



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 19, 2016**

Present:

Dave Hennessey, Chair
Karin Elmer, Treasurer
Janet Langdell
Sarah Marchant
Susan Ruch
Tom Young

Guest:

Jenny Maxwell

Absent:

James Battis
Mike Fimbel, Vice Chair
Dan Kelly

Staff:

Tim Roache, Executive Director
Jennifer Czysz, Assistant Director
Jill Longval, Sr. Environmental Planner

1. Call to Order:

Hennessey called the meeting to order at 6:04 pm.

2. Business

a. Minutes –September 21, 2016

The Executive Committee reviewed the minutes from the September 21, 2016 meeting. Ruch and Langdell noted several clarifications to the HHW reorganization process discussion on page 3. Elmer noted she was not present. Langdell noted she was present in person, not on the phone. Motion to approve the minutes as amended by Ruch, seconded by Young. The motion passed 4-0-2.

b. September/October Dashboard and Financial Reports

Roache reviewed the September/October Dashboard noting that staff have been active over the last month. Roache has resumed Pattison's role at the Nashua Public Health Advisory Committee and Siskavich represents the NH Association of Regional Planning Commissions to the Statewide GIS Advisory Committee. NRPC staff have been conducting outreach at the Farmers Markets, holding HHW collection events, held a Regional Coordinating Council meeting, and attended the Statewide Coordinating Council meeting.

Website visits are significantly down. Marchant noted that this could simply be because the prior month was high. Constant Contact however is performing well. Ruch asked if Baker is continuing to work with towns to update the subscriber lists. She is, as time permits. Roache noted a small budget change because CDFA grant was slightly lower than requested.

Roache moved onto the financials and noted that it was an even month with nothing out of the ordinary and ending \$676 in the black. Additionally, September is looking good as well. The cash flow and balance sheet also look good with nothing out of the ordinary.

Elmer made a motion to accept and place the report on file, second by Langdell. The motion passed 6-0-0.

3. Transportation Alternatives Program

Roache noted that the intent of the Transportation Alternatives Program (TAP) is to provide competitive grants to those projects that wouldn't otherwise compete in the traditional transportation funding system.

Projects were submitted by Brookline, Merrimack, Milford and Nashua and were all pedestrian related. TAP applicants were provided with the NRPC scoring criteria at the September 2016 TTAC meeting. Applicants then presented at the October TTAC meeting. Following the presentations, TTAC members were asked to rank the projects. Additionally, the NRPC scoring committee met following the presentation and agreed upon a consistent interpretation of the scoring criteria. Subsequently the committee members independently reviewed and scored each application and staff compiled the committee's scores and tallied the final weighted scores. The final scores and project rankings were Merrimack (21.12), Brookline (20.74), Nashua (18.80), and Milford (16.42). It was noted the RPC scores are only a small percentage of the state score.

Ruch asked how we could help communities be better prepared to have a grant application ready to go when the funds are announced. The board discussed best practices for improving communications and maximizing funding announcement lead times. Ultimately, all agreed it is essential for communities to have a project idea under development well before funding is announced.

Ruch made a motion to ratify the process, second by Marchant. The motion passed 6-0-0.

4. CDFA Tax Credit Discussion

Czys provided a brief synopsis of the tax credits awarded to NRPC by CDFA. NRPC jointly applied for funds with Central NH RPC to collaboratively build internal capacity within the town RPCs to be responsive to member communities economic development needs. The project will result in the identification of best practices for RPCs to provide economic development assistance from the initial plan development phase through the implementation phase. NRPC's portion of the project will focus on plan development (working with Wilton) while CNHRPC's portion is centered on implementation.

The total Tax Credit award to be shared evenly by the two RPCs is \$40,000, of which CDFA retains 20% leaving NRPC and CNHRPC a total of \$16,000 each to conduct the scope of work. In order to access these funds NRPC must first sell the tax credits to area businesses that may be interested in making a charitable contribution in exchange for a tax credit valued at 75% of their contribution. NRPC staff will need Executive Committee assistance to network with area businesses that may be interested.

Elmer asked if we should market this now. Marchant noted that some of the area banks may make a larger purchase. Committee members brainstormed various banks and businesses that might be interested in purchasing tax credits. Ruch stated that there was nothing wrong with getting the word out that we have available tax credits. Committee members discussed various ways to work collaboratively. Marchant suggested creating a Google Doc with contacts that Committee members can populate. This would allow volunteers to keep track of who has been contacted to date. Committee members requested that Czys prepare a project sheet that can be shared with businesses that includes information about how to purchase the available tax credits.

5. Household Hazardous Waste Program Discussion

Roache provided a brief overview of the conversation from September's Executive Committee meeting. He then walked through the Restructuring Guide included in the Executive Committee agenda packet.

Part of what helps balance the Solid Waste Management District's Household Hazardous Waste (HHW) budget each year is a grant from NH DES that may or may not continue in future years. As a result a savings account was established for the district to help ensure continued operations. Any savings under a restructuring, as proposed, would be placed in a trust fund as recommended by the attorney. Langdell asked if there are a minimum number of communities that NRPC needs to participate in the program. Longval noted that no, we haven't done that math; however a reduction in the number of participating communities could result in a reduction in the number of events that are conducted each year.

Elmer asked how other RPCs operate their HHW programs and whether there is a liability implication to pull the program under NRPC? Longval noted that NRPC is the only region where HHW is operated as a district and not directly by the RPC. Roache noted that we are currently negotiating the next contract with Veolia, the hazardous waste provider, as part of which we will ensure they as the contractor hold adequate liability insurance. Langdell clarified that the sole function of the solid waste management district is to operate the household hazardous waste program. As such, nothing would be lost should the district cease to exist and the program move under the NRPC.

Longval noted there are two approaches we can take toward moving the program under NRPC. The first option is to start with outreach to municipalities and ask the municipalities to approve the move. The problem with this approach is we would be asking communities to approve something that the commission has yet to approve. The second approach has the commissioners vote to establish a HHW program and then formally reach out to the communities. Elmer suggested starting by talking to the town managers. Roache confirmed that with either approach, there would be outreach to and open communications with the communities as the first step in the process.

Roache walked through the proposed timeline that starts with communication with the town managers/administrators in December. Ruch requested that the Commissioners for each community be copied on all communications to their town administrators. Commission members should be encouraged to consult with their towns. Langdell reiterated this should be part of continuing efforts to create a more cohesive communication process between the RPC and communities.

Marchant said it is easier to create a program and then ask people to participate, with the assumption the conversation has extended to the town administrators early on. Langdell asked if there would still be dues. Longval replied yes, however they might decrease because the program would use some of the past savings to offset dues. Ultimately, there would be no difference to the municipalities other than a reduced program cost. Ruch suggested starting the communication with communities by explaining the difference between NRPC and the District.

Ultimately the greatest challenge is the transfer of the existing savings account. Hennessey noted that we need to ensure that whatever we do, it must be transparent. Elmer noted that we can't do

anything until the attorney advises NRPC on the most appropriate use of the funds. Roache and Longval reiterated the intent is to use those funds to offset and reduce local costs.

Ruch inquired about the storage facility used by the HHW program. Longval noted that the facility is owned by the City of Nashua and maintained by the District. Langdell noted that we should better detail what the anticipated costs will be over the next several years for the storage facility. Elmer suggested preparing a modified CIP for the storage facility to ensure enough funding is set aside annually to maintain the facility over a longer time frame.

Hennessey noted that we will continue this conversation at the November meeting.

6. New Overtime Rules Discussion

Roache noted that the new Federal Overtime rules go into effect on December 1st and raise the threshold for full time employees that are to receive overtime. Compensatory time may be offered in lieu of the overtime. Roache prepared a draft update of the applicable sections of the personnel policies that are impacted. Full and part-time exempt employees will not be eligible for compensatory time but will be offered flex time that is to be used in the pay period. Flex time would be allowed to be carried forward if it can't be flexed in the pay period only with the executive director's prior approval. Exempt full time employees earning less than the eligibility threshold would be eligible for comp time or overtime at time and a half for all time beyond 40 hours per week.

7. Other Business

Roache touched base quickly on upcoming meetings and agenda items. The Strategic Plan will be on the Committee's November agenda. He checked whether it would be possible to have a quorum present at the December 21st meeting. The consensus was that it will be fine.

Langdell asked about the legislative forum. Roache has inquired of other regions whether they charge for meals. Ruch asked if we've started thinking about date and location. The committee suggested shifting the date back to occur early in the legislative session. Marchant suggested the second week of February and to avoid deliberative session.

Committee members briefly discussed the local impacts of the Reed v Gilbert Supreme Court Case that impacts local sign ordinances and New Hampshire's Senate Bile 146 relative to municipal regulation of accessory dwelling units. NRPC should send a direct email to local planning boards and planners noting that these are time sensitive changes and offer to assist communities still needing to review their ordinances.

8. Adjourn

The next regular Executive Committee meeting will be November 16, 2016.

Motion to adjourn was made by Young with a second by Ruch. The motion passed 6-0-0. The meeting adjourned at 7:49.