



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 18, 2015**

Present:

Karin Elmer, Chair
Dave Hennessey, Vice Chair
Mike Fimbel, Treasurer
Susan Ruch
Tom Young
Jim Battis
Dan Kelly

Absent:

Sarah Marchant
Janet Langdell

Staff:

Tim Roache, Assistant Director
Karen Baker, Program Assistant

I. Call to Order:

The group discussed **Agenda Item III - Legislative Forum** first while waiting for other members to arrive. Roache informed the EC that the Legislative Forum invitations had been mailed and that The Regional Plan would be showcased with a focus on implementation strategies. Stations will be set up for Housing, Transportation, Community & Economic Development, Environment and Telling the Story. A panel of speakers including Cindy Vigue from FHWA, Kerran Vigroux from City of Nashua Public Health & Carmen Lorentz from NH DRED would discuss ways to implement the strategies of the plan. Flash Drive copies of the Regional Plan would also be handed out. There was discussion and ideas to get more Legislators to attend. The EC asked that both sides be open for 2 lines for the buffet. There was further discussion on the panelists.

Elmer called the meeting to order at 6:20 PM.

II. Minutes: January 21, 2015 and February 10, 2015

The Executive Committee reviewed the minutes from the January 21, 2015 meeting. Battis made a motion to approve the minutes as written. There was a second by Young. The motion passed with Kelly abstaining. The minutes from the February 10, 2015 Non-Public Session would be approved at the March Executive Committee meeting.

III. Financial Reports

Roache reported that the cash balance still remained strong and that it looked like it was going to be a good year as most contracts were tracking well as of December. He added that he made some adjustments made to the FY15 working budget to address salaries and healthcare expenses as well as budgeted revenue from Exit 36. Per the request of Battis at the last EC meeting, Roache pointed out the potential net shown in the Dashboard. Roache informed the group of a \$50,000 transportation grant that was received to develop a 10 year work plan for fleet replacement for the City of Nashua that NRPC would be helping with. Roache referred to the P&L saying that it was tracking well. Kelly asked if there were plans for the Exit 36 project. Roache said that project was virtually completed and he would be finalizing the plan. He mentioned the possibility of an outreach to get the MA and NH governors together for the next steps.

Kelly motioned with a second from Elmer to approve the December financial reports and place on file for audit. All were in favor.

IV. Energy Facilities Committee Update

Hennessey felt that his comments at the last meeting regarding the establishment of a pipeline policy committee were not communicated as such in the minutes and that number #1 under duties of the committee should not have the word pipeline, but should read "Identify the issues with respect to locating energy facilities and other distribution systems in the region" and "Energy Facilities" should be used and not "pipeline". There was further discussion on the pipeline fitting along the power lines, the lack of ROW, questions regarding powerlines, width of the pipes, which energy facility should go first, etc. Roache said these are questions will be considered by the Energy Facilities Advisory Committee (EFAC).

Roache informed the group that currently he had representatives for the (EFAC) from every City/Town in the region except for Mont Vernon and Lyndeborough. He added that those two towns are not really impacted directly. Dan asked who the Nashua representative was going to be. Roache said Marchant for right now. Roache said the list is firmed up, he has communicated with Williams, and a survey was put out to find the best day for the meeting. The survey results showed Friday as being the preferred day. The goal was to have the meeting from 2-4pm and to discuss how to engage FERC. Elmer commented that Merrimack hired a land use attorney who will also be attending the coalition meetings. Roache said there is not much more going on and he trying to avoid duplication. Ruch asked if Marchant would be precluded from voting where she is on the subcommittee. Elmer said there are other Nashua representatives on the EC to vote. Roache said the recommendation will come down to the Full Commission.

The EC asked if NRPC would be issuing communication for the kick off meeting and that there should be a cc list of Town Administrators. Elmer said the minutes should be less detailed. Roache said all meetings are public and will be noticed with the default location being the NRPC office, if not, than another public facility. Ruch felt there should be alternate times other than just the Friday afternoon. Roache said the first meeting will be used to figure out quorum details and all of the above. The EC asked to be copied on correspondence regarding the EFAC. Kelly asked if there was a timeframe. Elmer said there is no sunset and it will be done as quickly as it can be done. Ruch felt it would depend on the FERC application and administrative procedure which currently in pre-file. There was further discussion on the process and the committee weighing in. Roache said that NRPC was monitoring the docket. Hennessey said that the powerline is in for September approval with FERC. Ruch suggested looking at the time sensitive things first.

V. Non-public session-6:55pm

Tom Young made a motion to enter into nonpublic Session per RSA 91-A:3, II(a) to consider or act upon "the dismissal, promotion, or compensation of any public employee..." seconded by Mike Fimbel. Roll call vote:

Karin Elmer - yes
Dan Kelly - yes

Dave Hennessey- yes
Tom Young - yes

Susan Ruch - yes
Jim Battis - yes

Mike Fimbel - yes

Jim Battis made a motion to exit nonpublic Session at 7:30 seconded by Dan Kelly. Member Roll call vote:

Karin Elmer - yes
Dan Kelly - yes
Susan Ruch - yes
Jim Battis - yes

Dave Hennessey- yes
Tom Young - yes
Mike Fimbel - yes

Jim Battis made a motion to seal the minutes of the non-public session seconded by Susan Ruch. Roll call vote:

Karin Elmer -yes
Dan Kelly - yes
Susan Ruch - yes
Jim Battis - yes

Dave Hennessey- yes
Tom Young - yes
Mike Fimbel - yes

VI. Other Business

Roache informed the EC of the new TD Bank signature cards that needed to be updated and as part of the auditing process. He had Elmer & Fimbel sign for NRPC and Elmer for NRSWMD. The remaining signers for each account would be pursued by Baker. Roache followed up on NRPC's PDIP accounts and talked about his meeting with Reinert and the TD Bank Vice President of Government Banking. He explained that in order to transfer the NRPC money from the PDIP to a money market savings, he would need approval from the EC. He talked about the benefits referring to the little bit of interest \$300 + or -, online banking, better access, fully collateralized and coverage above and beyond the \$250,000 FDIC. Hennessey motioned with a second from Young to transfer the PDIP into a Money Market account. All were in favor.

Next, Roache updated the EC about the credit card process. He informed them that there would be 2 credit cards issued with Nashua Regional Planning Commission and employee name; 1 w/Roache's name and 1 w/Baker's name. Roache answered that Reinert reviews credit card statements as well as Fimbel.

Roache said that the NRSWMD would decide at their June meeting about transferring the PDIP account to a money market account. Elmer suggested doing the NRPC account transfer ASAP.

Adjourn

Motion to adjourn was made by Kelly with a second by Young. The meeting adjourned at 7:35PM.