



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 18, 2015**

Present:	Sarah Marchant
Dave Hennessey, Chair	Susan Ruch
Karin Elmer, Treasurer	Tom Young
Jim Battis	
Dan Kelly	Absent:
Janet Langdell	Mike Fimbel

Staff: Tim Roache, Executive Director
Karen Baker, Program Assistant

1. Call to Order:

Hennessey called the meeting to order at 6:02 pm.

2. Business:

I. Minutes

October 21, 2015 – Public: The Executive Committee reviewed the minutes from the October 21, 2015 public meeting. Elmer noted a grammatical error on pg. 5, 1st bullet should be “What could we...” and on pg. 6, under Other Business, 3rd paragraph, 1st sentence, remove the word “right”. Motion to approve the minutes as amended by Langdell, seconded by Battis. The motion passed 8-0-0.

October 21, 2015 – Non-Public: The Executive Committee reviewed the minutes from the October 21, 2015 non-public portion. Langdell said the word “and” should be removed from the back page of the minutes in the sentence beginning with “Roache also shared good...”. Motion to approve the minutes as amended by Langdell, seconded by Ruch. The motion passed 8-0-1.

Elmer asked if Roache would be touching on the TMA review and presentation to TTAC on November 18th as discussed at October meeting and also if any SNRPC staff attended the TTAC. Roache said he would be touching on it.

II. September / October Dashboard and Financial Reports

Roache reviewed the most recent Dashboard and noted that the bank balance remains strong. He summarized the staff presentations & activities for October & November and talked about the day long TMA review held on November 4th with NH FHWA, FTA & Carlos Pena from FHWA Maine. In response to a question from Marchant, Roache said the entire transportation process was reviewed and there were Title 6 representatives from DC on the phone as well. Roache said that it went good overall and that we should receive a report in 2-3 months with areas where we could improve. He felt that we passed and there were no findings and would be able to move forward.

Roache he is continuing his visits with select boards in the region, referring to his latest visit that went good with Merrimack Town Councilmen. He also informed the EC of the Bicycle and

Pedestrian Counter that NRPC had acquired from JAMAR at no cost and was installed on the Nashua Rail Trail that counts bikes and pedestrians going in both directions along the trail. He added that the City has taken ownership of the counter, but NRPC maintains it. Roache also pointed out the good amount of data that is being collected there. There was discussion on how the machine is powered. Roache said there is a battery in it. Hennessey suggested talking to SNRPC because Windham is having trouble getting counts along their trails. Marchant commented how hard it is to get counts for bike & pedestrian. Ruch asked to get a ballpark cost of how much the counter would cost if we had to pay for it. Elmer agreed that it would be good for the report to have that information. Roache talked Southern NH Business Expo that NRPC attended wrapping up outreach efforts for the year. He touched on the game that Connors set up at the event to gather input from the public for the Regional Transit Plan NRPC working with the City on. Roache noted that web stats were up most likely due to pipeline and household hazardous waste and that Live Maps has since fizzled out. He added there was some talk of selling advertising on the site. Constant Contact remains flat and that social media is a slow trend upwards.

Roache referred to the financial reports noting that the P&L is tracking about where it should be and is pretty close but will not track at 25% because of timelines. He added that Expenses are tracking well; printing is up, but reimbursable and the month ended in the red by \$10,000 but up by \$32,000 for the year. He added that it should even out over the months and that overall the balance sheet is in good shape. Langdell asked who was working on the Wilton Conservation Plan. Roache said Sargent and Pattison were. Langdell motioned to accept and place the report on file for audit, seconded by Kelly. The motion passed 8-0-0.

III. Draft Midyear Budget

Roache passed around the draft midyear budget mentioning the new resources acquired through grants (USDA Farmers Market, PHMSA, Plan4Health, and requests for tax maps). He added that he has started tracking pipeline and energy aggregation against dues, setting aside chunks of the dues for this work. On the expense side, we picked up Chizmas, Pattison is back to 40 hours, Longval bumped her hours up to 15/week from 10 and Reinert is up to 30hrs/week. Lastly, he added a buffer for increases on a few employees.

Roache mentioned quotes he had received for health insurance from HealthTrust and Granite Group. One Granite Group quote was down to 15.7%, but the deductible went up another quote was flat with no change in the deductible. Marchant asked if it was possible to offset the high deductible as was done in the past. Roache said in the past we have put money into the HSA. Currently, we pay 90% of the premium. We could pay 100% and still be ahead. Elmer's instinct was to not pay 100% of the premium. Roache had concerns about the out of pocket on the deductibles and said there is an HMO option that is cheaper by 11%. HealthTrust quotes were much higher. Hennessey asked if we fall under the Cadillac Plan. Roache said no. Hennessey added that at some point, the contribution has to increase and that no community is contributing 90%. Roache said he is trying to minimize the impact. Elmer asked if we were seeing what other RPC's are doing and how much they are paying. She added it would be interesting to see if we are in the ballpark with other RPC's and municipalities. Ruch felt this should be checked into further and more discussion can be conducted in non-public session. Elmer added that it would be good for preparing staff after comparing with other RPC's. Ruch suggested getting the healthcare premiums in line after the comparison and then maybe offset with increases. Langdell had concerns with towns looking at the 90/10. Marchant said it is hard to compare municipalities because NRPC is not in the statewide retirement plan and suggested comparing with other RPC's only. She added that if the bottom line

is budget savings, she did not feel this was not the time to make this decision to hit employees with this. Hennessey suggested starting this next year and for next year's quotes. Roache said he wanted to have flexibility in regards to the health costs due to the insurance numbers coming in so late. Hennessey said it was not sustainable to not have an increase in insurance in contributions. Ruch asked about all the RPC's getting a plan together.

The group discussed a special assessment line item so that communities for work done to pipeline and energy aggregation to make them aware of the total cost to complete the work. Roache said there would have to be a place to put it on the timesheet. Hennessey elaborated saying that these matters that come up for the towns put an unexpected burden on their budgets, but NRPC has not raised the dues. Langdell felt there would have to be something quantitative to put in the town reports to show this. Roache said he was working on it. Langdell asked what CPG web portal was on the expenses. Roache said that was the statewide snapshot related to the regional plan. Roache reviewed some of the unexpected expenses that came in like replacing the refrigerator, adding that the reserve is a little higher than where it started. Roache noted that the Legislative Forum line item is now under miscellaneous.

Marchant suggested having one slide and discussion on the midyear budget with the full Commission. There was further discussion on incorporating the pipeline work into the dues structure, that there is the potential of regional impact to the region due to the pipeline, justification due to the fact that some towns are not affected, and letting the communities know that the pipeline is an unfunded project. Ruch suggested saying something more generic like the dues structure would be looked at, as a heads up. Hennessey felt the towns need to have information or linkage on additional overhead. He added that he did not want to link to the dues assessment. Langdell felt this was reasonable and that often there are questions from the communities on what does NRPC do and this would be a good discussion to have. Roache noted that currently, NRPC has spent over \$15,000 on work related to the pipeline. Marchant said to build numbers to have discussion. Roache said the goal is to show value. Ruch suggested for future budget session, package the message so as not to be an alarmist, adding if it is important to the region, NRPC needs to work on it.

Roache noted that at the annual meeting in June is when the FY18 dues are set. Beginning in January is when the group should start the conversation on the dues assessments and what the towns get for their money. He referred to an idea that Putney from Brookline suggested at the strategic planning session to set up tiers of gold, platinum & silver and what you get for your dues in each tier.

IV. Health Trust Resolution

Roache referred to the HealthTrust Certificate of Authorizing Resolution included in the agenda packet. He explained that NRPC gets their dental through HealthTrust and also utilizes the FSA programs available through them. This certificate of authorization is so that NRPC can continue to use these programs in the future. Motion to adopt the HealthTrust Resolution came from Ruch with a second from Young. The motion passed 8-0-0.

V. EFAC Update

Roache provided an update to the group on the EFAC path forward. He informed the group that Kermit Williams stepped down as chair of the EFAC and that in the meantime Roache would be the interim. There was interest from Steve Wells to be the Chair but Roache had concerns with neutrality where Wells is from one of the affected towns. There was talk about

getting Ruch as the Amherst representative and possibly as the chair and that he would talk later with Ruch. Roache also had concerns about having this additional effort with the EFAC and that they should hear an update or he fears he will have folks drop off. He added that for the group's path forward, they need to be mindful in their steps in the SEC process. The group is in good shape overall. He thought maybe a status update for the December meeting. Ruch agreed. Hennessey asked about intervenor status. Roache noted the 21 day period in order to get intervenor status and that Franklin County, MA is getting it. He added that you can be an intervenor without taking a position for or against. Roache said he would verify that. He added that it makes sense for practical matters because it allows you access to legal paperwork and documents. There was a question on whether they would need legal counsel. Roache said the plan is to get all the RPC's together to talk about how to approach this and be consistent. He added that Southwest RPC was thinking about getting intervenor status. Ruch said she had no issue with NRPC getting intervenor status as it will get NRPC prompt access to information on a timely basis to serve communities better. She emphasized not letting the deadline go by. Hennessey said if there is no added cost and we don't have to take a position, then we should get intervenor status. There were questions on whether an attorney was needed and if they needed a motion. Elmer did not feel it was necessary.

There was further discussion on the pipeline and the powerline laying over each other and in the same timeline and the requests for reports to the same companies on the same location of both projects, as well as the KM and SEC process. Roache said the EFAC will convene in early December. Ruch said she could make a December 4th meeting and would be there just to talk as she would need to be appointed as a representative from the Amherst BOS.

VI. Strategic Planning Debrief

Langdell felt the location was great, Ruch agreed. Both Elmer & Marchant said she liked it, but were unsure of the value that came out of it and would be able to determine that once they received the report from the facilitator. Roache said he should have the report in the following week. Elmer asked if staff liked it. Roache said yes and that he received feedback as such at the last staff meeting. Both Marchant & Langdell were pleased with the facilitator and felt she did a great job. Others commented that it was nice that almost all towns were represented. Hennessey felt the value went above and beyond, but felt staff should have been there all day. Ruch felt that next time they should be more dispersed for better interaction between staff and the EC. Kelly asked when they would see the report. Hennessey said it would be distributed at the December meeting and on the agenda for discussion in January.

VII. NRPC Retirement Plan Update

7:23 pm: Langdell 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..." seconded by Marchant. Roll call vote:

Dave Hennessey – yes

Dan Kelly – yes

Susan Ruch – yes

Janet Langdell – yes

Sarah Marchant – yes

Tom Young – yes

Jim Battis – yes

Karin Elmer – yes



Elmer made a motion to exit nonpublic Session at 7:54 pm seconded by Young. Member Roll call vote:

Dave Hennessey – yes	Sarah Marchant – yes
Dan Kelly – yes	Tom Young – yes
Susan Ruch – yes	Jim Battis – yes
Janet Langdell – yes	Karin Elmer – yes

Langdell made a motion to seal the minutes of the non-public session seconded by Elmer. Member Roll call vote:

Dave Hennessey – yes	Sarah Marchant – yes
Dan Kelly – yes	Tom Young – yes
Susan Ruch – yes	Jim Battis – yes
Janet Langdell – yes	Karin Elmer – yes

3. Other Business

Next meeting will be December 16, 2015.

4. Adjourn

Motion to adjourn was made by Kelly with a second by Battis. The motion passed 8-0-0. The meeting adjourned at 7:56.