



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
April 18, 2007

Present: Kathy Hersh, Chair
Nelson Disco, Treasurer
Tom Collins
Howard Dilworth
Mike Fimbel
Noreen O'Connell, Vice Chair
Marilyn Peterman
Joe Torre

Staff: Stephen Williams, Executive Director
Kerrie Diers, Assistant Director

I. Call to Order:

The meeting was called to order by Chair Hersh at 6:00 pm.

II. Approval of the Minutes of February 21, 2007:

Motion to approve the minutes as amended was made by Fimbel and seconded by Disco. Motion passed unanimously.

III. Finance Report and Balance Sheet for March 2007:

Williams presented the March financial reports. NRPC was +\$7,847 for the month and is looking positive toward the end of the year. NRPC typically goes through a cycle of having positive months in September, March and June due to grant payment cycles. Overall, the agency is in good financial shape.

IV. HB 582:

Williams explained that this is the bill that directs DOT to construct a bridge over the DW Highway. Williams requested the Committee's input to determine a process for NRPC to vote on the issue. Hersh thought that this might be an item that she would need to receive input from the Board of Aldermen prior to voting on this issue at NRPC. Disco stated that he is the Town of Merrimack's representative and did not mind voting on the issue either at the Executive Committee level or at the Full Commission level. Disco suggested that additional information should be gathered prior to more discussion on the matter. It is his feeling that the location should not be moved and thought that the impacts on traffic further north needed to be more fully determined. Peterman recommended that the Executive Committee make a recommendation to the Full Commission. NRPC has discussed this issue many times over the years and this is consistent with prior votes. Dilworth commented that the 1957 report from NRPC discussed the need for another river crossing. Dilworth asked how this proposal was different from the prior project that has been supported by NRPC and the Ten year plan process. Williams stated that the project has changed since the original vote because Merrimack rejects the notion of additional tolls, and the tolls are a question if they are not part of the whole project. Dilworth asked at what point do we revisit a decision that we have already made? Do we need to amend the 10 Year Plan? The Executive Committee decided to fully discuss the issue at the May Executive Committee meeting and then decide how to proceed.



V. Transportation Project Programming Process

Williams reviewed a memo dated April 5, 2007, from Tim Roach, Principal Transportation Planner, to Mr. Bill Watson, NHDOT summarizing the recommended Ten Year Plan Process. The memo describes the existing Ten Year Plan, the evaluation the TTAC conducted and the changes NRPC is recommending. Williams reviewed a list of proposed projects that separated the projects into Tier 1, Tier 2/3 projects and into years from 2009 through 2028. The Executive Committee indicated support for the process.

VI. Personnel Evaluations:

Diers reviewed the proposed changes to the Personnel Evaluation process and forms. The Executive Committee was in favor of the proposed changes and authorized the Executive Director to move forward with the review process using the revised form.

VII. NRPC Salary Ranges:

Williams reviewed a memo dated April 18, 2007 that describes the unique NRPC staff requirements. Each planning position is detailed and broken down in terms of technical and managerial skills required of the position as well as the education and experience needed to fulfill the duties of each position. Dilworth commented that this was a very good explanation of qualifications for each position, and recommended adding "knowledge of NH government operations and finance" to the Circuit Rider Planner and Regional Planner positions.

Williams also reviewed a memo dated April 18, 2007 that is an analysis of NRPC's current salary ranges for planners in relation to a recent survey completed by the American Planning Association. The survey is now in data base form that allows users to compare salary ranges using a number of different variables such as employees supervised, years of experience, and education level. Williams explained the attached table that compares NRPC salaries with national average ranges. From this analysis, Williams recommended several shifts in salary ranges to bring planner ranges within the range of the national averages. Peterman moved to adopt the proposed ranges for the Planner I through Assistant Director positions and Disco seconded the motion. The motion passed unanimously. The Executive Committee will review the Executive Director's salary at the May Executive Committee meeting during the annual review process.

VIII. Photocopier:

Williams reported that NRPC will be purchasing a new photocopier.

IX. Preliminary Draft FY08 Budget

Williams reviewed the preliminary draft FY08 Budget. This is a "status quo" budget which supports existing staffing levels and projects. Several very big consultant projects are coming to an end, but there are a number of grant awards that we are waiting to hear from (lines 25 - 34), including a new Brownfields grant, a Healthy Communities EPA grant, Year 2 CTAP and NH 101A West project management. Hersh asked if new office facilities were factored into this budget. Williams stated that we should have a plan in place by December 2007 that we will be implementing in 2008. As no responses were received to the RFQ that we issued for Realtor services, Williams recommended that we work with Brad Vear to develop a facilities plan, and determine how to compensate him for his time. After discussion, the Executive Committee determined that Williams and Vear should meet to discuss possible compensation options. Fimbel, Hersh and Peoples are to serve on the Building Facilities Committee.



X. Town of Mason

Williams reviewed his February, 2007 memo to Dr. Chris Geary, Town of Mason Selectman, which outlined the Executive Committee's recommendation for how the Town should proceed in becoming a member community in the region.

XI. Other Business:

- Fimbel stated that the Regional Plan Retreat at the Crowne Plaza was a good event.
- Hersh appointed O'Connell, Disco and Fimbel to the nominating committee to develop a slate for the two vacant Executive Committee positions.
- The Executive Committee discussed alternative meeting times/days and decided to stay with the current day of the third Wednesday of the month.

Next Meeting:

May 16, 2007

XI. Adjourn:

Meeting was adjourned at 8:00 pm.