



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 16, 2015**

Present:

Dave Hennessey, Chair
Jim Battis
Dan Kelly
Janet Langdell
Sarah Marchant

Susan Ruch
Tom Young

Absent:

Karin Elmer, Treasurer
Mike Fimbel, Vice Chair

Staff: Tim Roache, Executive Director
Jennifer Czysz, Assistant Director

1. Call to Order:

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

2. Business

a. Minutes – August 16, 2015

The Executive Committee reviewed the minutes from the August 16, 2015 meeting. Ruch noted that the 4th paragraph under section 4 should be clarified to state that “at least one Massachusetts state agency...”. Motion to approve the minutes as amended by Battis, seconded by Kelly. The motion passed 6-0-1.

Minutes August 16, 2015 Non-public Session

The Executive Committee reviewed the minutes from the August 16, 2015 nonpublic session. The committee identified two typographic errors. Motion to approve the minutes as amended by Langdell, seconded by Battis. The motion passed 6-0-1.

b. June/July Dashboard and Financial Reports

Roache reviewed the most recent Dashboard and noted that activities in August and September have increased with the end of summer. Staff has attended a couple conferences and has been attending the various Old Home Days and similar events across the region. Website traffic and social media reach has increased over the last month. GACIT hearings have begun. Staff attended the initial kickoff hearings in July and August. Hearings on draft project list begin next week and NRPC staff will be in attendance on September 21 in Bedford, October 8 in Londonderry, and October 13 in Merrimack.

Financials continue to look good, continue to have a healthy balance that supports two to three months of operating expenses. Roache reported that we have heard back from NH DES and did not receive the Watershed Assistance Grant. Responses back on three of the other outstanding grant applications are due back in the next few weeks.

Roache discussed the profit and loss and balance sheet for July 2015. Revenues show nearly all dues for the fiscal year as July revenue. Due to the fiscal year starting mid-pay period,

the DOT July invoice only represented time from 1.5 pay periods and as such is low. There were a few other annual expenses paid in June. Roache noted that for future reports the profit and loss could instead be prepared on an accrual basis instead of actual basis as it currently is done. This would spread one time charges over the year and minimize fluctuations. The Committee was comfortable with the actual basis as is currently employed.

Langdell made a motion to accept and place the report on file, second by Battis. The motion passed 7-0-0.

3. NH Rail Transit Advisory Board Appointment

Roache explained that the SB 63 reorganized the configuration of the Rail Transit Advisory Board. FTA had some concerns about working with a 29 member board and achieving a quorum was at times problematic. The reconfigured body includes a 9 member Board of Directors and a 26 member Advisory Board which includes a representative from each of the nine RPCs. NRPC needs to appoint its designee. Kelly is serving as the City of Nashua Mayor's designee. The intent of SB63 was to increase efficiency, reduce bureaucracy, and increase chances of funding.

Ruch made a motion to appoint Roache as the NRPC designee to the Advisory Board with Czysz serving as an alternate. Second by Kelly. The motion passed 7-0-0

4. Strategic Planning Follow Up Discussion

Roache noted that staff have begun the process of internal brainstorming for the strategic plan with a survey and will dedicate the next staff meeting to discussing the survey questions. Focus is on discerning agency core values, staff development and operational needs. Baker has been researching facilities. Ruch noted prior conversations included holding the event on a weekend, following further discussion Hennessey took a straw poll and consensus was to hold the planning session on a week day with a preference toward Fridays.

Final decision was to pencil in November 13, 2015 from 8 AM to 4 PM for a full day strategic planning session. Staff should be invited for a half day to provide input as well as to build relationships between staff and commissioners.

In addition to the Executive Committee, Roache will work with Commissioners from communities not represented on the Committee to request they self select amongst themselves to identify one representative to attend the session. Langdell and Ruch said to engage towns without a designee to the Commission to both try and confirm a designee or in the interim identify one person familiar with NRPC to attend the strategic planning session.

Next steps are to confirm a venue and a professional facilitator. Hennessey requested all final arrangements be set for the next Executive Committee meeting. Langdell requested there be coffee provided throughout the day, a morning and afternoon snack break and lunch provided.

5. Update on NRPC Retirement Plan

6:35 pm: Langdell made a motion to enter into nonpublic Session per RSA 91-A:3, II(a) to consider or act upon "the dismissal, promotion, or compensation of any public employee..." seconded by Young. Roll call vote:



Dave Hennessey- yes
Dan Kelly - yes
Susan Ruch - yes
Janet Langdell – yes

Sarah Marchant – yes
Tom Young - yes
Jim Battis – yes

Young made a motion to exit nonpublic Session at 6:55 pm seconded by Battis. Member Roll call vote:

Dave Hennessey- yes
Dan Kelly - yes
Susan Ruch - yes
Janet Langdell – yes

Sarah Marchant – yes
Tom Young - yes
Jim Battis – yes

Kelly made a motion to seal the minutes of the non-public session seconded by Battis. Roll call vote:

Dave Hennessey- yes
Dan Kelly - yes
Susan Ruch - yes
Janet Langdell – yes

Sarah Marchant – yes
Tom Young - yes
Jim Battis – yes

6. Other Business

Next meeting will be October 21, 2015.

7. Adjourn

Motion to adjourn was made by Young with a second by Battis. The motion passed 7-0-0. The meeting adjourned at 6:55.