



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
October 18, 2017**

**Present:**

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

**Absent:**

Mike Fimbel

**Staff:**

Jay Minkarah, Executive Director  
Jennifer Czysz, Assistant Director

**1. Call to Order:**

Ruch called the meeting to order at 6:05 pm.

**2. Business**

**a. Minutes – September 20, 2017**

The Executive Committee reviewed the minutes from the September 20, 2017 meeting. Langdell and Ruch noted several grammatical corrections. Motion to approve the minutes as amended by Hennessey, seconded by Young. The motion passed 6-0-1.

**b. Minutes from Non-Public Sessions**

Elmer noted the minutes for the April through September non-public sessions have been drafted. She will bring them to the November meeting for review and approval.

Motion to table the non-public session minutes to November by Langdell, seconded by Hennessey. The motion passed 7-0-0.

**c. August/September Dashboard and Financial Reports**

Minkarah stated that NRPC continues to have a healthy balance that supports close to three to four months of operating expenses. He reported that Reinert has recommended investing a portion of the checking account balance into the Money Market account to earn some interest. The working budget is unchanged from last month. Website statistics are slightly down, however Constant Contact and social media remain stable.

Minkarah and Czysz reported on staff activities over the last month. The Stormwater Coalition met to discuss the potential to pool resources across the region. The challenge being that specific technical assistance needs vary by community. NRPC will draft an inter-municipal agreement in collaboration with Southern NHRPC. Minkarah attended the Regional Planning Commissions' Directors meeting and the NH Association of Regional Planning Commissions meeting. Common themes at both were ongoing concerns with NH DOT and the CMAQ process. The Regional Planning Commissions have been collaborating with NH Municipal Association to write regular articles for Town and City. NRPC and RPS will collaborate to write an article on community transportation systems next year.

The Committee discussed issues related to school enrollment levels, performance and overall population growth or decline. Businesses have a high demand for labor that is unmet by low growth. Marchant noted that the State Department has been denying education visas for southeast Asians which further impacts college enrollments and labor supply.

6:22 Boyd arrived.

Czys reviewed additional activities staff participated in including an EPA Region 1 Brownfields application writing workshop and Nashua Food Council Meeting. Siskavich organized and hosted a Census Bureau training demonstrating various online economic development data tools. Chizmas attended a Pelham Board of Selectmen meeting to present recent intersection analysis results. Czys along with Mike Tardiff have been representing NH's regional planning commissions as advisors to the Demographics Legislative Study Committee. Czys and Chizmas met with staff from SNHPC to work on the TMA agreement between the two regions. Siskavich attended the annual NEURISA conference. Meno has been participating in this year's UNH Cooperative Extension's Economic Development Academy. Czys and Longval attended meetings of the Nashua Board of Public Works and Finance Committee to discuss the pending Household Hazardous Waste Cooperative agreement.

The Committee reviewed the upcoming schedule of HHW cooperative agreement presentations to the various Boards of Selectmen and Town Councils. Boyd recommended that we request when the agenda item is added for the Merrimack Town Council meeting we ask that it state that it's been "submitted by" both NRPC and Boyd.

Minkarah noted that the Profit and Loss is consistent with last year and all is on track. Additionally, the Balance Sheet remains on track.

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

### **3. Old Business**

#### **a. Nominating Committee Executive Committee Membership**

Ruch stated that there have been no volunteers. Elmer suggested Minkarah do additional outreach to identify potential members. Ruch volunteered to assist.

#### **b. Draft Personnel Policy Discussion**

Ruch asked if Minkarah has had time to review the draft and discuss with the management team. Minkarah noted he is comfortable with where the policies are and they are consistent with current practices. The biggest impact will be the cap to accrued vacation time. Staff that have more than the cap will not be able to accrue new time. Ruch noted that the cap is policy, but there are no details on how to transition to the cap. She suggested perhaps there be a phase in where the cap is not instituted until January 2019 providing 15 months before implementation. Langdell recommended an implementation memo accompany the new policy. Hennessey suggested the Committee adopt the policies effective January 1, 2018 and the Director then be responsible for the roll-out. Ruch was looking for transition language to be included into the policy. Elmer and Langdell noted that they have not previously seen such transition language included within personnel policies. Young agreed and noted that in the past when he experienced an impact due to a policy change it was addressed one-on-one as opposed to being documented in the policy. Minkarah also noted that the removal of the 90/10 split on

health care insurance from the policy may raise some concern by staff. This change was made to be consistent with other such employee benefits that are negotiated outside of the personnel policy. Battis inquired about the provision that says “request for leave at the end of employment may not be approved.” He was concerned that conditions of when such leave “may” be approved should be articulated. The Committee agreed to leave the language as is.

Boyd made a motion to approve the personnel policies with an effective date of January 1, 2018, second by Young. Motion passed 8-0-0.

**c. NRPC Office Lease**

Minkarah distributed a copy of current space breakdown and needs and noted that we can probably work with approximately 1000 sf less than we currently have given the current significant amount of common area. The next step is to start discussing other criteria such as parking, open floor plan versus closed offices, etc. We additionally need to estimate a moving budget. We have 11 months to reach a final decision and provide notice to our current property owner by September 30, 2018; six months before the lease expires.

Ruch requested to continue the conversation at next meeting and we should review criteria at that time. Minkarah suggested we solicit input from commissioners on their priorities and what matters for an office location. We need to accommodate all communities’ voices.

Boyd noted the old Academy of Science of Design building is available and has parking and good space. The property has been vacant for a while. All agreed the RFP process could bring in some interesting opportunities. The Committee should give good consideration toward what we are looking for; with the 6-month lead time between decision and lease start there is an opportunity to incorporate fit up to tailor the space. Langdell suggested larger conference room with potential to include dividers.

**4. Transportation Programs**

**a. Title VI Policy Amendment**

The NH DOT’s consultant recently reviewed our Title VI policies and requested a minor change to the documents. In both Appendix C to the main Title VI document and the Complaint Procedures we were asked to include a line stating that any complaints received by NRPC would be forwarded to the NH DOT within 5 days.

Elmer made a motion to adopt the amendments to Appendix C of the Title VI, Environmental Justice, and Disadvantaged Business Enterprise Programs Plan and associated Title VI Complaint Procedures, second by Boyd. The motion passed 8-0-0.

**b. NH Rail Transit Authority designee appointment**

Minkarah noted that we need to replace Roache with a new Designee to the NH Rail Transit Authority. Czysz currently serves as NRPC’s alternate.

Hennessey made a motion to appoint Minkarah as the NRPC designee to the Advisory Board with Czysz continuing to serving as an alternate. Second by Boyd. The motion passed 8-0-0

**c. Nashua Rail Transit Committee designee appointment**

The recent City of Nashua legislation states that NRPC is a member of the newly formed Nashua Rail Transit Committee with a member to be appointed by the NRPC Executive Director. Boyd



asked if a lay person should be the designee. Langdell noted that normally the Executive Committee makes appointments. Czysz asked if the designee should be able to connect with the State and Federal transportation planning process. Marchant said that would be helpful to have a connection to the MPO.

Ruch made a motion to appoint Minkarah as the NRPC designee to the Nashua Rail Transit Committee. Second by Marchant. The motion passed 8-0-0

**5. Other Business**

Ruch suggested the Executive Committee all, at a minimum, sign a card to thank Julie for her tremendous contributions. Additionally, Ruch would like to review how staff salaries generally compare to other regions. Minkarah provided a quick update on MPO Coordinator hiring process.

**6. Adjourn**

The next regular Executive Committee meeting will be Wednesday, November 15, 2017.

Motion to adjourn was made by Hennessey with a second by Young. The motion passed 8-0-0. The meeting adjourned at 7:52 pm.