



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
March 21, 2012**

**Present:**

Janet Langdell, Chair  
Dave Hennessey  
Rick Maddox  
Karin Elmer  
Howard Dilworth  
Andy Seale

**Absent:**

Bill Condra  
Mike Fimbel  
Peter Baker

**Staff:**

Kerrie Diers, Executive Director  
Tim Roache, Assistant Director  
Karen Baker, Program Assistant, NRPC

**Others:**

Mark Cookson, City of Nashua Alderman/NRPC Commissioner

**I. Call to Order/January & February Financial Reports:**

6:10pm: While waiting for more members of the EC to arrive (no quorum), Alderman Mark Cookson of Nashua who had been appointed as a full Commission representative was introduced to the EC.

Diers provided an update on the transition of Robin Shea who had been handling payroll and invoicing until our new hire, Tanya Reinert, was up to speed. She added that Shea finished up in mid-February and that Reinert was catching on and there are a few more things to work out. Diers reviewed the January and February financials when Dilworth and Seale arrived.

Langdell officially called the meeting to order at 6:13pm and Diers continued with her review of the financials. She referred to the NRPC financial report pointing out that the AR was a little high because the February invoices were just sent out. The balance sheet looked okay. Elmer questioned the Rural Addressing line and Diers explained that the project is just starting to crank up and that is also the reason for the professional services line looking high due to our contracting with UNH. Maddox asked if there was a markup. Diers commented; just time. Dilworth asked if there was an administrative fee and Diers said we charge directly for hours and yes, and 5% on top. Overall the bottom line was looking good. Diers also reviewed the SVTC financial report saying that it was good and there were no issues.

**II. Minutes:**

The Executive Committee reviewed the February 15, 2012 meeting minutes. A comment regarding the second bullet on page 2, of Goals and Actions #2, should be "Commission", not Region in reference to "Consider renaming the..." Elmer motioned to accept the minutes as amended. Hennessey seconded the motion. There was no further discussion. The motion passed with Seale abstaining.

### **III. Strategic Planning – Prepare for Full Commission Meeting Discussion About Draft Mission and Goals**

Diers asked for input on the Strategic Planning Mission and the Goals & Actions identified at the last EC meeting and reminded the group of the discussion at the September meeting with the full Commission on this topic. She added that she would like the EC to jump in for explanation when having this discussion at the evening's full Commission meeting.

Hennessey felt #4, 1<sup>st</sup> bullet of the Goals & Actions should reflect the word “coordinate” as well as disseminate and share. Roache used an example of a cell phone tower process in Hudson and sharing their experience and process with another town such as Mont so they could use the knowledge for a more smooth process. Maddox did feel “coordinate” was the right word to use.

Elmer asked if NRPC gets together with planners to discuss what is going on in the region. Diers said through the iTRaC meetings.

Seale suggested providing a forum where past experiences and past efforts can be shared as an action item for #4. Hennessey added “and share experiences”.

Elmer asked if something like Plan Link could be set up. Langdell commented that Plan Link is not just for planners and that she utilizes it.

Maddox referred to a parking meter warrant in Hudson and their unfamiliarity and being able to share resources or experiences with neighbors who have dealt with parking meters.

Roache said we are always looking for topics for meetings and to bring your experiences to share with the group. Langdell suggested this as a forum instead of the Commissioner's Roundtable. Dilworth said to have a request for suggestions for topics added to the agenda for the Commissioners Roundtable discussion. Diers commented this would be a good for a public forum for the region. Hennessey referred to Jeff Gowan's initiative in Pelham to have joint efforts between boards.

Diers said she would incorporate the changes as part of the whole Commission but would also seek help and input from the Commissioners. Langdell asked if any of the items was a higher priority than others. Maddox felt #3 and Dilworth agreed and elaborated some on the bill regarding Agenda 21 and studying municipal and regional entities. Diers referred to the similar bill to kill RPC's and emphasized the importance of Commissioners articulating what we do and the need for better outreach and education.

Langdell felt #6 was equally important. There was discussion amongst Langdell, Seale, Elmer and Maddox on the importance of technology, the cost, frequent changes, and keeping up with it.

Langdell asked where we were with the Housing Needs Assessment and if we were due for another update. Roache said not for a couple more years. Diers said this would be part of the Regional Plan initiative. Hennessey referred to a forum being set up by the NH Association of Realtors to interpret the Census and housing data. Diers said this would be discussed at the Commission meeting and that she would be in touch with Hennessey on this.

Seale felt this should be a topic to have for discussion with communities now as well as where do they see NH; 10 years from now, 20 years from now and pulling in a diverse groups in the hopes of attracting Selectmen, Educators, School Boards, etc. Diers commented that we are trying to go to meetings that bring in diverse groups rather than having people come to us.

**IV. January and February Financial Reports (see Agenda Item 1 above)**

(Discussed at open of meeting; see Agenda Item 1 above)

**V. Old Business**

**Audit RFP**

Diers informed the group that she would like to have a conversation with the current Auditor first before we put out the RFP, which should be by the end of the month. She added that NRPC had a 3 year contract with the current auditor which she felt was reasonable.

**Personnel Policy Update**

Diers said this would be moved to the April meeting.

Diers reviewed the remainder of the FY year meetings included in the Director's Report. Under the May meeting she informed the group that the *Review Draft FY12 Budget and Work Program* should read "**FY13**". She added that there will likely be a TIP Amendment #5 for June.

Langdell added that if the Commission agrees, they will take the June meeting somewhere else. She also elaborated some on possibilities of when & where to have the Legislative Forum; possibly after election. Diers said she would go with whatever suggestion the group comes up with. Roache said he was waiting to find out about redistricting. Dilworth felt once the Mission Statement and Strategic Plan have been nailed down might be a good time to educate your legislators.

Hennessey referred to the groundbreaking for the Pelham Fire Station and suggested having the June Full Commission meeting there. He said he would check with Gleason on the date and if it is possible.

Seale suggested inviting folks who are running for Governor to the meeting.

In regards to the Directors Report and the remainder of the FY12 meeting schedule, Maddox suggested they should hit #3 of the Goals and Actions in at a work session in May where they just focus on that and move everything else out of May.

There was brief discussion on who was on the last nominating committee. There was also a question if anyone's term was up. Diers said she would review.

**VI. Adjourn**

Motioned to adjourn at 6:52pm by Elmer; seconded by Seale. Unanimous.