



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
June 20, 2018**

**Present:**

Susan Ruch, Chair  
Karin Elmer, Vice Chair  
Jim Battis, Treasurer  
Dave Hennessey  
Mary Ann Melizzi-Golja  
Mike Fimbel  
Janet Langdell  
Sarah Marchant – via telephone @ 5:58pm

**Staff:**

Jay Minkarah, Executive Director  
Karen Baker, Program Assistant

**Absent**

Bill Boyd

**1. Call to Order:**

Ruch called the Executive Committee meeting to order at 5:47pm.

**2. Business**

**a. Minutes: May 16, 2018 (Action Required)**

The Executive Committee reviewed the minutes from the May 16, 2018 meeting. Battis noted some grammatical errors on page 2. Ruch referenced Czysz leaving and noted that the EC thanked her for all of her work and indicated that it should be added to the minutes. Hennessey noted that Marchant was not listed but attended via telephone. Ruch noted that she left the meeting at 7:00 and that it should reflect in the minutes. Motion to approve the minutes as amended by Fimbel, seconded by Hennessey. The motion passed 6-0-1. Langdell abstained.

**b. May/June Dashboard and Financial Reports (Action Required)**

Minkarah referred to the dashboard starting with the bank balances stating that accounts receivable/payable are where they should be and that there is a healthy balance. He noted the amount of staff activities that happened over the last month. He referred to the Planning Board Basics workshop that was well attended and had attendees from outside the region. He noted that he and Meno are also looking into a possible model Solar Ordinance and proceeded to review the remaining activities listed on the Dashboard. Minkarah also referred to the Planning Board Roundtable that was held, also well attended and noted that we plan to have another in September. Fimbel informed the group of the happenings at the last NRSWMD meeting where the group voted to increase the Household Hazardous Waste collections user fee from \$10 to \$15. He added that this was due to the vendor contract which had doubled. Fimbel stated that the vendor is very good and has a great safety record. Langdell asked what the cost is per event to the vendor. Baker said it is \$24,750. Minkarah highlighted a few other activities, specifically the second Economic Development Brownbag that was held in which had slightly less in attendance than the one held in April. Ruch commented that the discussion gravitated to housing and how it was a piece of the puzzle. Minkarah stated that most categories on the web stats were down and felt it was attributable to the increase we saw previously due to the Transportation Survey.

Minkarah reviewed the Profit and Loss included in the agenda packet stating that we were about 75% through the year and on target. He stated the dollar amount has exceeded the

budget on grants, but we are 99% done on local planning contracts. He added that on the DOT contract, we are lower than we have been but are catching up as the year goes by; currently we area at about 72% and we should be at just about 79%.

Marchant joined via telephone at 5:58pm.

Minkarah moved onto the Balance sheet stating that total assets are just over \$900,000 and consistent of where we should be. He added that for the end of the year, it will balance out and reflect on the Dashboard. Langdell asked if the ending balance would increase. Minkarah said just slightly.

Hennessey made a motion to accept and place the report on file for audit, second by Battis. The motion passed 8-0-0.

**c. Recommendation to Commission to Approve FY19 Budget and Work Program (*Action Required*)**

Minkarah reviewed the budget included in the FY19 Budget and Work Program and stated that the NRSWMD full budget is now part of the NRPC budget. Total grants are increased due to the Household Hazardous Waste (HHW) budget and would be lower if it were excluded. He added that there are still pending local planning contracts, but that only signed contracts are included in the budget. Minkarah stated that under expenses, total employee benefits are down due to staff changes – fewer family plans and younger staff - due do the fact that insurance is age based. He noted that profession services have increased, and this is also due to the HHW vendor. He continued, noting that salaries are up due to staff raises and te4h shift of a part-time employee to full-time.

Minkarah referenced the increase under Office Expenses stating it is based on what we are actually spending. Hennessey questioned Capital Equipment and criteria. Minkarah explained that due to the criteria, laptops are not considered capital equipment. Langdell asked what capital equipment he would be buying. Minkarah said it would be for the scheduled regular computer replacement, software licenses and increased additional software purchases. Elmer commented on the inconsistency with some municipal departments related to software licenses and purchases and how it affects productivity when there are limited licenses. There was comment on depreciation in the private sector vs the public sector. Minkarah stated that the public sector does not depreciate everything. Langdell asked what small equipment included and she suggested going forward categories should be used to determine what is capital equipment (ex, Plotter) and what other equipment falls into other categories. She added that there are probably categories in QuickBooks. Elmer suggested asking if categories can be combined.

Ruch, Langdell and Hennessey questioned the decrease in the budgeted amount for the Marketing line item. Minkarah stated that they were not drawing down on it this year. Hennessey suggested using an outside firm to handle it, also noting that it was part of the goals outlined in the Strategic Plan. Ruch stated that the review of the Strategic Plan goals should be included on the agenda for the next meeting. Langdell added that public awareness, outreach and education was in the Strategic Plan and that maybe it is time to revisit this. Langdell felt the dollar amount was less important and that attending chamber events etc., was more important. She added that maybe Marketing should fall under Professional Services.

Minkarah stated that the Reserve line item was also higher and that he may need to bump staff level due to new contracts and for the potential of a move. Marchant responded that she was going to ask if dollars were increased to the Reserve line item for that reason as she did not want to see staff having to run wires (as an example) in support of a potential move.

Langdell made a motion to recommend approval by the full Commission of the FY20 Budget and Work Program, second by Fimbel.

**Member Roll Call Vote:**

Susan Ruch - yes	Karin Elmer - yes	Jim Battis - yes
Dave Hennessey - yes	Mary Ann Melizzi-Golja - yes	Mike Fimbel – yes
Langdell – yes	Marchant - yes	

**d. Recommendation to Commission to Approve FY20 Dues Allocation (Action Required)**

Minkarah explained how the dues are calculated stating that is a percentage using the equalized assessed valuation and the estimated populations for each municipality. Langdell asked about an increase in the dues. Ruch stated that it has been discussed previously and they should be thinking about this for the future, but they looked good for this round. Minkarah said he would be negotiating the new UPWP contract (currently in second year), and this could change things. Ruch suggested doing a full assessment early enough on the year. A member questioned when the new data from the Census bureau would be available. Minkarah said the next Census is in 2020. There was discussion on the upcoming potential move, the 2020 Census and data from that and how the results will affect the towns. Hennessey disagreed with the estimated populations. Ruch felt any dues increase should be done in the next 2 years. Elmer felt now was the time to cultivate and get the selectmen on our side and the potential office restructure.

Langdell made a motion to recommend approval by the full Commission of the FY20 Dues Allocation.

**Member Roll Call Vote:**

Susan Ruch - yes	Karin Elmer - yes	Jim Battis - yes
Dave Hennessey - yes	Mary Ann Melizzi-Golja - yes	Mike Fimbel – yes
Langdell – yes	Marchant - yes	

**e. Nominating Committee Slate of Officers and Executive Committee Membership (Action Required)**

Hennessey stated that he would be retiring in April and may be assuming additional obligations. There was discussion and corrections noted for the EC membership appointments/expiration info included in the agenda packet. Elmer stated that she has asked for membership from Commissioners on the Executive Committee and there has been no interest. She proposed the currently slate of membership for the Executive Committee.

Elmer motioned to approve the current slate of Executive Committee members with second from Fimbel.

**Member Roll Call Vote:**

Susan Ruch - yes	Karin Elmer - yes	Jim Battis - yes
Dave Hennessey - yes	Mary Ann Melizzi-Golja - yes	Mike Fimbel – yes
Langdell – yes	Marchant - yes	

Ruch suggested that Elmer present the current slate of EC members to the full Commission.

Elmer stated that per NRPC Bylaws, the current slate of officers are each eligible to remain in their current positions for another year and all indicated that they were interested in doing so.

Fimbel motioned with a second from Hennessey that the slate of officers for the next year be as follows:

**Susan Ruch, Chair**

**Karin Elmer, Vice Chair**

**Jim Battis, Treasurer**

**Member Roll Call Vote:**

Susan Ruch - yes

Karin Elmer - yes

Jim Battis - yes

Dave Hennessey - yes

Mary Ann Melizzi-Golja - yes

Mike Fimbel – yes

Langdell – yes

Marchant - yes

**f. TD Bank Account**

Minkarah stated that he was looking into shifting funds (currently \$260,793 with TD Bank) to an account with a higher interest rate (currently .75%). He noted that he looked at a local NH charter banks and only found 3: Bank of New England, Merrimack County Savings Bank with a 15-month intro CD at 2.05%, and Franklin Savings Bank with a 15-month intro CD at 1.95%. Hennessey said Enterprise Bank is a big driver in his area. Minkarah suggested moving \$250,000 into Merrimack County Savings Bank. Elmer asked if this would cover the move. Minkarah said this would not be part of it and said the interest earned would convert to 3 months' worth of doing business. Fimbel asked about after the promotional rate. Minkarah said it is likely it would be somewhat lower. Hennessey said Merrimack County SB sounds fine to him. Langdell said she would like to be with a bigger heavy hitter, adding that Enterprise and Bar Harbor Bank and Trust are good. Marchant suggested a few others on Main Street in Nashua. Minkarah said he would look into them. Hennessey said he would like to see an institution that could do a SWEEP program. He asked if there were any extra points for having an account with MCSB. Minkarah said he did not go into it that deep. Langdell suggested contacting TD Bank to see what the best rate available is. Ruch said she was happy with Minkarah making the decision.

**g. NRPC Travel Policy**

Minkarah suggested a policy change to the NRPC Travel Policy. He stated that this came about due to NRPC's thoroughness related to travel expenses and DOT's mileage policy bouncing back reimbursements. He briefly explained the policy as outlined in the Personnel Policies and the difficulty with how they handle the toll reimbursements as well. He passed around a hand out with suggested additions/changes as noted in bold. Hennessey agreed with the difficulty when traveling based on IRS rules.

**3.8 Reimbursement for Expenses (add)**

*"Mileage is computed between the destination and NRPC Office or employee residence if leaving from the residence, whichever is less, or as may be required by any contract, grant or granting agency. Costs for travel,...."*

## **APPENDIX D**

### **Submitting Travel and Expense Sheets**

*“Travel reimbursement forms SHALL be submitted no less frequently than monthly and are due on the 1<sup>st</sup> 15<sup>th</sup> of every month for the....”*

Elmer motioned with a second from Battis to approve the changes to the NRPC Travel Policy. The motion passed 8-0-0.

Hennessey referred to CONCUR, a very easy online expenses company that handles all the realtor’s expenses.

### **3. Old Business**

#### **a. NRPC Office Lease Update**

Minkarah stated that the subcommittee reviewed all the RFP’s and have a shortlist and they are working on finalizing alternatives. Elmer added that they went back to see if they could get better deals and looked into other spaces within the buildings as well. Minkarah stated that they should have a final decision September or maybe earlier. Fimbel asked if this is public knowledge. Minkarah said it is confidential until a decision is made for negotiation reasons.

### **4. Transportation Programs**

Minkarah stated that items 4a-Ten Year Plan Update & 4b-Freight Corridors are informational and would be reviewed during the full Commission meeting

### **5. Other Business**

#### **a. New Contracts and Projects**

Minkarah informed the EC that a new contract was signed with the Town of Hudson for a Hudson Planner Interim Circuit Rider. Langdell asked who would be doing it. Minkarah said he would be doing the circuit riding for the Hudson contract.

#### **b. Summer Schedule**

Elmer suggested taking off July as she would not be around; Langdell agreed. Ruch said she would send around a Doodle Poll to see if they have critical mass for a July meeting.

### **6. Adjourn**

The next regular Executive Committee meeting will be Wednesday, August 15, 2018.

Motion to adjourn was made Langdell with a second by Battis. The motion passed 8-0-0. The meeting adjourned at 6:54pm.