



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 15, 2012**

Present: Howard Dilworth
Janet Langdell, Chair
Dave Hennessey
Bill Condra
Rick Maddox
Karin Elmer

Absent: Mike Fimbel
Peter Baker
Andy Seale

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

I. Call to Order:

Langdell called the meeting to order at 6:05 PM.

II. Minutes:

The Executive Committee reviewed the January 18, 2012 meeting minutes. Elmer motioned to accept the minutes as written. Condra seconded the motion. Corrections to the bottom of page three were suggested by Maddox and Langdell. The word "log" should be "long" and the phrase "based on" should be inserted into the second to last paragraph in front of draft Ten Year Plan. Langdell requested Old Business be corrected and change "for" to "or" in the 4th sentence. The minutes were approved as amended with Condra abstaining.

III. Mission Statement and Goals

Diers began by reminding the group of the draft Mission Statement. She distributed a copy to the members present at the meeting. Diers went on to lead a discussion on the goals and sought input on action to achieve those goals.

The Executive Committee had an extended discussion of the goals and actions to accomplish the agency's mission. Diers and Langdell stepped through each of the goals and actions to facilitate discussion. Topics of discussion included branding of NRPC, the use of technology and social media, data and information sharing and how to maintain a highly qualified staff. Diers agreed to revise the goals and actions based on the discussion and distribute them in advance of the next meeting. They are also included below:

Goals and Actions

1. Hire and retain highly qualified professional staff
 - Review job descriptions and qualifications every 2 years
 - Ensure the salary and benefit package are competitive within the public and private sectors in southern NH/northern MA market
 - Support professional development and educational training



2. Develop and market the region's identity
 - Identify community needs and perceived regional affiliations (Nashua, Salem, Milford, Bedford/Manchester, Peterborough)
 - Consider renaming the Commission
 - Update the website to be more dynamic and interactive, include the mission and vision statements, staff qualifications and NRPC services
 - Produce web material and other media material that includes information about: how to access NRPC services, top regional issues, opportunities for regional planning
 - Hold iTRaC design awards on an annual basis
 - Develop affiliations with Chambers of Commerce
3. Educate member communities and citizens about NRPC services
 - Develop better orientation process for new Commissioners and Executive Committee members that outline the duties of the commissioner
 - Investigate new media such as Patch, Twitter, Facebook
 - Provide regular and consistent distribution of articles, information, cable programs and videos
 - Determine need for shared services such as GIS, Energy procurement, road maintenance and other opportunities
 - Attend public events such as Old Home Days, Fairs, Chamber events
4. Serve as a central location for data collection, analysis and mapping data
 - Disseminate and share data and analysis
 - Provide regular census data updates
 - Conduct and disseminate traffic counts
 - Promote use of regional travel demand model
 - Develop housing needs assessment every 5 years
5. Facilitate the Vision for the Region
 - Lead the Regional Planning efforts in the Region
 - Work with communities to implement the plan
6. Use state of the art technology for planning and communication
 - Continually upgrade mapping and data tools
 - Use new communication technologies and practices
7. Public forum
 - Rotate the full commission meeting to different communities throughout the region

IV. Auditor RFP

Diers described the RFP and process followed three years ago. She indicated that Dilworth, Seale and Langdell have agreed to assist with the RFP process. Dilworth indicated that fewer firms are responding to municipal audits due to complexity of the work. Langdell asked how much the last audit contract cost. Diers stated it was \$9,500. Dilworth stated that he was comfortable with the RFP as written. Diers stated she would get it out to bid. Langdell suggested getting out to at least three firms.

V. January Financials

January financials were not available.



VI. Old business

Diers discussed the HB 1561, legislation proposed to discontinue Regional Planning Commissions. Diers explained that it was found inexpedient to legislate and moved to the consent calendar. Condra explained that the entire consent calendar is adopted in one motion. As long as HB1561 is not taken off the calendar then it will die. Otherwise it could go to the floor.

Diers stated that the Personnel Policy Update was deferred to April.

There was also discussion of having a community host the June Commission meeting. This issue would be further explored at the March meeting.

VII. Adjourn

Motioned to adjourn at 8:12 by Elmer, second by Maddox. Unanimous.