



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 20, 2013**

Present: Janet Langdell, Chair
Dave Hennessey
Karin Elmer
Tom Young
Mike Fimbel
Kathy Hersh
Rick Maddox
Dan Kelly

Absent: Andy Seale

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

I. Call to Order:

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

II. Minutes:

The Executive Committee reviewed the January 16, 2013 meeting minutes. Langdell pointed out a typographical error to be corrected. Elmer motioned to accept the minutes as amended, Young seconded the motion. The minutes were approved with Maddox and Kelly abstaining.

III. Financials

Diers reviewed the January financial reports. She stated that the finances remain in good shape. There was a brief discussion of the Wilton Master Plan line item. Diers stated that she expects the purchase of a new server and website update before the end of the fiscal year to even out income and expenses. She concluded by stating that overall the bank account and cash flow is in good shape.

Hersh made a motion to approve the financials and place on file for audit. Hennessey seconded the motion. Passed unanimously.

Old Business

IV. Discussion of the Legislative Forum

Diers led the discussion seeking feedback from the Executive Committee on their individual experience at the Legislative Forum. The Executive Committee members offered positive feedback and identified areas that could be improved. Most members believe it was a significant improvement over previous events. All members agreed that the format was good and they liked having a speaker/presentation. Some suggestions from the Executive Committee included:

- Slightly larger room
- Assigned seating to ensure interaction with other members
- Make sure it is promoted as a dinner
- Adjust how dinner is served
- Acoustics, possibly purchase portable sound system

V. 2013 Calendar

Diers distributed the 2013 Calendar to the Committee for review. She reviewed the anticipated schedule of meetings. She stated that calendar is a guide but will change based on priorities. She stated that currently the facility lease is the priority. She stated the Roache will take the lead on personnel policies with Seale. The Executive Committee briefly discussed the Records Retention item on the calendar. Maddox and Langdell suggested working with town managers and administrators on developing policy. Diers reminded the Executive Committee that the calendar will be adjusted over time as necessary.

VI. Lease

Diers distributed a summary of the current lease and potential moving costs to the Executive Committee. She stated that there was little information on file regarding the moving expenses and staff time used to facilitate the move. The Executive Committee discussed options for seeking a new facility and for renewing the current lease. The discussion included terms of the current lease that could be improved, location of the office and adequacy of the space. Diers stated that current terms will need to be renegotiated if NRPC is to stay in the current location. The consensus of the executive committee was to begin conversations with the current landlord while actively beginning to search for new locations. Diers outlined the next steps in the process as:

- Meet with the current Landlord
- Develop an RFP letter
- Seek input from Commissioners and Staff on the facility and possible move

VII. MPO Update Project Scoring

Roache updated the Executive Committee on the project scoring process for the Ten Year Plan. Roache Stated that NHDOT is moving forward with a new software package to score and prioritize projects. As part of that process NHDOT needs the RPC's to rank projects in a consistent manner. NRPC has developed scoring criteria consistent with the NHDOT and other regions. Roache stated that a subcommittee of the TTAC met to score the projects in the region and the results of that process will be brought to the March Meeting for consideration and approval. The prioritized list will then be sent to NHDOT to be incorporated into the statewide prioritization. Roache stated that he believes NRPC will participate in the State wide process.

Roache also informed the subcommittee that Amendment 1 to the 2013-2016 Transportation Improvement Program will be heard at the March Commission meeting.

VIII. Regional Plan Update

Diers updated the Executive Committee on progress of the Regional Planning process. She stated that the Transportation Workshop was completed and was well attended. Presentation materials and summarized input from the participants is available on the website.

Diers informed the Executive Committee that the Housing Workshop will be held March 29 and an Economic Development work shop in April. She stated that there will be a workshop about every month through June. Diers went on to say that workshops will be followed by subcommittee meetings and then small focus group discussions.

IX. Adjourn

There was a motion to adjourn made by Hennessey, second by Young. The meeting adjourned at 7:34