



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 19, 2014**

Present:

Karin Elmer, Chair
Dan Kelly
Susan Ruch
Tom Young
Jim Battis
Mike Fimbel
Sarah Marchant

Absent:

Janet Langdell
Dave Hennessey, Vice Chair

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Elmer called the meeting to order at 6:05 PM

II. Minutes:

The Executive Committee reviewed the minutes from the October 15, 2014 meeting. Fimbel made a motion to approve the minutes as written. There was a second by Young. The motion passed with Marchant abstaining.

III. Financial Dashboard

Diers distributed and reviewed the financial dashboard for September 2014. Diers described recent activity stating that the bank balance is strong and cash flow is very good. Diers informed the Executive Committee of the intent to transfer \$50,000 to the PDIP account. She added that at 25% through the year that expenses and resources are tracking as expected. Fimbel made a motion to accept the September financials and place on file for audit. There was a second by Battis which carried unanimously.

IV. MPO Discussion

Transportation Alternatives Program: Roache lead the discussion summarizing the Transportation Alternatives Program. Roache explained the purpose of the program and described recent activity. Roache stated that the towns of Amherst, Brookline, Merrimack and the City of Nashua submitted project applications for funding under the TAP program. He explained the project review and ranking process for the region. Roache stated the Nashua project received the highest score followed by Brookline, Merrimack and Amherst. Roache explained that the TTAC recommended that the Executive Committee endorse the project ranking and instruct staff to submit the scores to NHDOT for the statewide evaluation. There was a motion by Battis with a second by Young which passed with Marchant abstaining.

MTP and TIP: Roache updated the Executive Committee on status of the MTP and TIP. Roache described a series of updates to the Regional Plan Transportation Chapter to ensure that it fulfills federal requirements of a Metropolitan Transportation Plan. Roache also explained that the 2015-2018 TIP was developed concurrently with the 2015-2040 Metropolitan Transportation Plan. The TIP is the implementation vehicle for the MTP, programming funding for federal-aid roadway and federal-aid transit projects identified in the first four years of the MTP.

Both documents were reviewed by the TTAC at the November meeting and will be reviewed again in December. He went on to state that a public comment period for the MTP was opened on November 17th and would run for 30 days. The Commission will be asked to adopt both documents at the December 17th meeting and public hearing.

V. FSA and Health Insurance

Diers described that federal law that allows a \$2,550 maximum contribution to the FSA accounts. Current limit on the staff is set at \$1,500. Diers asked that the limit be increased to \$2,550 per year with a \$500 rollover. There was a brief discussion of potential impacts to NRPC. The consensus was that there was little risk to the agency as only three employees use FSA accounts. There was a motion to support the increase by Ruch which was seconded by Marchant. The motion carried unanimously.

Diers briefly updated the Executive Committee on the updated status of health insurance benefits for calendar 2015. She stated that dental costs will not go up and short term disability costs will be down. Current expectation is that health cost insurance will increase by 6% if NRPC keeps the current plan. She added that other options are being explored.

VI. Directors Report on Action Items

Diers distributed and reviewed a spreadsheet of agency priorities. Diers began with the Retirement Plan issues. She stated that a narrative describing the problem to the IRS has been developed. The issue only impacts 4 current staff members and a handful of former employees. The plan is to keep the 2002 vote to allow contribution to reflect the maximum allowed by law and have plan documents updated to be consistent with that vote. Documents for the IRS are being prepared and will be filed in the next 6 weeks. Turnaround time is expected to be 6 months to one year.

Diers reviewed the remaining priorities with the majority of the action on those items to begin after the first of the year.

Other Business

Diers presented three items under other business:

1. Rail Study: Diers reminded the Executive Committee of the upcoming presentation by NHDOT of the results of the passenger rail study. The presentation is to take place at the Nashua Library on November 20, at 7:00PM.
2. Staffing update: Diers informed the Executive Committee that Jill Longval will be leaving her current position at NRPC. She will stay on as a consultant to manage Energy Aggregation and Household Hazardous Waste.
3. Kinder Morgan Pipeline: Diers provided a brief summary of the Kinder Morgan Pipeline and described recent actions by NRPC to support Communities. After a brief discussion there was consensus that NRPC could facilitate a regional voice and possibly host a forum to help better understand the proposal.

Adjourn

There was a motion to adjourn made by Battis second by Kelly. The meeting adjourned at 7:15PM