



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
June 21, 2017**

**Present:**

Dave Hennessey, Chair  
Karin Elmer, Treasurer  
James Battis  
William Boyd  
Janet Langdell  
Sarah Marchant  
Susan Ruch  
Tom Young

**Absent:**

Mike Fimbel, Vice Chair

**Staff:**

Tim Roache, Executive Director  
Jennifer Czysz, Assistant Director

**1. Call to Order:**

Hennessey called the meeting to order at 5:02 pm.

**2. Business**

**a. Minutes – May 17, 2017**

The Executive Committee reviewed the minutes from the May 17, 2017 meeting. Langdell noted that the last sentence of the third full paragraph on page three should be struck. Motion to approve the minutes as amended by Langdell, seconded by Boyd. The motion passed 7-0-0.

**b. April/May Dashboard and Financial Reports**

Roache reviewed the Dashboard noting that staff have participated in several events including attending the SADES Culvert Assessment Training, presented at the Climate Public Health Conference, attended and participated in the NHPA Annual Conference, participated in the NH Transit Association Annual Meeting, the Small Town and Rural Area Multimodal Workshop, and lastly hosted the Regional Stormwater Coalition meeting.

The culvert training assessment will be beneficial as staff is likely to do more assessments in the future. It is important to be fully trained to perform the assessments. Langdell and Hennessey asked whether NRPC has cameras to scope underground infrastructure. Roache said we do not.

Bank balances remain stable. The big news this month is that DOT has invoiced for the FY12/13 indirect cost rate adjustment. Those reserve funds will come off reports in future months. Website usage and Constant Contact opens remain fairly consistent with past months. Turning to the Profit and Loss report, Roache stated overall April was a good month. DOT work has become busier and will be over the remainder of the fiscal year as other contract projects wind down.

Battis made a motion to accept and place the report on file, second by Young. The motion passed 7-0-0.

**c. Recommendation to Commission to approve FY 18 Budget and Work Program**

Marchant arrived.

Roache noted that the budget is included in the Annual Work Program. After the budget was prepared and printed, NRPC was notified that it will be receiving \$17,500 to prepare Hazard Mitigation Plans for Hollis and Hudson during FY2018. Those additional revenues are not currently factored into the budget and will place the office in a good financial position.

Over the last few years NRPC has been working to build relationships with towns. As a result we have three new local planning projects including two in the town of Brookline and one in Hollis. This year's budget includes additional DOT funding to meet the TMA requirements. We are still waiting to hear the results of the EPA Healthy Communities grant awards, however, given the unknown status of the grant; funds are not included in the proposed FY18 budget. With some adjustments Roache maintained \$10,000 for staff development. Raises are not included at this time but funds may be available dependent on pending grant funding or any other potential revenue sources.

Boyd made a motion to recommend the Commission approve the FY18 Budget and Work Program, second by Young. The motion passed 8-0-0.

**d. Recommendation to Commission to approve FY19 Dues Allocation**

Roache noted that last month the Committee agreed to maintain the total dues flat for another year. The municipal allocation for FY19 is included in the Commission meeting packets. There is limited change from town to town. Fluctuations are driven by each town's proportionate share of the region's population estimates and equalized assessed valuation.

Boyd asked how the dues are calculated each year. Roache explained that the commission starts by estimating the total amount needed to match grants, provide direct technical assistance to municipalities and cover a portion of overhead expenses. That total amount is then distributed proportionately to each of the municipalities. Any increases to the total dues amount are tied to a specific reason and known costs. The dues haven't been increased for at least 5 years. When they were, the total increase was approximately \$5,000. Marchant said increases should be tied to implementation of the Strategic Plan.

Ruch made a motion to recommend the Commission approve the FY19 Dues Allocation, second by Elmer. The motion passed 8-0-0.

**e. Nominating Committee Slate of Officers and Executive Committee Membership**

Roache noted that at tonight's Commission meeting, the Commissioners will vote in the new slate of officers. Additionally, there are several Executive Committee members whose terms on the Committee are expiring. Roache has reached out to each of the members and has confirmed their interest in continuing their role on the Executive Committee.

Hennessey suggested the Committee start with the expiring memberships first as the Committee already nominated a new slate of officers at the May meeting. While Hennessey would be willing to continue serving on the Executive Committee, he would be willing to step down to allow a new member to join. He suggested that at the commission meeting we propose extending the terms of the existing members, but if a Commissioner is interested he

would step down. Perhaps, to give members time to think about joining the Executive Committee, put Commissioners on notice that there is an opportunity to join and the appointment be done at a future meeting. Hennessey would like to see the appointment of a new Executive Director through to completion, following which he would step down if someone volunteers.

Langdell made a motion to recommend the full Commission reappoint Hennessey, Young and Boyd to the Executive Committee with the acknowledgement that Hennessey will step down if there are any volunteers, second by Young. The motion passed 7-0-1.

**f. Draft Personnel Policy Discussion**

Roache noted that he has been working with an attorney at Devine-Millimet to update the agency's personnel policies. Roache noted that most changes were to bring the policies up to date with current practices as well as state and federal law.

Roache reviewed a few of the larger changes. Section 3.4 clarifies and updates practices relative to flex and compensatory (comp) time to be consistent with state law. Given the number of night meetings staff attends, we want employees to be able to have some flexibility to adjust their schedule and maintain a healthy work-life balance. Flex time replaces comp time for salaried employees. Section 3.7 states that hourly employees should be signing in and out or punch a clock. Committee members recommended a simple clip board with a sheet.

Committee members reviewed and provided comment on about half of the document during the meeting. Hennessey noted that while NH does not provide protections for persons with veteran or military status, MA does and he supports NRPC extending this protection. The committee members discussed the drug free workplace provisions and how prescription medical marijuana might be considered under this policy. Regarding the workplace violence section, Ruch noted that domestic violence can follow an employee to work and suggested there be provisions to confidentially notify the director if needed to protect employees. Boyd noted that Merrimack has recently adopted a social media policy that might be helpful to consider in guiding what content NRPC allows. Ruch asked if the personal appearance section should also note that the optional suit and tie dress may be required for meetings. Marchant asked if it was legal to force an employee to forfeit leave time upon separation if not in good standing. Marchant also noted that it would be good to allow flexibility to negotiate leave time upon hire when bringing on a new employee with more experience.

Boyd proposed setting a contract for the new Executive Director. Ruch asked if other regions contract their Executive Director. Roache thought that perhaps Strafford does and maybe North Country Council. He is not certain about the others. Some Committee members saw a benefit to establishing a contract for the position to help with retention. Some Committee members noted that they have been at will employees in their own jobs for 15 plus years.

Elmer asked Roache to request examples of Executive Director contracts from those that do so. Boyd felt that if this is the direction the Committee would like to take, it should be included in the personnel policies.

Langdell requested to continue the personnel policies review at the next meeting.



**3. Old Business**

**a. Non-Public Session**

*RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*

6:15 pm: Boyd 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 Langdell. Roll call vote:

Jim Battis – yes	Janet Langdell - yes
Bill Boyd – yes	Sarah Marchant -yes
Karin Elmer - yes	Susan Ruch - yes
Dave Hennessey- yes	Tom Young - yes

Young made a motion to exit nonpublic Session at 6:27 pm seconded by Boyd. Member Roll call vote:

Jim Battis – yes	Janet Langdell - yes
Bill Boyd – yes	Sarah Marchant -yes
Karin Elmer - yes	Susan Ruch - yes
Dave Hennessey- yes	Tom Young - yes

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

Jim Battis – yes	Janet Langdell - yes
Bill Boyd – yes	Sarah Marchant -yes
Karin Elmer - yes	Susan Ruch - yes
Dave Hennessey- yes	Tom Young - yes

**4. Other Business**

There was no other business.

**5. Adjourn**

The next regular Executive Committee meeting will be July 19, 2017.

Motion to adjourn was made by Young with a second by Battis. The motion passed 8-0-0. The meeting adjourned at 6:30 pm.