



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee Meeting
November 19, 2008

Present: Noreen O'Connell, Chair
Mike Fimbel, Vice-Chair
Karin Elmer, Treasurer
Howard Dilworth
Suellen Seabury
Joe Torre

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

I. Call to Order:

The meeting was called to order by O'Connell at 6:06 pm.

II. Minutes

Approval of Minutes of October 8, 2008 meeting: Dilworth moved to approve the minutes as presented, seconded by Seabury. The motion was approved unanimously.

III. October Finance Report:

Williams distributed the balance sheet for the month of October and the year to date Profit & Loss report. The report includes almost all of the moving expenses, and is showing a deficit of about \$20,000, which is actually very good for this time of year. Williams pointed out that there are usually four months in the year where resources exceed expenditures and the other months, the expenditures exceed revenues. This is due to the cyclical nature of our grant funds. Williams noted that our health care costs for FY 09 will be decreasing slightly, which is a first occurrence in a long time.

Williams reviewed the Balance Sheet, and noted that there is a lot more detail on the sheets than what the Executive Committee is used to seeing and we will work to continue to develop the most useful reporting forms.

Williams noted that there are some state funding sources that he is concerned about for the coming fiscal year due to the economy and budget crisis with the State. The NH DOT portion of the federal match, the NH OEP Targeted Block Grant, and the NH DES Regional Environmental Program funds, which totals approximately \$125,000, are all open to funding cuts by the State as they are General Funds.

Williams also expressed concern about the Town of Hudson's dues. Dilworth and Seabury stated they would follow up on this matter with the Town.

IV. Review of October Open House and Commission Meeting

Williams asked the Executive Committee's opinion about the events in October. Fimbel commented that he liked the ease in set up with being able to see the power point presentation.

O'Connell said she had some difficulty seeing all of the Commissioner nametags but really liked the game with the pictures from around the region.



V. Draft Regional Housing Needs Assessment:

Williams reported on the meeting with the professional planners from around the region, who weighed in on what their communities were doing to address the new legislation in each of their communities. They stated pretty clearly that they all wanted NRPC to develop the distribution of fair share for their communities.

Williams emphasized that the draft housing needs assessment is a planning tool only and not a target number that each community must achieve, as is the case in MA. In this analysis, we simply extended the housing and income distribution consistently into the future planning horizon. We also assumed that the same percentage of owner/renter split would also carry forward. The critical tables are located on pages 11 – 14.

O'Connell stated that the Town of Milford is concerned about carrying the load more than the other surrounding towns. Williams stated that there is no definition for "fair share" in the law and each community's obligation is to provide a reasonable opportunity for the development of workforce housing.

Fimbel asked if this could be used as a tool by developers to target specific communities who do not appear to be providing their fair share. Williams stated that the market will respond as needed, but the community obligation remains the same.

We have put this out for a public comment period and will hold a public hearing at the December commission meeting. Dilworth commented that he has no interest in supporting this and will not vote in favor of it.

VI. Executive Director Goals and Review Process

Williams reviewed a memo to the Executive Committee dated November 12, 2008 which outlines a potential evaluation process. The Committee discussed the questions on page 2 of the memo. Discussion points included:

- New officials need to be educated about NRPC and what it does for the communities.
- A visit and "Refresher speech" may be appropriate after town meetings or on an annual basis. To remind the selectmen and planning boards what NRPC offers communities.
- Trainings are invaluable – offers networking opportunities as well
- There was not a feeling that NRPC is like a membership organization, but more like a government agency.
- The annual report document might be distributed differently, or bind the reports sent to all the communities so that communities get a sense for what we are doing for all of the members.
- Presentations by staff would help commissioners to get to know staff and their expertise
- Let commissioners know when staff is in town conducting a meeting or training and encourage them to attend
- It is difficult to evaluate how well the agency does in accomplishing tasks or projects. A progress report would be helpful for each project. Need to give more thought about how to do this without causing extra bureaucracy.



VII. Other Business

- George Campbell, NHDOT Commissioner, has offered to speak at the Legislative forum on January 15, 2009
- The nominating committee is working on a nomination to replace Nelson Disco, which should be ready for the December meeting.

VIII. Next Meeting - The Next meeting will be on December 17, 2008 at 6:00 pm

IX. Adjourn

Fimbel moved to adjourn the meeting at 8:05 pm, seconded by Elmer.