



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
April 16, 2014**

Present:

Karin Elmer
Janet Langdell
Tom Young
Dave Hennessey, Vice Chair
Mike Fimbel
Jim Batis

Absent:

Dan Kelly

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director
Kim Goddu, Environmental Planner

I. Call to Order:

Elmer called the meeting to order at 6:01 PM

II. Minutes:

The Executive Committee reviewed the minutes from the March 19, 2014 meeting. Langdell made a motion to approve the minutes as written. There was a second by Young. The motion passed unanimously.

III. Regional Plan Update: Natural Resources

Diers introduced Kim Goddu to the Executive Committee and explained that Goddu is working on the Natural Resources chapter of the Regional Plan. Goddu provided an update to the Executive Committee on the content and status of the chapter. Goddu explained that there are 4 sections in the chapter that cover natural resources, climate, water and energy. Goddu explained that there has been considerable effort to reduce redundancy between the sections of the chapter. Goddu reviewed case studies featured in the chapter. She also reviewed the vision that was developed through the workshops and public input over the last 12 to 18 months. The Executive Committee reviewed the outline and discussed the components of the chapter. They provided input on climate change, the rural character of the region and water quality. Goddu concluded with a summary of the next steps for writing the chapter.

IV. Financials

Diers reviewed the February financials. Diers explained the costs are tracking as expected, with a net positive year to date income. Diers went on to explain that she is looking at projections for the last quarter and things are on track at this time. There was a brief discussion of the negotiations to settle with NHDOT. Negotiations are in progress and the goal is to have the issue resolved by June 30. There were no other questions. Batis made a motion to accept the December and January financials and place on file for audit. There was a second by Young which carried unanimously.

V. Preliminary FY 15 Budget

Diers reviewed the preliminary FY 15 budget. She explained that this was an initial estimate that will be solidified in the coming weeks. Diers stated that there are not many new projects at this time but the agency is likely to carry DOT dollars from year 1 to year 2 of the contract. There was a brief discussion of local planning contracts and the OEP contract. Expenses are down for FY 15 as the vehicle purchase was zeroed out and staffing is projected to be lower. Diers concluded by stating that the draft budget will have more solid numbers in May.

VI. Executive Director Evaluation

The Executive Committee reviewed the procedures for conducting the Executive Director evaluation. The necessary forms were distributed and a process was established. It was agreed the review would be during the May meeting

Business

I. Directors Report

Facility Lease: Diers provided the final update on the status facility lease. She stated that the letter to exercise our option was complete. She also explained that the current electricity arrangement was reviewed by Brad Vear and it was recommended that no additional action be taken unless a heavy user of electricity rents the vacant space in the building.

Marketing: Diers updated the Executive Committee on the recent marketing activities. This included NRPC hosting a Merrimack Chamber of commerce breakfast in the office. Diers also reported of her speaking engagement at the Nashua Chamber of Commerce to be held at the end of May.

501(c)3: Diers updated the Executive Committee on the status of the 501C3 research. Diers spoke to the Attorney General's office and learned that a 501(c)3 could be developed as an independent organization to support regional planning efforts. Diers summarized her discussion with Terry Knowles of the AG's office and suggested that Executive Committee members identify members of their community that may be interested in exploring a foundation to support planning in the region.

Administrative Items:

There was a brief discussion of Executive Committee vacancies. Consensus was that new commissioners will be coming on in May and might be interested in learning more about the Executive Committee.

II. Adjourn

There was a motion to adjourn made by Hennessey second by Young. The meeting adjourned at 7:55PM