



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 16, 2011**

- Present:** Andy Seale
Janet Langdell, Chair
Dave Hennessey
Bill Condra
Rick Maddox
Karin Elmer
- Absent:** Howard Dilworth
Mike Fimbel
Peter Baker
- Staff:** Kerrie Diers, Executive Director
Tim Roache, Assistant Director
- Others:** Kathy Hersh, City of Nashua
Sheryl Stevens-Burke, Melanson Heath & Company, PC
Alyssa Simard, Melanson Heath & Company, PC

I. Call to Order:

Langdell called the meeting to order at 6:03 PM.

II. Minutes:

The Executive Committee reviewed the October 19, 2011 meeting minutes. Seale motioned to accept the minutes as written. Condra seconded the motion. There was no discussion. The motion passed with Elmer and Maddox abstaining.

III. Audit presentation and discussion

Diers introduced Sheryl Stevens-Burke and Alyssa Simard from Melanson Heath & Company. Stevens-Burke described the process used to conduct the audit and described the report as clean. She reviewed the financial statements and indicated that the agency finished the year essentially even with a positive balance of \$7,123. There was no management letter generated. Stevens-Burke went on to review the single audit report which she described as clean. The Executive Committee briefly discussed the audit reports. Diers stated that the next step will be to establish the indirect cost rate for the agency. Elmer motioned to accept the audit report with a second by Hennessey. The motion passed unanimously.

IV. Strategic Planning Session

Diers introduced Hersh as the facilitator for the strategic planning session. Hersh reviewed the process to date and suggested firming up the mission statement as the first step for this session. Hersh distributed copies of the state law enabling the regional planning commissions for reference. Langdell asked about changes proposed by Baker at the last session. Diers described the changes proposed by Baker. Hersh suggested reviewing sample mission statements. Hersh clarified the difference between the mission statement and vision and reviewed sample mission statements including the Nashua Community Development mission. Hersh then described how the mission and goals work together. The Executive Committee discussed how mission statements work. Hennessey asked if there was an overriding mission statement to cover the 9 RPC's. Diers explained that each RPC has its own mission statements

and distributed a sampling of those statements. Elmer added that each RPC is unique. Diers reviewed the RPC mission statements.

Hersh asked the Executive Committee write down what should be in the mission statement. Hersh collected the ideas and organized them into categories for consideration by the Executive Committee. She then led the Executive Committee through an exercise using the written ideas to draft the mission statement.

Hennessey questioned why Pelham was part of the region. Diers explained how the RPC boundaries were formed. There was additional discussion about how the name of the organization impacts the identity of the region.

Hersh summarized the mission statement ideas. The Executive Committee worked through a number of draft mission statements. Diers read the resulting draft mission statement:

The mission is to provide leadership, facilitation and coordination to its member communities in implementing the regional vision.

The Executive Committee moved on to develop goals. Maddox suggested the commission use the goals from the City of Nashua as a starting point. These are:

GOALS

- *Highly qualified professional staff*
- *Professional Identity*
- *Education for our member communities and their citizens re: issues-regional, planning, etc.*
- *Information repository/clearinghouse*
- *Data collection and analysis*
- *Develop regional vision*
- *State of the art technological resources*
- *Facilitation resource to member communities*
- *Public forum*

Langdell suggested typing up the goals for distribution prior to the next session. .

V. October Financials

Diers suggested that the financials be postponed until next month due to a printing error. The information was not available for discussion at the meeting. The Executive Committee agreed.

VI. Other business

Diers discussed the legislative forum and suggested postponing the forum or developing a new approach and format to the meeting. The Executive Committee suggested waiting for redistricting. Condra provided the Executive Committee an update on redistricting.

VII. Adjourn

Motioned to adjourn at 8:10 by Maddox; second by Seale. Unanimous.