



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
June 17, 2015**

Present:

Karin Elmer, Chair
Dan Kelly
Tom Young
Sarah Marchant
Janet Langdell

Present Con't:

Jim Battis (arrived late)
Dave Hennessey, Vice Chair
Mike Fimbel, Treasurer
Susan Ruch (arrived late)

Staff:

Tim Roache, Executive Director
Jennifer Czysz, Assistant Director

1. Call to Order:

Elmer called the meeting to order at 6:03pm.

2. Business:

I. Minutes: May 20, 2015, March 18, 2015 Non-Public, May 20, 2015 Non-Public

The Executive Committee reviewed the minutes from the May 20, 2015 meeting. Langdell noted that the third paragraph on page two should be amended to read "Langdell asked when ... Farmers Market and PHMSA grants would be known." adding a few words to the end of that sentence. Motion to approve the minutes as amended by Langdell, seconded by Young. The motion passed 6-0-1.

The Executive Committee reviewed the minutes from the March 18, 2015 non-public meeting. There were no amendments identified. Motion to approve the minutes as submitted by Langdell, seconded by Young. The motion passed 6-0-1.

Motion to unseal the minutes of the March 18, 2015 non-public meeting submitted by Young, second by Langdell. The motion passed 6-0-1.

The Executive Committee reviewed the minutes from the May 20, 2015 non-public meeting. There were no amendments identified. Motion to approve the minutes as submitted by Marchant, seconded by Young. The motion passed 6-0-1.

II. April/May Dashboard and Financial Reports

Roache reviewed the most recent Dashboard and noted that the cash balance remains healthy. Since the reporting period ended, the PDIP funds finally transferred to the new account. As a result, in future months the Dashboard's Oversight Activities section will change. We are in the process of settling up the NHDOT Adjustment Reserve funds that will require NRPC to pay back indirect funds to NHDOT. Roach will know more in July. Overall website traffic is slightly down, however, Live Maps is still a large draw to the website. Social media continues to grow and the newsletter is constant. NRPC was awarded Plan of the Year for the Regional Plan from the NH Planners Association. Additionally, NRPC filed a TIGER grant application for the Nashua Exit 36 project. The working budget reflects the year

end estimate. Overall it has been a good three years and once again NRPC will close out the year with a net positive balance.

Returning to the website, Hennessey mentioned new technologies available that integrate with Twitter - Meerkat and Periscope allow the ability to livestream videos and other content via a mobile device. He recommended NRPC look at these possibilities to further enhance social media promotion.

Roache discussed the balance sheet where relative to the financial, profits and losses through April, we are projected to nearly draw down the full DOT contract given additional work completed in May and the help of interns that are helping to complete DOT tasks.

Marchant made a motion to accept, second by Young. The motion passed 7-0-0.

III. Recommendation to Commission to approve FY 16 Budget and Work Program

Roache noted that the proposed FY 16 Budget is included in the Commission packet. NRPC's FY16 budget is balanced with a small amount remaining to go into the reserve fund. We are now back to past years funding levels and heavily DOT funded. While we are predominantly focused on transportation, there are still opportunities to integrate land use planning into transportation efforts.

Langdell asked a more philosophical question regarding grants, to what degree are we focused on municipal needs and services? Roache described current local service contracts and Czys explained how grants applied for have been based upon supporting needs stated through the regional planning process.

The committee discussed the need to update a strategic plan for the commission, acknowledging the commission is in a transitional phase. At a minimum we need to have this as an agenda item to decide how to conduct a strategic plan update. Marchant noted that now that we have a regional plan, this should be done in the context of the regional plan.

Motion by Langdell to recommend the FY16 Budget and Work Plan to the full Commission as submitted, second by Battis. The motion passed 7-0-0.

IV. Recommendation to Commission to Approve FY 17 Dues Allocation

Roache noted that dues are not proposed to increase for FY2017 as it is not warranted. The calculation methodology is the same as in past years. Dues are based upon each community's weighted percentage of the region's estimated population and equalized assessed valuation. Battis asked about the base year data, frequency of update. Czys and Roached noted there is a lag in data production and release at the state level, as a result the most recent municipal population estimates are from 2013 at this time.

Fimbel moved to present the proposed FY 2017 local dues assessment to the full commission as submitted, second by Young. The motion passed 8-0-0.

V. Nominating Committee Slate of Officers and Executive Committee membership

Ruch, Fimbel and Langdell's 3-year executive committee terms are expiring and can be renewed. All three agreed to continue to serve on the executive committee. Motion by Young to recommend the full Commission re-appoint Ruch, Fimbel and Langdell to another 3-year term on the Executive Committee, second by Battis. The motion passed 9-0-0.

Further Roache explained that all officers are at their 2-year maximum for their current position on the executive committee. Committee members discussed the different positions and expressed their interest in serving. Langdell moved to recommend the full Commission appoint Hennessey as Chair, Fimbel as Vice Chair, and Elmer as Treasurer, Young second. The motion passed 9-0-0.

The committee discussed the State Statutes requiring commissioners live in the community they represent. However, the City of Nashua requires their Community Development Director to serve as a Commissioner. Elmer noted that it is very important that the Nashua Community Development department be represented within the Commission. Perhaps this could become an at-large member of the Commission? This will be for a future agenda item.

3. Other Business

The committee members discussed their upcoming vacation schedules to discern whether there would be a quorum available for the summer months. The intent is to cancel either the July or August meeting. Next meeting will be August 19th.

4. Adjourn

Motion to adjourn was made by Hennessey with a second by Fimbel. The motion passed 9-0-0. The meeting adjourned at 6:53.