



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
November 28, 2012**

**Present:**

Mike Fimbel	Dave Hennessey
Janet Langdell, Chair	Karin Elmer
Andy Seale	Tom Young
Rick Maddox	Dan Kelly

**Absent:** Kathy Hersh

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

**Others Present:** Mark Connors, NRPC

**I. Call to Order:**

Langdell called the meeting to order at 6:00 PM.

**II. Minutes:**

The Executive Committee reviewed the September 19, 2012 meeting minutes. Langdell discussed the procedures for approving the July nonpublic meeting minutes. Elmer motioned to accept the minutes as amended to address the non-public session from the July meeting. Fimbel seconded the motion. The minutes were approved with Hennessey and Seale abstaining.

Langdell asked for a motion to approve the September 19, 2012 nonpublic session minutes. Elmer made a motion to approve the minutes, seconded by Kelly. The minutes were approved with Hennessey and Seale abstaining.

Langdell asked for a motion to approve the October 17, 2012 minutes. Elmer made a motion to approve with a second by Hennessey. Langdell submitted some typographical errors to be corrected and corrected the last sentence of the first paragraph on page 6 striking the word "he" and replacing legislator with State Senator. The amended minutes were approved unanimously.

Kelly asked that the following action items be addressed on the agenda under old business:

1. Cost to provide email to the Executive Committee
2. Video of Director Diers presenting the Granite State Future project
3. Update on the Bedford Merrimack Toll Project

**III. October Financials**

Diers reviewed the October financial reports. She stated that the billing is slightly ahead on the Granite State Future and slightly behind on NHDOT work. But this is expected to even out over the next several months. Diers discussed minor additions to the budget such as the Amherst Tax Maps. Kelly questioned the miscellaneous line item and Diers explained that

printing costs related to GSF temporarily located in that line item but will be shifted as they are reimbursable costs. Elmer asked about discrepancies in expenses. Diers explained that there is a lag between invoices and payment that will clear as these are received and processed. Fimbel asked for an explanation of the rideshare line item. Diers and Roache explained the rideshare project. Fimbel made a motion to accept the financial reports and place on file for audit. There was a second by Kelly; passed unanimously.

#### IV. Legislative Forum

Diers discussed the idea of reconvening the legislative forum. Langdell described how the forum worked in the past for new members of the Executive Committee. The Executive Committee discussed possible location. Diers will investigate the possibility of the winery in Amherst. Kelly suggested rail as an important topic for discussion. The Executive Committee suggested an open house type format and to use the opportunity to educate on the value of NRPC. It was suggested that transportation be a focus area and that we tie in the regional plan. Diers will follow up on the location and plan for late January or early February.

#### V. Old Business

- a. **December Meeting:** Diers stated that the December meeting will be held at the NRPC office.
- b. **Right to Know Policy:** Diers described ongoing efforts by other RPC's and stated that further discussion of the collaborative effort will take place at the December 13 Directors meeting. The Executive Committee discussed a number of details that might need to be addressed in the policy such as document retention and definition of a working document. Maddox suggested LGC as a resource. Diers is working with SRPC to identify an attorney that can help with specifics and will provide an update in December.
- c. **Personnel Policy:** Diers and Roache explained that the policy will be addressed in 2013.
- d. **Credit Card Policy:** Diers provided a draft credit card policy and reviewed it with the Executive Committee. Suggestions by the Executive Committee included securing a corporate card, address cancellation, and clean up the document. Diers will bring back a revised document at a future meeting.

#### VI. Other Business

- a. **Nominating Committee:** The Executive Committee addressed the nomination of Tom Young from Litchfield to join the Executive Committee. The Executive Committee voted to confirm Tom Young to serve out Howard Dilworth's term through 2014. Elmer motioned to confirm Young with a second by Hennessey. Discussion by Maddox questioned whether this was done at the last meeting. Consensus was that it was not done. The motion passed with Maddox opposed.
- b. **Email Costs:** Roache provided information relative to the cost of providing email to Executive Committee members. He explained that costs range between \$4.00 and \$12.25 per user per month for hosted email service. A decision on how to proceed will depend on the replacement of the server.
- c. **Video for GSF** – Staff will look into developing this.

- d. **Bedford Merrimack Toll Project:** Roache update the Executive Committee on the Bedford Merrimack toll project. He explained that as a result of NRPC's decision to eliminate the Bedford Merrimack Open Road Tolling Project in the NRPC Transportation Improvement Program and the NHDOT was not able to include the project in the Statewide Transportation Improvement Program.

The Southern New Hampshire Planning Commission has expressed strong concern with the decision by NHDOT and has directed their Executive Director, David Preece, to seek out a compromise. Roache stated that he has been approached by David and asked to help work out a solution to this issue. NHDOT intends to advance this project and will bring it back before NRPC in an upcoming amendment. Roache would like NRPC to be proactive and lay out a strategy that supports the interests of Merrimack and the region at large. Roache stated that NRPC's position on this project is sound. The reasons the project was not supported by NRPC were clearly stated in our October 31 letter. He stated that the only realistic opportunity for compromise on this project would entail legislation that specifies that the open road toll facility would remain in Bedford at the current location and any toll increase to pay for the project will not be applied to the Merrimack tolls.

To do this it will be necessary to:

- i. Work with the Executive Council to ensure that any toll increase to support the project is not applied to the Merrimack ramp tolls.
- ii. Introduce and pass legislation which specifies that the open road toll facility remain at its current location in Bedford.
- iii. Remove any reference to Merrimack from the project title and update the project description/scope to state that the project will include work on the Turnpike in Merrimack to accommodate necessary lane taper.

Roache concluded by stating this strategy, if successfully implemented it would eliminate the need to list the project in NRPC's regional TIP and allow the project to advance with minimal impact on Merrimack residents. The Executive Committee suggested that the Roache follow up to determine why the toll replacement needs to be implemented before any widening project.

- e. **Draft Audit:** Diers discussed the draft audit and explained that it was clean. She stated that she will review and distribute the report when available.
- f. **Other Reminders:** Diers reminded the Executive Committee of the Open House to discuss the regional plan and distributed the FAQ document for the GSF project. She also reminded the Executive Committee that there will be a mid-year budget review and adjustment in January.

## VII. Adjourn

Motion to adjourn at 7:48PM by Hennessy with a second by Seale.