



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 20, 2017**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Tom Young
Janet Langdell
Mike Fimbel
Dave Hennessey

Absent:

James Battis, Treasurer
Sarah Marchant
William Boyd

Staff:

Jennifer Czysz, Interim Executive Director
Karen Baker, Program Assistant
Jay Minkarah

1. Call to Order:

Chair Ruch called the meeting to order at 6:02 pm. She informed the EC members that non-public meeting minutes back to April needed to be done and that they should all coordinate to get them done. Czysz said after they are approved, they can be put into an envelope and sealed. She stated that she could also send a shell template to use for the non-public minutes.

2. Business

a. Minutes – August 16, 2017

The Executive Committee reviewed the minutes from the August 16, 2017 meeting. Motion to approve the minutes came from Fimbel, seconded by Hennessey with 3 abstentions from Young, Elmer and Langdell. The motion passed 3-0-3. Fimbel asked for clarification on what constitutes a quorum for the Executive Committee. Czysz stated that it was 5 members present.

b. June/July Dashboard and Financial Reports

Czysz stated that NRPC continues to have a healthy balance that supports two to three months of operating expenses. The working budget has been updated to reflect the current staffing levels. As such the salaries line and benefits line have been updated to include all current staff, a new director (estimated at 18 out of 26 pay periods during the fiscal year at Roache's rate), and a transportation planner to be hired in January. Langdell was hoping that this would be more than just an entry level position. Czysz felt that the additional transportation planner should have higher than entry level qualifications. She also praised the great work that Chizmas has been doing and how she really stepped up to the plate when Roache left and is more than qualified to be run the Transportation program. Elmer asked about AECOM assisting with the transportation program. Czysz noted that the NRPC contract with AECOM was just for the last fiscal year.

Benefits were also adjusted accordingly. Also of note, NRPC was invited by NH Charitable Foundation to submit a modified version of the proposal submitted, but not funded, to EPA Healthy Communities. During the debrief call EPA expressed their regret they could not fund the project as it was eligible, ranked highly, they simply did not have the funds available to make the award.

Czysz noted even with the many vacations at the end of August, staff was busy and participated in several different events and noted some of the events and who participated. Siskavich attended the NHGIS Technical Advisory Sub-committee Story Map presentation, all staff

attended the ICMA Retirement Planning for Employees & each had one-on-one meetings with the presenter. Chizmas and Czyns attended the GACIT Hearings in Merrimack and Kingston. Czyns noted that Pelham is not in the same Governor & Council District as the rest of the NRPC communities which was the reason for attendance at the Kingston hearing. Chizmas also attended a multi-day Transportation Performance Measures Workshop as well as presenting a Synchro Traffic Modeling Demonstration to the Pelham BOS, and lastly Czyns informed the EC of the Tuscan Village DRI Meeting being held this evening of which Chizmas will follow up with the Salem Town Planner to get more info to report back on.

Elmer commented on how great the Parks & Playground presentation was. Czyns summarized noted that there was a proposal that would give each community \$2000 and NRPC would serve as the fiscal agent and deal with the NOI. She added the NRPC staff Smeltz along with Siskavich attended a meeting with 5 other RPC's on this and that he would also be doing the mapping for the project. The Town of Pelham would be the first that NRPC would do the mapping for.

Website stats are back up, likely and at least partially attributable to 2 HHW events conducted in August and summarized the events with the EC. She noted that Constant Contact newsletter stats were also up. Hennessey commented on the Constant Contact stats noting that that 30% and a fabulous open rate.

Czyns stated the NRPC would be submitting a Brownfields application which would be mostly for Nashua and Milford. She continued by reviewing the profit and loss stating that is was as good as could be expected. Overall we ended up \$1,400 in the red due to the DOT contract start date and about half months invoice (1 pay period) which fell into FY17. Hennessey stated that he belonged to 3 different organizations that have pulled their accounts with TD Bank due to issues of not posting or posting incorrectly. Langdell said to look at the interest on the SVTC accounts also because she felt it seemed to be a higher than average interest rate. Czyns also noted that they found out that the issue that happen with DOT in regards to a check for SVTC had to do with the fiscal office.

Langdell asked if the StoryMap presentation could be done at the December Commission meeting. Czyns stated that it would have to be at maybe the March meeting as DOT has agreed to come to the December Commission Meeting to provide an update on the 101A/101 projects. Project Manager Jennifer Reczek present to the Commission and possibly Pete Stamnas.

Fimbel motioned with a second from Langdell to approve the Dashboard and place on file for audit. The motion passed 6-0-0.

Fimbel questioned if Minkarah had been introduced to all Executive Committee members present and proceeded to introduce him to Langdell.

c. Primex Contribution Assurance Program (Action Required)

Czyns informed the Committee that the Primex Contribution Assurance Program limits increases on our Property and Liability insurance for a 3 year term. She noted that she and Reinert spoke with PRIMEX on 8/22/17 and received confirmation on this. There is no cost to participate beyond making a longer term commitment. PRIMEX also does not have line item fees. The insurance rates are set once a year based on a fixed point in time. The CAP program works without an additional cost because it allows PRIMEX to be more competitive in the reinsurance market when they have a stable and committed pool. The 3 year commitment allows PRIMEX to

secure better rates and in turn limit increases to members selected to participate in the CAP program. Not all PRIMEX customers are eligible to participate in the program (particularly high risk customers with limited property).

In regards to the increase in the CAP rate offered, the cap set in the renewal is 9%; the cap in our prior agreement was 7%. This is a flat rate offered to all customers in the CAP pool. PRIMEX reviews the market and collective risk of customers to set the maximum program increase rate; this is what led to the increase of 7% to 9%. NRPC's increases have typically been around 3%, never approaching the cap. This is primarily because we do not have a lot to insure on the property side and we are low risk. In the event that we were to have a claim and our risk level to change, we could then in future years face an increase larger than our typical rate, justifying the CAP program.

We are not currently eligible to participate in the Workers Compensation CAP program as in past years because we are too small. In fact, in years past we have received a credit of Workers Compensation premiums because we have not had claims. Were we to have a claim it would likely be absorbed by the pool. If we were to have a series of losses, that would result in an increase to our rates. Because our rates are very low (~\$1,800/year) it would be a "small numbers" problem for PRIMEX – the dollar increase might not be large, but the percent increase would. She added that is also good to sign as it protects us against any case of incident moving forward and we have also been with PRIMEX for decades. Czysz said she would need a resolution from the EC and then she would have Ruch sign.

Hennessey motioned with a second from Young to accept the offer of the NH Public Risk Management Exchange (PRIMEX) to enter onto its Property & Liability Contribution Assurance Program (CAP). The motion passed 6-0-0.

3. Old Business

a. Nominating Committee Executive Committee Membership

Czysz stated that a reminder was sent to Commissioners at the end of August seeking any volunteers for the Executive Committee. Langdell stated that she also completed her task of reaching out to Commissioners Rao and Larmouth. She noted that both were unable to serve on the Executive Committee as they were tied up with other commitments. Langdell added that Rao asked her to check back with him in 2 years. Langdell noted that both her and Elmer have been on the Executive Committee for many years and felt it would be good to get new blood. Elmer said they will have to keep trying. Hennessey agreed with both. Ruch asked if Langdell could make a pitch during the full Commission meeting. There was discussion on when Elmer, Langdell and Young had joined the Executive Committee.

4. Other Business

Czysz informed the group that she recently received some good information back from PRIMEX regarding the Draft Personnel Policies that needs to be reviewed further for incorporation into the draft. This information will prompt additional edits to the ADA section, weapons in the workplace, workplace searches, and the drug and alcohol policies. Czysz indicated that there would be a near final version ready for the October meeting for discussion and fine tuning.

Fimbel stated that he would like to attend the GACIT hearing in Peterborough barring there is a quorum for the Executive Committee meeting where they both fall on the same evening of

October 18. There was discussion about moving the Executive Committee meeting to another night. The group discussed possible dates. The group decided to hold the Executive Committee meeting on Thursday, October 19th. Ruch said she would reach out to the members not present to inform them of the meeting date change to allow for Executive Committee members to attend the GACIT hearing in Peterborough on October 18. Ruch and the EC members discussed polling options such as Eventbrite or Doodle to poll Commissioners prior to meetings for attendance and representation for meetings and/or events.

5. Non-Public Session

6:45pm Elmer made a motion to enter into non-public session under 91-A:3, II(a) to consider or act upon “the dismissal, promotion, or compensation of any public employee; b) The hiring of any person as a public employee...” seconded by Young. Member roll call vote:

Susan Ruch – yes

Mike Fimbel – yes

Karin Elmer – yes

Dave Hennessey – yes

Janet Langdell – yes

Tom Young - yes

7:00pm Elmer made a motion to exit non-public session, seconded by Langdell. Member roll call vote:

Susan Ruch – yes

Mike Fimbel – yes

Karin Elmer – yes

Dave Hennessey – yes

Janet Langdell – yes

Tom Young - yes

Hennessey made a motion to seal the minutes of the non-public session, seconded by Young. Member roll call vote:

Susan Ruch – yes

Mike Fimbel – yes

Karin Elmer – yes

Dave Hennessey – yes

Janet Langdell – yes

Tom Young - yes

6. Adjourn

The next regular Executive Committee meeting will be **THURSDAY, OCTOBER 19, 2017**.

Motion to adjourn was made by Hennessey with a second by Langdell. The motion passed 6-0-0. The meeting adjourned at 7:01 pm.