



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
June 15, 2016**

Present:

Dave Hennessey, Chair	Dan Kelly
Mike Fimbel, Vice Chair (arrived late)	Janet Langdell
Karin Elmer, Treasurer	Susan Ruch-(arrived late)
Jim Battis	Tom Young

Absent:

Sarah Marchant

Staff:

Tim Roache, Executive Director	Jennifer Czysz, Assistant Director
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1. Call to Order:

Hennessey called the meeting to order at 6:00 pm.

2. Business

i. Minutes – May 18, 2016

The Executive Committee reviewed the minutes from the May 18, 2016 meeting. Motion to approve the minutes as submitted by Battis, seconded by Young. The motion passed 3-0-3.

ii. April/May Dashboard and Financial Reports

Roache reviewed the most recent Dashboard and noted NRPC is still strong heading to the end of the fiscal year. Receivables remain ahead of expenses. Over the past month NRPC has conducted three PHMSA trainings across the region. Czysz and Mullen attended the annual OEP conference with Czysz presenting on Community Livability for Millennials and Boomers and Mullen serving as a conference room host. NRPC hosted the Nashua Regional Stormwater Coalition meeting for a discussion on forthcoming opportunities to collaborate on MS4 permit compliance. The MPO held its first of a series of transportation workshops in Wilton to discuss regional transportation project priorities. Committee members discussed the ability to record the workshops for replay on cable access. Roache said it was likely that the Hudson session on June 30th could be recorded. Roache attended the Transportation Alternative Program meeting and reminded Committee members that letters of interest are due to NH Department of Transportation by July 1st.

Web traffic was slightly down this month however, the long term trend for live maps is still up. It's expected that the NRPC site is receiving some of its traffic for the household hazardous waste events. Social media trends are still steadily increasing. Hennessey is going to ask Commissioners that use social media to more actively engage in NRPC's feed.

April had 3 pay periods and as such allowed for higher levels of billing. Receivables are approximately \$25,000 ahead of expenses. Similarly, the balance sheet is healthy. There were no concerns or questions raised by Committee members. The end of year balance is expected to be close to even.

Mike Fimbel arrived.

Langdell made a motion to accept and place the report on file, second by Young. The motion passed 6-0-1.

iii. Recommendation to Commission to approve FY17 Budget and Work Program

Roache noted that the proposed FY17 Budget is included in the Commission packet. NRPC's FY17 budget is balanced with a small amount to go into the reserve fund.

Roache reminded the committee members that they've seen the budget several times now and there are no major changes. All listed resources are confirmed and anything that is outstanding or speculative has been removed. Roache worked closely with Reinert to better update the expense side of the budget to reflect current and up to date expectations. Printing costs are expected to be lower as we've replaced the old printer.

Susan Ruch arrived.

The Work Program highlights a few projects expected in FY 17. The Committee discussed the office space square footage versus actual needs. The large conference room is a huge asset. Hennessey suggested NRPC could allow associated organizations to use the conference room for a small fee.

Motion by Elmer to recommend the full Commission approve the FY17 Budget and Work Plan as submitted, second by Battis. The motion passed 8-0-0.

iv. Recommendation to Commission to approve FY18 Dues Allocation

Roache noted that dues are not proposed to increase for FY2018 as it is not warranted at this time. The calculation methodology is the same as in past years. Dues are based upon each community's weighted percentage of the region's estimated population and equalized assessed valuation. As a result, while the total is constant, there are slight shifts in each community's assessment.

Elmer asked how long the dues have been held flat. It has been a while. No one recalled the exact year they were last changed. Roache suggested that after FY 16 is closed the Committee should discuss what is needed for dues in future years. This year NRPC absorbed about \$25,000 in expenses for the pipeline. There is a need to look at what we can absorb and what projects of regional benefit can be offered collectively to communities such as the pipeline. Kelly asked if we foresee anything in the future that would justify a dues increase. Roache provided a few examples of the types of services that could be offered including corridor studies that are no longer funded by NHDOT. We have several communities looking for updates to the 101 corridor study or Lowell Road in Hudson, yet there are no resources to take on these substantial regional efforts. Langdell, said now is the time to build out support and consensus on what these priorities are. Elmer suggested developing the equivalent to a CIP that identifies projects, costs and how to budget for them over time to make sure we can fund these efforts.

Hennessey said we need to have a conversation about the pipeline costs. He recognized that this year we were able to absorb the pipeline costs. However, communities need to see there was a cost to these efforts that were covered through dues. Ruch further acknowledges there

are many costs that don't show on profit and loss. Hennessey said we need to break out those costs, show what they are, and then make the case either for or against raising dues. Fimbel suggested staff add a note to the municipal annual reports that dues were not increased.

Elmer asked that we start the dues conversation in advance of the June meeting next year. Langdell suggested this be an ongoing conversation over the course of the next year. Ruch suggested presenting the draft dues at the March Commission meeting and then again for adoption at the June meeting.

Battis moved to present the proposed FY 2018 local dues assessment to the full Commission as submitted, second by Young. The motion passed 8-0-0.

v. Nominating Committee Slate of Officers and Executive Committee Membership

Roache noted that all Committee members agreed to continue serving on the Committee. Additionally, the officers agreed to stay for a second term. Roache reminded Committee members that officers may only hold a position for a maximum of two years.

Langdell moved to recommend the full Commission appoint Hennessey as Chair, Fimbel as Vice Chair, and Elmer as Treasurer, second by Young. The motion passed 8-0-0.

3. Draft Fiscal and Grant Administration Policies

Roache noted that no changes have been made to the drafts since the May meeting. The auditors have since reviewed and were highly pleased with the draft. Formatting and final edits remain to be done. Kelly asked about the note regarding segregation of duties and whether a language will be added to the draft. Roache noted that "yes"; Reinert will review the draft and add language as needed. Ruch suggested that the Document Retention and Disposal section be strengthened with additional details. A final edited and formatted draft will be presented to the Committee for adoption in July.

Elmer moved to accept the Draft Fiscal and Grant Administration Policies as submitted, second by Ruch. The motion passed 8-0-0.

4. EFAC Discussion

Roache suggested an additional EFAC meeting is needed to debrief and discuss what worked and what didn't work. Additionally, there needs to be an opportunity to discuss whether to end the committee or find a new beginning for the committee. Committee members suggested that Roach provide an opportunity for EFAC members to reply confidentially to a survey. Hennessey asked whether there was a second phase for EFAC. Kelly asked whether the conversation should now shift to looking at the future energy needs of the region. Langdell asked whether this work effort would fall into Longval's ongoing Energy Tool Belt work and whether the conversation shifts to energy efficiency. Is there an opportunity to bring together local energy committees and engage in a regional "Solarize" project? Roache and Longval have been discussing a "Solarize the Nashua Region" effort for interested committees built off of the Vital Communities model. Langdell suggested perhaps there is a cross region opportunity to meet with others that are doing interesting energy work.

Roache noted that Battis modelled energy supply needs related to the pipeline and perhaps he could present his work to EFAC. Hennessey noted that every week that goes by we lose



momentum. Langdell said it would make sense to look at the costs of energy as an impediment to economic development as a regional issue. Hennessey asked about making a pitch to the BIA to study the costs of energy to business development as the impartial entity. Ruch noted there are many studies on why the costs are expensive, our efforts should be in line with the strategic planning we are doing and how we can help the region. NRPC's limited resources are best spent on identifying ways to save money through energy cost reductions. Elmer said we can't study the region without studying the state, which is too big. There is a state energy plan.

Elmer, suggested discussing the options with the EFAC first, then see what interest there is and whether there is funding available.

5. Adjourn

The Executive Committee will hold a Strategic Plan SWOT work session on July 13, 2016 and the next regular Executive Committee meeting will be July 20, 2016.

Motion to adjourn was made by Young with a second by Elmer. The motion passed 8-0-0. The meeting adjourned at 6:58.