



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 18, 2015**

Present:

Karin Elmer, Chair
Dave Hennessey, Vice Chair
Mike Fimbel, Treasurer
Susan Ruch
Tom Young
Jim Battis
Dan Kelly
Janet Langdell

Absent:

Sarah Marchant

Staff:

Tim Roache, Assistant Director
Karen Baker, Program Assistant

1. Call to Order:

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

2. Business:

I. Minutes: January 21, 2015 and February 10, 2015

The Executive Committee reviewed the minutes from the February 18, 2015 meeting. Fimbel said that the last sentence in the second paragraph under VI. Other Business was confusing. Roache said he would remove *"when asked by the EC"*. In section IV. Energy Facilities Committee Update, Ruch questioned the word *"addressed"* in the first paragraph, last sentence. Roache said the word should be *"considered."* There were a few small grammatical errors noted and under adjourn, motion by *"Kelly"*, second by *"Young"* and meeting adjourn of *"7:35pm"* were added to the minutes. Motion to approve the minutes as amended came from Langdell with a second from Young. The motion passed.

II. February Dashboard and Financial Reports

Roache reviewed the dashboard saying that the checking and AP/AR was still good and we have a fairly decent year ahead of us.

He informed the EC that he attended both Kinder Morgan open houses in Milford and Hudson and met with a lot of local elected officials. Roache also informed the group that FERC invited NRPC to their agency meetings and that we are the only RPC in the state that has been invited. Roache also told the group that our EFAC committee has representation from both Senator Shaheen's and Congresswoman Kuster's office.

Roache said he was still making fine-tuning working budget saying he adjusted salaries down. He added that we may not be able to spend down all the DOT money, attributing this to the amount of money that went to spending down Broadband and GSF. Roache said he spoke with DOT on ways to address the leftover funds. He added that he would be meeting with DOT on Friday to address this. Langdell asked if DOT suggested carrying it over. Roache said yes. Ruch

asked what the Sustainable Communities Leadership Academy acceptance was about. Roache said NRPC was asked to attend this training next week about resiliency and climate change.

Ruch asked that Constant Contact be added to the web stats and also to check and see if she was on the list as she had only received one issue to date. Elmer suggested checking with all the Commissioners to see who was receiving the newsletter.

Roache moved onto the financial reports. He talked about how to handle the budget updates to the adopted budget or should he do updates to the working budget, adding that the original budget is out of sync with what is going on now. He said the P&L was good and he explained the *professional services* line item amount as money that came back as part of the energy aggregation round. Elmer said the working budget does not have to be exactly kept up. Roache referred to Exit 36 which was spent well with a little left to be possible be used in the future. Langdell asked if it would be better to have an actual budget rather than another 6 month one. Roache said he will try to get with Tanya to do this. Langdell seemed to think that 6 month budgets had been done before. After further discussion about types of budgets Hennessey made a motion with a second from Fimbel to approve the 6 month financial reports and place on file for audit. All were in favor.

III. Legislative Forum Debrief

a. Applicability of RSA 91-A:2 Meetings Open to the Public

Roache asked the question to the group whether the Legislative Forum is a meeting or not a meeting. Langdell said it is not a meeting, but a social event and referred to the RSA to cite. Fimbel read RSA 91A:2. Roache said that is the RSA that he cited when responding to an inquiry regarding the Legislative Forum being a meeting that required being noticed. Ruch asked how other RPC's handle this. Roache said he reached out to other RPCs and MPO's and said that their events are more of an annual meeting with a short agenda followed by dinner. Langdell pointed out the difference with the Legislative Forum. Elmer said some other groups have sponsors. Ruch felt it was a grey area and it felt that there are things that the Commission plays an advisory role in and the fact that there were speakers at the event, it should be looked at. She suggested it be an agenda item for the next meeting. Elmer suggested providing it to council since they would be the ones defending us. Langdell suggested NHMA as another option. She added that she seem to think that this same instance has come up before when she was chair. Ruch said that maybe there is already existing guidance out there. Battis suggested also checking to see if a 501C3 is subject to the same rules. Langdell did not think that was the case. There was further discussion on research and exploring this matter further. There was a question on where this is listed in the budget. Roache said this should be under marketing.

IV. Interim Director's Report

Roache said the pipeline is keeping us very busy. His goal is to get the FY16 preliminary budget done. Other priorities are to develop specific actions for implementation for the June Commission meeting. He said there was no new news on the retirement. Roache said once things get rolling, he will continue on with the 501C3 process. Langdell said there is a fast track option which can set you up in less than 3 months. Lastly, Roache informed the EC that we may be losing a Commissioner as Gleason from Pelham was not re-elected to the Board of Selectmen.

3. Nonpublic Session per RSA 91-A:3, II(b) to consider or act upon “the hiring or any person as a public employee.”

6:45pm: Battis 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 Dan Kelly. Roll call vote:

Karin Elmer - yes	Dave Hennessey- yes
Dan Kelly - yes	Tom Young - yes
Susan Ruch - yes	Mike Fimbel - yes
Jim Battis – yes	Janet Langdell - yes

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

Karin Elmer - yes	Dave Hennessey- yes
Dan Kelly - yes	Tom Young - yes
Susan Ruch - yes	Mike Fimbel - yes
Jim Battis – yes	Janet Langdell - yes

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

Karin Elmer -yes	Dave Hennessey- yes
Dan Kelly - yes	Tom Young - yes
Susan Ruch - yes	Mike Fimbel - yes
Jim Battis – yes	Janet Langdell - yes

Adjourn

Motion to adjourn was made by Hennessey with a second by Young. The meeting adjourned at 6:56pm.