



**DRAFT MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
June 15, 2011**

**Present:** Andy Seale  
Karin Elmer  
Janet Langdell  
Kathy Hersh, Vice Chair  
Howard Dilworth  
Mike Fimbel, Chairman  
Rick Maddox

**Absent:** Peter Baker

**Staff:** Kerrie Diers, Executive Director  
Tim Roache, Assistant Director

**I. Call to Order:**

Fimbel called the meeting to order at 6:00 PM.

**II. Minutes:**

The Executive Committee reviewed and discussed the May 18, 2011 meeting minutes. Langdell noted that she was incorrectly marked as present. Dilworth noted that the asterisk next to Maddox was to indicate that he was inadvertently locked out of the May meeting. Elmer corrected the spelling of Seale under the May Minutes discussion. Dilworth motioned to approve the May 18, 2011 meeting minutes as corrected. There was a second by Elmer. There was no discussion. The motion passed with Fimbel, Maddox and Langdell abstaining.

**III. Budget and Work Program:**

Diers described the work program and reviewed the draft FY2012 budget. She noted that no Brownfields assessment grants were awarded in NH. Prompted by a question from Fimbel, Diers went on to explain the purpose of the Brownfields grants. Maddox question how shared services such as GIS or Master Planning might be included in the budget. Diers explained that local contracts would be used to address services. Roache added that it might be handled in a similar to circuit riders. Hersh added that GIS is a core function and will be available. Maddox clarified that he was asking about having a dedicated GIS service at a set cost per capita. Diers explained that this could be addressed through a local contract. Hersh motioned to recommend the draft 2012 budget and work program to the full commission for approval. Second by Langdell. Motion passed with Dilworth abstaining.

**IV. FY 13 Dues:**

Diers described the dues process and formula used to develop the dues required for each community. Diers explained that new 2010 census data was available to calculate the dues but the assessed valuation data was old. This resulted in decreased dues requirements for all but three communities. Diers explained that applying the data to the formula as she described resulting in dues increases for Hudson, Amherst and Mason totaling \$658. Diers suggested that this nominal increase be absorbed by the Commission and not passed on to the three communities. The Executive Committee discussed the proposed dues structure. Dilworth and Maddox agreed with the suggestion by Director Diers and suggested NRPC absorb the \$658. Hersh suggested the dues be held the same as the previous year meaning each community pay what they paid in FY 2012. Langdell suggested that the formula be applied in a manner consistent with past practices and the cost of membership be paid by each community. The Executive Committee discussed the dues formula in more detail. Dilworth

explained the lag in equalized valuation data. Hersh motioned to recommend to the full commission to adopt the FY 13 dues to be the same as the FY 12 dues such that the contribution from each community will be the same as FY 12. Second by Langdell. Motion passed with Fimbel opposed.

#### **V. Nominating Committee**

Diers distributed the Executive Committee term spreadsheet that was based on the proposed by law changes to help the committee understand the need for new members. Dilworth described the proposed by law change and asked when they take effect. Hersh asked if there was other interest on the committee as she could move off the committee to allow a new member to join. Dilworth asked that the record reflect that he did not propose the bylaw changes to extend his time on the Executive Committee. Dilworth stated that he proposed the changes because he felt that it was in the best interest of the agency. Diers listed the proposed slate of officers as follows:

Langdell – Chair  
Elmer – Vice Chair  
Seale – Treasurer

Hersh motioned to propose this slate of officers to the full Commission. Maddox seconded the motion.

#### **VI. Resolutions**

Diers described the resolutions that need to be adopted by the Committee. She described the new relationship with Primex. The proposed resolutions included:

- Primex Membership Agreement
- Property and Liability 5% multi-year discount
- Loss Mitigation Agreement

Elmer motioned to adopt the three resolutions as presented for the Primex agreement. Second by Dilworth; motion passed unanimously.

#### **VII. Board Assessment update**

Diers distributed an action plan for the board assessment process and described the top six action items. The Executive Committee discussed the schedule and approach to address the action plan. It was agreed that they would address the top two items over the next six months beginning in September.

#### **VIII. Committee and Financial Reports**

Diers presented the financial report for NRPC and summarized the status of the cash flow and expected year end finances. The Executive Committee briefly reviewed the committee and financial reports. Dilworth motioned to approve the financial reports and place on file for audit. Second by Seale; motion passed.

#### **IX. Review of June Agenda**

Diers reviewed the items for the July Agenda. Diers noted that there will be a discussion of MPO activities at the July Meeting.

#### **X. Adjourn**

Motioned to adjourn at 6:57 by Maddox, second by Seale. Unanimous.