



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
May 18, 2016**

**Present:**

Mike Fimbel, Vice Chair  
Karin Elmer, Treasurer  
Jim Battis  
Susan Ruch, arrived at 7:20  
Tom Young

**Absent:**

Dave Hennessey, Chair  
Dan Kelly  
Janet Langdell  
Sarah Marchant

**Staff:**

Tim Roache, Executive Director  
Jennifer Czysz, Assistant Director

**Others Present:**

**1. Call to Order:**

Fimbel called the meeting to order at 6:03 pm. Due to an initial lack of quorum the agenda items were taken out of order.

**2. Draft Written Financial Policy and Procedures**

Roache reminded the Committee that when the auditors were here to present the audit report, they mentioned that NRPC would need to develop a set of written policies to conform to the OMB's Uniform Guidance. At this time Roache is looking for initial thoughts on the draft policies, following which, the draft will be sent to the auditors for their review. A revised draft will be provided at the June meeting for the Committee's endorsement and a final version will be ready for the Committee to vote on at its July or August meeting.

Fimbel asked what the numbers in the Management Policies Allowable Costs section table referred to. Roache noted these are the Federal Register section numbers for the applicable provisions. Battis noted on the Financial Policies, under Budgeting, the budget approval section should be corrected to state that the Executive Committee recommends approval of the budget for approval by the full Commission. Battis also noted under Management Policies, the structure of the Conflict of Interest section on the last page needs to be cleaned up and simplified.

**3. Audit RFP – Process & Recommendation**

Fimbel asked that we next look at the Audit RFP process and recommendation. Roache confirmed that NRPC conducts such a review and selection process every three years. Responses were received from Melanson Heath, Vachon Culkay, and Beaulieu.

Roache noted that the RFP stated that three members of the Executive Committee would participate in the review and scoring of the responses. It also says NRPC can modify the RFP without notice. Elmer noted that Roache and Reinert's initial scoring of the responses indicates to her that no further review is necessary.



Fimbel asked if we would be requesting quotes from the top two responses. Roache noted that the the responses intentionally did not include a cost. NRPC will negotiate with the selected firm. Fimbel stated that he felt given the positive experience NRPC has had with the top scoring firm, he was comfortable with NRPC proceeding with that firm alone.

Consensus of the members present was to go forward with Melanson Health.

Ruch arrived at 6:20 PM.

#### **4. Retirement Plan Update Discussion**

Roache provided an update noting that he's had a chance to talk to a few third party retirement providers including: TPS Group; PASI Pension Consulting that is based in Connecticut and supports other regional planning entities; and Empower Retirement a provider available through the State's centralized purchasing vendor list.

Further, Roache talked to the lawyer and asked if NRPC needed to issue a RFP to select a retirement firm. He was informed that it was not required, but that NRPC needs to ensure all prospective providers are treated equally and NRPC must do its fiduciary due diligence to select a provider after receiving multiple quotes.

Roache is considering inviting a few different potential providers come in to talk to either management staff or the Executive Committee. Ruch suggested this did not require the full Committee but perhaps one or two members could sit in on such conversations. Elmer suggested that Roache conduct the interviews with the entities, provide a summary and recommendation to the Committee to review and approve the final selection.

Ruch noted that an RFP process is intended to demonstrate a fair and consistent process. Elmer and Ruch agreed however that this is more like selecting a health plan and should be approached similarly. Roache would like to have a decision and approach settled by the end of the year.

#### **5. Business**

##### **i. Minutes – April 20, 2016**

The Executive Committee reviewed the minutes from the April 20, 2016 meeting. Motion to approve the minutes with several typographic corrections by Elmer, seconded by Young. The motion passed 4-0-1.

##### **ii. April/May Dashboard and Financial Reports**

Roache reviewed the most recent Dashboard and noted that all remains rather consistent and steady. Payables and receivables are current and cash flow is in good shape. Staff was active over the last month attending and speaking at a FTA Performance Based Peer Exchange in Albany, NH; attending the Bike Walk Alliance Bike Ride in Nashua, the NHPA Spring Conference, the NHARPC Commissioner's Convening; and Roache provided updates to the NHRTA quarterly meeting and testimony at the Senate Transportation Committee.

Web statistics are very high and likely attributable to the Household Hazardous Waste (HHW) events. He noted that it is difficult to navigate to the HHW page. Czysz and Elmer suggested finding a way to highlight the project on the home page. Ruch noted it's good to make it easy to find certain things, but should also be cognizant of encouraging users to explore the site.

LiveMaps is slightly down and social media “likes” is fairly constant. Social media engagement was up this month, possibly associated with HHW and advertising Dig Safe month.

The financials were a little bit off of targets but still came out ahead. The balance sheet is good from a cash flow basis with receivables outpacing expenses.

Elmer made a motion to accept and place the report on file, second by Young. The motion passed 5-0-0.

**iii. FY 2017 Preliminary Draft Budget**

Roache noted that he’s only made a few adjustments to the draft budget since last month. Changes include carrying forward slightly less of the PHMSA grant because the project is ahead of schedule. More of the NTS plan is being carried forward into FY2017 as it is slightly behind due to staff turnover at both NTS and NRPC. Staff is working on a “Rides to Wellness” grant that would enable SVTC to provide rides to residents who are outside the FTA limitation of elderly and disabled riders. The goal will be to connect people to Nashua Public Health’s soon to launch mobile clinic and other destinations. The grant would provide funding for NRPC staff to provide some coordination of service.

On the expense side, the assumptions remain the same. Increases are budgeted for health and dental insurance to be increased midyear by 15% and 5% respectively. There are no budgeted salary increases. Ruch suggested for future fiscal years NRPC could offer 2 half-year insurance plan years that would allow the plan to synchronize and change over at the start of each fiscal year. Ruch inquired on progress toward determining what the employee share of health care costs are as required by other RPCs in NH. Roache has hesitated in changing the employee share as NRPC doesn’t offer significant salary increases. His goal is to not decrease employees’ net income, but recognizes at some point this may change as health care costs continue to increase. Ruch noted that as a board member her concern is to balance salaries, benefits, and fairness to both the agency and employees.

Fimbel asked about reserve funds. Roache noted he hasn’t entered reserve funds yet as the budget is under development. The current reserve balance is approximately \$300,000.

**6. Old Business**

**i. Strategic Plan Update (SWOT Analysis)**

Battis and Ruch reported out on their thoughts and takeaways from the NHARPC Commissioner Convening and its SWOT analysis conversations. Battis noted it was interesting to hear alternative perspectives from other regions. Roache liked the idea of cross pollination and the potential to staff from office to office. Doing so would maximize the ability to leverage expertise across the state.

Ruch enjoyed the day, but noted that there were fewer people there and as a result less opportunity to network. She found it valuable to learn how to conduct a SWOT analysis and its use as an analytical tool. Consensus was that there was much that NRPC can pull forward into its SWOT analysis. Ruch however, noted that the session was very compressed which doesn’t lend for great detail. Roache suggested having an extra workshop in June to work on the Strategic Plan alone. Ruch recommended doing a doodle poll to find a date. Also, Fimbel recommended doing an additional doodle poll to pick which summer meeting to cancel.



**ii. Staffing Update Discussion**

Roache informed the committee that an offer has been made to fill the regional planner position. Additionally, B. Parker will remain on staff part time through part of FY 2017.

**iii. Solarize NH**

Roache gave a brief history of the Solarize NH conversation with Southern NH Planning Commission. Since the last Committee meeting he had an opportunity to speak to representatives from Hollis and Brookline and they are proceeding with an alternative to the Solarize NH model. They are using the Vital Communities tool kit to implement a similar effort. Vital Communities' model removes any questions of liability that the town or RPC might be taking on. He's done further research on the Solarize NH model and still has some concerns. Ruch was concerned about another region earning commissions on marketing in communities outside their region. Roache has requested that SNHPC staff not approach NRPC communities with the Solarize NH model at this time. Ruch said there are opportunities outside of the Solarize NH model to successfully promote alternative energy and promote the agency.

**7. Other Business - Officers**

Current officers can continue to serve for another year in their positions if interested. Roache will send out information to the Committee on setting the slate for the next year. Any changes will need to be approved by the Commission at their meeting in June. Roache will also confirm that all Committee members wish to continue to serve on the committee.

**8. Adjourn**

Motion to adjourn was made by Young with a second by Battis. The motion passed 5-0-0. The meeting adjourned at 7:25.