



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
January 18, 2017**

**Present:**

Dave Hennessey, Chair  
Karin Elmer, Treasurer  
Mike Fimbel, Vice Chair  
James Battis  
Susan Ruch  
Tom Young

**Guests:**

Sheryl Burke

**Absent:**

Dan Kelly  
Janet Langdell  
Sarah Marchant

**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 – December 21, 2016**

The Executive Committee reviewed the minutes from the December 21, 2016 meeting. Ruch noted several grammatical and typographical errors on pages 1 and 2. Motion to approve the minutes as amended by Battis, seconded by Young. The motion passed 5-0-1.

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

Roache reviewed the November/December Dashboard noting that as expected the last month has been fairly quiet. Roache had an opportunity to present to the House Municipal and County Government committee, at the invitation of Representative Belanger of Hollis, highlighting what RPCs do and why they are an important resource for communities. The presentation was well received and included a mix of freshman and experienced representatives. There were several good questions about NRPC programs and opportunities for regionalization. Roache has also been attending the NH Energy Future events and the NH Transit Association Meeting. Website statistics reflect the holidays and show less traffic to NRPC's online presence.

Payables and receivables are in good shape. Overall, projects are tracking well and on target. Expenses are slightly lower than anticipated, keeping us in the black. There will be a few unexpected upcoming expenses such as the desks in the GIS office that need replacement.

Battis made a motion to accept and place the report on file, second by Young. The motion passed 6-0-0.

**c. Executive Director Evaluation**

Hennessey requested that Roache place this on the agenda to start the conversation. The Committee discussed the process for conducting the review. Previously, the committee had a form that each member completed and the Chair then compiled the results. Ruch noted perhaps we should review the forms to make sure they reflect conversations with Roache at the time of his hiring. Hennessey noted that it should reflect growth and progress in addition to

priorities stated upon hiring. Roache will find the forms used to evaluate Diers and forward them to the Committee members for their review. At the next meeting the committee will discuss and decide on content. Elmer requested that Roache also conduct a salary survey as Diers had previously done.

**d. 2017 LSR Initial Review**

Roache distributed a copy of the NH Planners Association's legislative tracking spreadsheet. Currently at the NHARPC meetings he has been asked to weigh in on whether to support or oppose legislation. However, he expressed his hesitation to do so without the express support of the commission. Roache also noted that RPCs should not and cannot lobby. He would propose that the only action be made on bills that have a direct impact on RPCs and any more general items only be watched to be able to advise municipalities on legislative changes that may impact them.

Hennessey said he was very hesitant to take a position on bills, but would be interested in knowing more about some of the legislative proposals from the bill sponsors. Fimbel offered to review the list of proposed legislation. Ruch suggested distributing a short list of bills that may be of interest to communities and circulate to Commissioners as an FYI. This seemed the best way for NRPC to be a resource. Perhaps this would be best done by sending a link to NHPA's online legislative tracker. Roache noted this still leaves the question as to whether to take a position.

There was significant debate over whether to distribute the NHPA list with stated association positions. Roache suggested perhaps the best way to approach it is to provide a short summary of bills that may be of interest with links to full text and a link to the NHPA website with a clear indication that it does not necessarily represent the viewpoints of NRPC. The list could be circulated well in advance of the March Commission meeting to allow time for commissioners to review it with their community and come to the March meeting prepared to act on any that may be worthy. Committee members also requested that we prepare a list for the legislative forum so that commissioners could speak to attending legislators and pose any questions.

**e. Draft FY 16 Audit Presentation by Melanson Heath**

Roache introduced Sheryl Burke who thanked Roache and Reinert for their assistance during the audit process. Burke noted that once again NRPC has received a clean audit. She walked through a few items throughout the audit documents. Starting with the Annual Financial Statements, Burke highlighted the following:

- Page 2: opinion says financial statements are clean and conform to good accounting practices.
- Pages 5-6: comparison of 2016 to 2015.
- Page 8: provides a long-term perspective of long term assets and liabilities using full accrual. NRPCs only significant liability is accrued staff leave time.
- Page 9: the change in net position shows that NRPC "broke even" during 2016.
- Page 10: the short-term perspective shows NRPC is still in a good position, RPCs in general are seeing a decline in grant sources and all are focused on ensuring adequate assets, that said, NRPC still looks good.
- Page 12: considering revenues were down, NRPCs net income was still positive.

Additionally, Burke stated that the notes to the financial statements were consistent with past years and no forthcoming changes are expected. Burke further noted that NRPCs financial statements are excellent.

Continuing with the Independent Auditor's Reports Pursuant to Governmental Auditing Standards and Uniform Guidance ("Single Audit"), Burke made the following comments:

- This additional component is required for all entities that receive more than \$750,000 in federal funds.
- 1<sup>st</sup> part of the report indicates there are no internal control problems, a clean report.
- 2<sup>nd</sup> part addresses compliance with federal requirements, again there were no issues.
- Schedule of Federal Funds on page 6: updates to the uniform guidance changed what is audited. This year DOT's contract was reviewed, but next year other programs may be audited instead since DOT received a clean audit.
- New this year, NRPC was required to establish financial and grant management policies. Burke commended the work of NRPC staff and noted she has been using those as an example for others.

Elmer made a motion to accept the audit reports as presented, second by Battis. The motion passed 6-0-0.

### **3. Old Business**

#### **a. FY 12 - FY 13 NH DOT Settlement**

As requested at the last meeting Roache has prepared a letter and compiled documentation. A draft letter is included in the packet for the Committee's review. Ruch felt it strikes the right tone and will hopefully help move things forward. Roache has addressed the letter to Watson. Elmer noted that should be sufficient for now. Roache will make any corrections and get the letter as soon as possible.

#### **b. Executive Committee Vacancy**

Hennessey noted there are several communities under-represented on the Committee and have been historically. Ruch asked about the formal policy and suggested following the bylaws and convening the nominating committee. Concern was expressed that not all Commissioners had a chance to respond to the call for nominees with the hasty mention of vacancies after the commission meeting concluded. Fimbel suggested sending an email out to the full commission stating we are still accepting nominations to give all a fair chance to volunteer. Communication should note the meetings are monthly from 6-8 PM. Communication should also be sent to towns to give them a chance to encourage their commissioners to volunteer.

#### **c. Legislative Forum**

Roache noted that the speaker list is confirmed and final details are getting wrapped up for the event. Invitations have gone out to all in the region.

#### **d. Other**

Fimbel asked when to follow up with town representatives about the HHW program changes. Roache said after staff meet with the City of Nashua Transfer Station staff next week.



**4. Adjourn**

The next regular Executive Committee meeting will be February 15, 2017.

Motion to adjourn was made by Battis with a second by Young. The motion passed 6-0-0. The meeting adjourned at 7:05.