



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 15, 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 6:03 pm.

2. Business

a. Minutes – February 15, 2017

The Executive Committee reviewed the minutes from the February 15, 2017 meeting. Ruch noted that the conversation about name tags on page 3 was missing a segue into the subject. Langdell suggested adding “After noting the chair’s NRPC name tag and reflecting on prior requests for nametags” prior to the request for nametags. Motion to approve the minutes as amended by Ruch, seconded by Elmer. The motion passed 8-0-0.

b. January/February Dashboard and Financial Reports

Roache reviewed the Dashboard noting that bank balances remain strong. Staff have continued participation in various committees including the NH Rail Transit Authority Advisory Committee, NH Association of RPCs, CMAQ Advisory Committee, and the Stormwater Coalition. Staff hosted a fourth transportation workshop to provide input into the MTP. Roache explained staff participation in SHRP 2 aimed at working toward developing performance based planning as required by the FHWA FAST Act. Langdell asked about the SRTS Wilton project, Roache noted we have an ongoing project for the elementary school in Wilton. The project just recently kicked off with a first meeting.

Web statistics have been fairly constant. We are expecting web traffic to pick up in the next couple months as the Household Hazardous Waste program commences for the year. Hennessey commended 30% email newsletter open rate.

Balance sheet remains healthy and assets and receivables are good. Roache reported that he has continued discussions with DOT to settle up the FY12-13 indirect rate adjustment. There may be the potential for a portion of these funds to be reallocated back to NRPC in the next couple years. NRPC now has a predetermined rate to avoid year end settle-up.

January billing is always low due to vacations. Additionally, several annual payments for large expenses are due in January. As a result, there is a net loss for the month. That said, we are still

in the black for the year to date. Roache plans to bring a draft FY 2018 budget to the April meeting.

Elmer made a motion to accept and place the report on file, second by Langdell. The motion passed 8-0-0.

c. 2019 NRPC Dues Discussion

Roache explained, as a reminder, that dues are set a full year in advance. The rate is weighted based upon each community's population estimate and equalized assessment. Dues were last raised in 2010. Since last raising the dues, NRPC has not had a deficit. That said, there is some merit to considering when and if to raise dues. The Office of Management and Budget's Uniform Guidance for federal funding and indirect cost rate allocations has modified what is eligible for overhead expenses. The result is some costs historically included as indirect charges are being shifted to dues. When Roache began as the director he started tracking staff time charged against dues in QuickBooks. With staff time expenses for efforts such as the NED pipeline and other municipal services, project cost overruns, etc., there was just over \$5,000 of dues remaining at the end of FY 2016. This leaves limited resources for additional grant match or other direct assistance to municipalities. Roache is looking at a breakdown of projected dues funded efforts for the FY2018 budget.

Marchant asked what in the NRPC Strategic Plan needs additional resources. Ruch further noted that NRPC can't provide the all requested municipal services unless there is additional funds. Hennessey said that justifying a dues increase on the basis of inflation alone is insufficient. Retaining skilled labor however is essential and is where we want to focus messaging for a dues increase. This includes staff retention and training costs associated with raising existing skill level. Boyd said NRPC needs to show the value of what the dues provide to the municipality, through the annual report. Transportation planning is key for Merrimack. We should look at and ask what each different community gains through membership. Smaller communities gain additional resources beyond what they pay in.

Roache noted that of projects identified in the Strategic Plan, building Economic Development capacity could benefit from additional dues resources. He cautioned however any dues gains will be small, within the range of \$8-16,000 a year. Marchant replied that even small increases build up incrementally. Further, Langdell said these small amounts can leverage additional resources by proving match funds. Hennessey said economic development services are a key area to focus on.

Boyd suggested this is an opportunity for Roache and commissioners to reach out to towns to see if there are specific municipal planning goals that we can assist with. He provided the example of the town center committee in Merrimack launched as part of the NRPC iTRaC project. Langdell suggested we share these efforts with other communities; what one does may inspire another and provide opportunities for mutual learning. Hennessey said another example is the Hollis Energy Committee.

Roache noted that we should also account for special projects. Economic Development will be key for FY 18. Czysz noted that there is funding from EDA to prepare a Comprehensive Economic Development Strategy, but grants require a 50% match. Additionally, NRPC should dedicate some resources to supporting municipalities with MS4 permit compliance. Marchant



replied that the MS4 could become the next NED pipeline for the region. Boyd noted the MS4 permit will pose some serious challenges for communities and the smaller communities will need assistance.

Roache reiterated that in addition to the OMB Super Circular impacting what costs are eligible as indirect, there may be further limits on what may or may not be eligible for direct funding sources.

The committee requested to continue the dues discussion and include MS4 as a separate conversation at the next meeting.

3. Old Business

a. Executive Director Evaluation

Langdell noted that the form was well researched in the past and she did not feel revisions were warranted at this time. Roache said if there are no changes to the form then he owes the committee a self-evaluation. Marchant requested Roache draft goals that the committee can react to. Committee members discussed the timing for the evaluation process. Roache will provide his self-evaluation, goals, and salary survey by March 29th. Hennessey asked for the committee members completed evaluations by April 10th. He will bring the compiled committee evaluation forms to the April meeting. Elmer asked if we should start the April meeting early to conduct the evaluation. Marchant and Ruch preferred to run late. The meeting agenda will include the standard non-public session item to conduct the evaluation.

4. Other Business

There was no other business.

5. Adjourn

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

Motion to adjourn was made by Battis with a second by Young. The motion passed 7-0-0. The meeting adjourned at 6:55.