



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
December 14, 2011**

**Present:** Andy Seale  
Janet Langdell, Chair  
Peter Baker  
Dave Hennessey  
Karin Elmer  
Mike Fimbel  
Howard Dilworth

**Absent:** Richard Maddox  
Bill Condra

**Staff:** Kerrie Diers, Executive Director  
Tim Roache, Assistant Director  
Karen Baker, Program Assistant

**I. Call to Order**

Langdell called the meeting to order at 6:01 PM.

**II. Minutes**

The Executive Committee reviewed the November 16, 2011 meeting minutes. Baker asked why there was no letter indicating the results of the audit. Seale said that the auditors found no issues to justify a letter and that this was documented in the audit report.

Langdell questioned the Strategic Planning Session that was held at the last meeting where the information was that discussed and written on the whiteboard. Diers explained that K Baker typed that information up and she cut and paste it into the minutes. Langdell asked if they got a picture of it. Seale said he has a picture of it on his phone and would email it to the group. Elmer motioned to accept the minutes as written. Seale seconded the motion. There was no further discussion. The motion passed with Baker and Fimbel abstaining.

**III. October/November Financials**

Diers reviewed the financials for both October and November. She explained the NRPC financials first saying the accounts receivable were a little high but they were rolling in. She added that the profit & loss shows less revenue than expenses in November, but this is not unusual for this time of year. Diers summarized the SVTC financials briefly. Langdell asked about the SVTC-DOT-RCC monies. Diers pointed to the line item on the printout. Langdell asked if the money was coming through as an SVTC charge. Diers said no and that it was a reimbursement program through NRPC. Dilworth motioned to approve the financial reports and place them on file for Audit. Hennessey seconded and the motion passed.

**IV. NH Sustainable Communities Project**

Diers explained the 2011 Sustainable Communities Initiative grant awarded, that would be led by the State's 9 Regional Planning Commissions with NRPC as the lead and supported by a consortium of partners that includes 9 state agencies, 9 non-profit organizations, the University of New Hampshire (UNH), ActionMedia, 3 counties, and 67 municipalities. Together, the consortium will use an extensive, coordinated and consistent public involvement process

specifically designed to engage a broad cross-section of each community including traditionally marginalized populations, building each plan from the grass roots level. The Initiative will provide a planning structure, tools and support that increase our state's ability to engage communities; integrate planning across sectors; identify, share and replicate successful projects; and, implement high quality, cohesive development practices.

She added that one of the goals would be to reach out to people not normally included like chambers of commerce, businesses, health groups, rotary clubs, civic organizations and users of the communities. She said that the implementation arm is the housing portion with a list of projects that they will fund. Baker said this would be a good way for folks to get to know who the NRPC is. Diers added that the NRPC would be looking for local and regional partners to form a Regional Advisory Committee and a Regional Equity Team of which NRPC would be asking members of the Commission to serve on. Jen Czyns would be the Sustainable Communities Project Manager with Camille Pattison leading NRPC's efforts to develop the Regional Plan for Sustainable Development.

Elmer felt this was very important and that the press should be informed. Diers said they would be informed and spoke of the issues that could arise without effective public outreach. Fimbel questioned the motives of folks that would be against Sustainable Communities. Dilworth referred to a housing project in Hudson and explained that people who have been around for a while get suspicious. Diers explained that under State Law, each RPC is required to do a Master Plan from input from the community. Elmer further pointed out that the plans are done from the bottom up, not the reverse. Fimbel talked of the division in Mont Vernon on projects. Seale added that when it comes to housing assessments and the possibility of State Law coming into play is when folks suspicious. Folks start to get paranoid when stuff like this happens. Dilworth mentioned the issues that arose with the workforce housing.

#### **V. Master Plan Menu of Services**

Diers explained that outreach is important and referred to the Master Plan Menu of Services included in the agenda packet. She summarized that many communities in the region are facing the need to update their master plan with fewer resources and limited time from volunteers and staff. Where Master Plans are recommended to be reviewed and updated every 5 to 10 years, it becomes a time consuming and often costly undertaking for Planning Boards to keep up with this duty. The NRPC has developed a menu of services to update master plans that accommodates varying levels of needs and budgets.

Elmer felt that Brookline should not be used as an example for Tiers 2 & 3. Seale questioned Natural Hazards as mentioned in the Menu of Services. Diers explained the definitions on page 3. She added that a Hazard Mitigation regulation should be referenced in a Master Plan chapter and that Land Use and Vision Chapters are requirements. Elmer said, from a marketing standpoint, there should be up-to-date information. Dilworth suggested that the reason some towns may have not done a MP update could be they were waiting for the Census Data. Diers concluded saying that the Master Plan Menu of Services would be a work in progress and would be posted on the website once complete.

#### **VI. Old Business:**

##### **i. Mission Statement/Strategic Plan**

Diers said the Mission Statement has been finalized and the action items will be listed under goals before January. Baker asked if it would be good enough to distribute by March. Both Diers and Langdell said yes.



**ii. Personnel Policy Update**

Seale was looking at other models for the Personnel Policy update. He said he would give suggestions and then Fimbel could start on the update.

**iii. Auditor RFP**

Diers said she would get information to Dilworth and Langdell in regards to the Auditor RFP. There was a question on how it was handled last time. Diers said that there was a list the former Director had used. There were other inquiries as to whether there was a form out there to just plug information into or a statewide association of auditors. The Executive Committee agreed that they were pretty happy with the current auditors. Seale felt quotes would be similar. Dilworth said some firms are not taking on additional clients. There was a question if it was a requirement listed in the bylaws that the NRPC must get a new auditor.

**VII. Review of January Agenda and Adjourn**

Diers concluded by mentioning items that would be on the January agenda:

- Mid-year Budget Adjustment
- Exit 36S Grant
- Sustainable Communities Grant

She also mentioned that the healthcare was down by 12% this year and that a Regional Planner would be hired due to the fact that we would be down a planner. Jen Czysz would be covering as the Litchfield Circuit Rider, with Camille covering as the Mason and Wilton Circuit Rider.

Additionally, they had 2 interviews Thursday for the HR/Finance position and there were 2 MPO public hearings in January for the Public Participation Policy

Motioned to adjourn at 6:49 by Hennessey; second by Baker. Unanimous.