



**MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**June 16, 2004**

**Present:** John Eresian, Vice Chair  
Kathy Hersh  
Howard Dilworth, Jr.  
Nelson Disco  
Marilyn Peterman  
Mike Fimbel  
Bill Parker

**Members Absent:** Frank Bolmarcich, Chairman, Andy Prolman

**Others Present:** Stephen Williams, Executive Director

The Chair called the meeting to order at 6:00 PM.

Williams began the meeting by reminding the Executive Committee that they did not typically meet in July and asking if there was a need for a July meeting. The members of the committee agreed that there was no need for a July meeting.

**Minutes of the May 19, 2004 Executive Committee Meeting**

The minutes of the May 19, 2004 meeting were reviewed by the members of the Executive Committee. No additions or changes were requested. Motion by Peterman, second by Hersh to approve the minutes. Motion passed.

**Nominating Committee Report**

Eresian asked Peterman to assume the chair for the Nominating Committee Report. Peterman reported that the Nominating Committee recommended John Eresian for Chair, Kathy Hersh for Vice Chair and Howard Dilworth for Treasurer. Peterman asked if there were any nominations from the floor. There were no nominations from the floor. The slate of officers was approved by the Executive Committee and recommended to the full Commission.

Eresian resumed the position of the Chair for the remainder of the meeting.

**Report on hiring process for Assistant Director/Land Use**

Williams reported on the status of the Assistant Director recruitment. He stated that there was one very good candidate that had been identified, Susan Brennan of Austin, Texas. He stated that due to her family situation, Ms. Brennan could only take the job at NRPC if her husband Robert was also able to find a position in the area. Robert Brennan is a GIS professional and their hope was that he would be offered a position at the Town of Londonderry. Unfortunately, John Vogl, NRPC's GIS Manager was offered and accepted the job with the Town of Londonderry. As a result, NRPC is losing its GIS Manager and has more than likely lost the opportunity to hire the preferred candidate for Assistant Director. Williams stated that there was one other candidate from the Assistant Director candidate pool that he wanted to interview.

A discussion then ensued with regard to how to fill the Assistant Director position and also the GIS Manager position. The potential of hiring Susan Brennan as the Assistant Director and hiring her husband Robert as the GIS Manager was discussed. In general, the members of the Executive Committee were not in favor of that approach and felt that it would be a negative for morale among agency staff and



create a credibility issue for Robert Brennan with people both within and outside the agency. The Executive Committee also discussed filling the GIS Manager position.

The Executive Committee directed Williams to interview the second candidate for the Assistant Director position. The Executive Committee also directed Williams to seek to fill the GIS Manager position with an internal candidate if possible and if necessary to advertise the position and go through the full recruitment process. Finally, the Executive Committee members stated that if necessary, Williams should ask for a special Executive Committee meeting in July if further consideration of the issues was required.

### **Proposed FY 05 Budget and Work Program**

Williams distributed a revised Proposed FY 05 Budget to the Executive Committee. He then described the recently awarded EPA Brownfield Assessment grant and its impact on the budget for the coming year. Williams indicated that the Brownfield Assessment grant would increase the budget by \$100,000 for FY 05, with \$25,000 being available for agency direct and indirect expenses and \$75,000 for professional services. These additional funds would eliminate the need to draw funds from reserve to balance the budget and would in fact create a surplus of \$11,743. The revised FY 05 budget includes the change in health coverage the board recommended at the last meeting, it includes the additional retirement contribution for Shirley Vance and assumes current staffing levels plus an Assistant Director/Land Use.

After discussion, Peterman made a motion to recommend the Proposed Revised FY 05 Budget and Work Program to the full Commission. Fimbel seconded the motion. The motion passed.

### **Proposed Amendment to the Personnel Policy Regarding Health Care Reimbursement**

Williams reviewed the proposed changes the Personnel Policy in regard to employee health care reimbursement. After discussion, there was a motion to recommend the changes to the full Commission by Peterman that was seconded by Dilworth. The motion passed.

### **Proposed Amendment to the Personnel Policy Regarding Telecommuting**

Williams reviewed the proposed Telecommuting policy and Employee Telecommuting Agreement with the Executive Committee. There was some discussion of the various provisions of the policy and agreement. Williams stated that he wanted a policy in place to set out the ground rules for telecommuting and insure that both the agency and employees came in with the same expectations. Williams said that he felt the policy would help the agency to retain staff but at the same time he wanted everyone to be aware that telecommuting was a privilege and that getting the work done was of paramount importance. After discussion there was a motion by Peterman, seconded by Hersh to recommend the proposed Telecommuting Policy and Employee Telecommuting Agreement to the full Commission. Motion passed.

### **April 2004 Financial Report**

Williams provided copies of the April and May 2004 financial reports to the members of the Executive Committee and reviewed them with the committee. Williams stated that everything was on track with previous months and that it appeared that the agency would end the fiscal year with an increase in reserves of approximately \$80,000. A question was raised by Eresian regarding a large receivable for the Local Government Contract item.

A question was asked regarding the amount of reserve an organization like NRPC needed. Williams stated that the National Association of Regional Councils (NARC) recommended that regional councils like NRPC maintain cash reserves of between 25% and 50% of annual budget. This is due to the long



payment cycles that occur for grant funded agencies and the also the general insecurity of funding an organization completely with grants. The committee asked about NRPC's current reserves as a percentage of budget. Williams said that the agency budget for FY 04 was about \$1.2 million and he expected the agency to end the year with a cash balance of about \$200,000. Therefore, we currently have reserves of approximately about 17%.

After discussion a motion was made by Dilworth, seconded by Fimbel to set a goal of reserve funds equaling 35% of annual budget. Motion passed.

### **Other Business**

Williams informed the members of the committee that John Vogl, NRPC's GIS Manager had resigned and would be taking the GIS Manager position at the Town of Londonderry at the beginning of August. In addition, Koren Melfi, one of the full time GIS planners has also submitted her resignation. Williams stated that given the importance of GIS to agency operations that he would make filling the GIS positions a very high priority.

Williams also informed the members of the Executive Committee that the agency would be getting some higher quality chairs for the conference room through the efforts of the City of Nashua and that those would be on hand in time for the next Executive Committee meeting.

Williams also stated that NRPC would be starting on the EPA Brownfields Assessment grant very soon. This \$200,000 grant will enable NRPC to work with member communities to identify sites contaminated with petroleum, have the sites assessed and lay the required groundwork for cleaning up the contamination and using the sites for redevelopment.

### **Adjourn**

The meeting adjourned at 7:00 PM.