



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 21, 2011**

Present: Janet Langdell, Chair
Dave Hennessey
Mike Fimbel
Rick Maddox
Bill Condra
Peter Baker

Absent: Howard Dilworth
Andy Seale
Karin Elmer

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

I. Call to Order:

Langdell called the meeting to order at 6:04 PM.

II. Minutes:

The Executive Committee reviewed and discussed the July 20, 2011 meeting minutes. Langdell noted that both Fimbel and Langdell were indicated as Chair. She also noted that the minutes incorrectly identified Fimbel as calling the meeting to order. Maddox motioned to approve the meeting minutes as corrected. There was a second by Hennessey. There was no discussion. The motion passed with Baker abstaining.

III. Mission/Vision Discussion

Diers distributed the vision/mission statement from Kathy Hersh. Diers explained that Kathy was not available to participate in the meeting. Diers went on to explain that feedback from the May and June meetings helped shape the information on the handout.

Mission Statement Discussion

The Executive Committee chose to begin the review with the mission statement since it incorporated direction from the RSA enabling the RPC's. Diers read the draft mission statement. The Executive Committee discussed the draft. Maddox asked if other RPC's have mission statements. Maddox went on to suggest that the phrase *and disseminate* be added following the word develop.

Vision Statement Discussion

Diers reviewed the draft vision and summarized the changes by Kathy Hersh. The Executive Committee discussed how vision statements should be written. Baker suggested adding language to the vision that included a regions where towns use and share information. Baker also provided an alternative vision statement to be considered as part of the discussion and development of the agencies vision statement.

The Executive Committee agreed to pick up the revised statements at an upcoming meeting.

IV. Committee and Financial Reports

Diers presented the July and August financial report for NRPC and summarized the new process for showing income. The July and August expenses were typical and tend to remain steady month to month. Diers went on to discuss the income side of the balance sheet and stated that the agency is on track. Cash flow is strong. Diers stated that most of the dues have been collected and that dues letters for the next fiscal year will go out with a flat rate. Hennessey motioned to accept the financial report and place on file for audit. Second by Baker; motion passed.

Diers briefly reviewed the committee and workgroup reports. There was no discussion.

V. Review of October Agenda

Diers reviewed the items for the October Agenda. There was no discussion.

VI. Adjourn

Motioned to adjourn at 6:45 by Baker; second by Condra. Unanimous.

TMR/kmb
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