive Committee that the Legislative Forum will be held on February 17 at the Anheuser Busch facility in Merrimack. The presentation will consist of an over view of the NRPC/MPO and the Passenger Rail Project.
- c. MPO Procedures: Roache explained that the transportation planning process often requires decisions be made in between regularly scheduled Commission meetings. Often times these decisions may guide the policy of the NRPC. Under the current by-laws the Executive Committee can act on behalf of the full Commission when the full Commission is unable to meet. The Executive Committee agreed that they should continue to act on behalf of the full Commission on routine transportation items and further agreed that major regional policy decisions would be elevated to the full commission as needed. The Committee decided that they would dedicate every other meeting to MPO business and asked Director Diers to provide a more detailed Director's Report for those meetings. The report will cover the regular monthly business such as financial and committee reports so the primary discussion for the meeting could focus on the transportation policies we need to address and only those regular business items that need immediate attention.
- d. Proposed by-law amendments: Diers reviewed proposed amendments to NRPC Bylaw Article VI Committees. Diers described proposed changes to the bylaws which would recognize the RCC as a subcommittee of the NRPC and update TTAC membership and voting procedures to be consistent with the MPO Prospectus. Diers described how the RCC currently functions and summarized thoughts on how the RCC could be recognized as a subcommittee. Langdell added that NRPC is not the only RPC playing this role. The Executive Committee discussed risk and exposure to the NRPC. Roache stated that there is no transportation being coordinated at this time and that the RCC will be removed from the process of providing rides. The Executive Committee agreed to continue the discussion of the proposed bylaw changes.

## VI. Nonpublic Session

At 6:45 PM Chairman Fimbel made a motion to enter into nonpublic session per RSA 91-A:3, II(a) to consider or act upon the dismissal, promotion, or compensation of any public employee. The motion was seconded by Elmer. Roll Call Vote followed with Seal, Elmer Baker, Langdell, Hersh, Maddox and Fimbell in favor, none opposed.

## VII. Adjourn

The Executive Committee came out of Non Public Session at 7:30 PM and motioned to adjourn.