



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
December 21, 2016**

**Present:**

Dave Hennessey, Chair  
Karin Elmer, Treasurer  
James Battis  
Janet Langdell  
Sarah Marchant  
Susan Ruch  
Tom Young

**Absent:**

Mike Fimbel, Vice Chair  
Dan Kelly

**Staff:**

Tim Roache, Executive Director  
Jennifer Czysz, Assistant Director  
Tanya Reinert, Finance Administrator

**1. Call to Order:**

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

**2. Business**

**a. Minutes –November 16, 2016**

The Executive Committee reviewed the minutes from the November 16, 2016 meeting. Motion to approve the minutes as written by Battis, seconded by Young. The motion passed 7-0-0.

**b. October/November Dashboard and Financial Reports**

Roache reviewed the October/November Dashboard reporting that we are progressing well noting that receivables are a little slow and DOT payments have been delayed due to new review processes. Staff have participated in numerous activities over the past month. Waitkins organized and facilitated a complete streets session at the NH Municipal Association conference, Siskavich is representing NH RPCs at the Statewide GIS Committee, NRPC met with SNHPC and the Nashua and Manchester Regional Stormwater Coalitions to coordinate potential MS4 services, staff attended a Transport NH Economic Impacts of Transportation event, NRPC partnered with the Souhegan Valley Chamber of Commerce to host the 5<sup>th</sup> Impact Series event on Energy, Roache remains an active participant in the NH Rail Transit Authority, the CMAQ committee met and an announcement is expected in January for grants, and the NRSWMD held a meeting at NRPC.

The number of social media and internet users has remained relatively constant. However, the number of website sessions is up indicating that the NRPC website users are using the site more frequently.

The working budget has been updated to include the CDFA grant and GIS staff changes. Roache noted that an offer has been made and accepted for Sargent's replacement. The Committee asked whether NHDOT has settled the FY2012-2013 indirect rate overages. Roache responded no, DOT has had numerous staff changes in the finance office and is behind in closing out contracts and approving new indirect rates. Hennessey expressed that we need to bolster our documentation that we have made every effort possible to rectify the NHDOT overage. Ruch

recommended drafting a letter to DOT to document our diligence for the Executive Committee to review in January.

October's profit and loss is good; we finished the month \$9,409 in the black. Some of our costs are down and lower than expected thus far. Roache negotiated a health care plan for calendar year 2017 that only includes a 2% increase. Roache will touch base in May to see if open enrollment and the plan year could be shifted to match the fiscal year to enable easier budgeting.

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

**c. Draft FY 16 Audit**

Roache noted that a draft of the audit was distributed to the committee for their advance review. The auditors will attend the January meeting to answer any questions at which time the Committee will be asked to accept the audit. Roache directed the committee's attention to page 6 of the NRPC Annual Financial Statements. The 2016 change in net position is lower than 2015 due to time investment in the pipeline as well as decreased pass through funds as both Granite State Future and Broadband ended.

The Committee requested an article be included in the NRPC Constant Contact newsletter about the commission's responsiveness to special projects such as the pipeline and their approximate costs. The article should be focused on the limited resources available to support significant staff time investments when the region's communities face an unusual issue such as the pipeline; particularly given that dues have not been increased for several years.

**3. Old Business**

**a. Strategic Plan Discussion**

Since the last full commission meeting and discussion of the strategic plan Roache presented the Statement of Strategy to the Litchfield Board of Selectmen and Merrimack Town Council. Additionally, comments were submitted by Fred Elkind, Milford, who noted NRPC needs a grant writer. This was added to the Statement of Strategy under "increase capacity." Litchfield's Selectmen asked if there would be scorecard to track implementation progress. Merrimack asked whether NRPC would be required to assume a fiduciary responsibility along with the TMA programming authority. Roache clarified that no, the TMA designation only provides decision making authority, funds will still be processed by DOT.

The Executive Committee agreed that a formal motion is not required from the Commission and that the Statement of Strategy is an organizational document that pertains to staff management and operations. The Committee will evaluate performance bi-annually.

**b. Household Hazardous Waste Program Discussion**

Roache said he met with Attorney Waugh who advised that NRPC should document existing operations in a formal Cooperative Agreement. A draft has been prepared and has subsequently been reviewed by the Attorney. District members and town administrators met to discuss the Cooperative Agreement and all agreed it was an appropriate course of action. Next steps include meeting with the remaining town administrators that were unable to attend the meeting and



the Nashua Solid Waste staff. These are planned for early January. The cooperative agreement should be executed shortly thereafter.

As drafted the cooperative agreement simply formalizes the existing structure and does not require the district to come under NRPC's operations. Elmer suggested typing in each local representative's name on the signature page to ensure legibility. Langdell asked about the frequency of appointment and/or reappointment of local representatives. Ruch noted section 2 page 1 states appointees serve annual terms. Ruch recommended individual signature pages for each authorized representative with a note that each certifies that they are the authorized representative. Additionally, she noted that overall this was a complicated issue and commended staff for coming up with a simplified solution.

**c. Legislative Forum**

Roache noted that the forum will be held on February 8<sup>th</sup> and focused on economic development. Unconfirmed speaker ideas include Karen Pollard of Rochester, Tim Cummings from Nashua, and Taylor Caswell, CDFA. Langdell asked when invites would be going out. Roache replied early January.

**d. EFAC Wrap Up**

Southwest Regional Planning Commission has received approval from the Charitable Foundation to use its remaining grant funds to prepare a summary of lessons learned throughout the pipeline response effort. Approval was also granted for SWRPC to partner with NRPC. The two RPCs will split the approximately \$10,000. The directors of each RPC will meet in January to scope out the project. The final product will be a guide for how to respond when a pipeline comes to town.

**e. Other**

Kelly has requested to step down from the Executive Committee but will remain a Commissioner. Elmer suggested making an announcement at this evening's Commission meeting that there is an opening on the Executive Committee.

**4. Adjourn**

The next regular Executive Committee meeting will be January 18, 2017.

Motion to adjourn was made by Elmer with a second by Ruch. The motion passed 7-0-0. The meeting adjourned at 6:46.