



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
June 13, 2012**

**Present:** Mike Fimbel  
Janet Langdell, Chair  
Dave Hennessey  
Karin Elmer  
Andy Seale

**Absent:** Howard Dilworth  
Rick Maddox

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

**I. Call to Order:**

Elmer called the meeting to order at 6:30 PM.

**II. Minutes:**

The Executive Committee reviewed the May 16, 2012 meeting minutes. Hennessey motioned to accept the minutes as written. Fimbel seconded the motion. The minutes were approved with Seale abstaining.

**III. Draft FY 13 Work Plan and Budget**

Diers began by reviewing the NRPC Work Plan and budget document. She described the organization of the document and discussed its purpose. The Executive Committee members reviewed the document and suggested a number of minor corrections. Diers continued with a more detailed explanation of the budget. Seale noted that the FY 13 Capital budget was high. Diers explained that the agency expects to make a number of significant purchases to upgrade aging equipment including a new server, software and a new vehicle. Diers discussed the need to hire additional staff to meet the agency workload. Hennessey motioned to recommend approval of the Work Plan and Budget to the full NRPC Commission. Second by Langdell. Motioned carried.

**IV. Setting FY 14 Dues**

Diers described the process to set the FY 14 NRPC dues and laid out options of holding dues flat for each town or applying the latest available data to the dues allocation while holding the total dues collected flat. The Executive Committee discussed options and potential impacts. There was general consensus that the dues should remain flat but the apportionment should change based on the latest data. Diers agreed to send the dues apportionment spreadsheet to the Executive Committee via email and would move forward with this approach.

**V. Elections**

Diers opened the discussion by informing the Executive Committee that Kathy Hersh would accept the nomination to the Executive Committee. Elmer discussed efforts of the nominating Committee to find additional interested members. Elmer stated the current thinking is to maintain the Slate of Officers for another term. Diers added that the Executive Committee needs to appoint new nominating committee members. Langdell suggested maintaining the existing nominating committee members of Elmer, Fimbel and Seale. The consensus was to keep the same committee.

**VI. Website and Regional Leadership Committee**

Diers explained that an initiative coming from the strategic planning effort was to update the NRPC website. It was suggested that a website committee be established to vet possible options for competing this task. Diers went on state that the purpose of a committee was to gather input from likely users of the site. The Executive Committee discussed the structure of the website committee and suggested at least one Executive Committee member and one staff member be included. Diers agreed to contact Mark Cookson and research possible firms and costs.

Diers briefly described the Regional Leadership Committee. A brief discussion followed with the decision to hold off on forming this until the Granite State Future project becomes more established.

**VII. Executive Director Annual Review**

Diers described the last review process which was completed in FY 2010 set goals for FY 11. Diers agreed to develop materials in preparation for the review. Fimbel suggested providing benchmarks for compensation and Elmer suggested providing recent professional development efforts. It was agreed that the review would take place at the next Executive Committee meeting beginning at 5:30 PM on July 18.

**VIII. Old/Other Business**

**New Commissioners:** Diers described the recent new commissioner orientation that was held during the previous week. She stated that it was consistent with the goals of the strategic planning process.

**Economic Development:** Langdell asked how we fit economic development into the regional planning process. Diers explained that the Nashua Region is covered in part by the Rockingham Comprehensive Economic Development Strategy (CEDS). Diers has been working to expand coverage to the entire region or perhaps establish a Nashua specific CEDS. Diers explained that the Southwest RPC has a CEDS and merging the regions is on the table.

**IX. Adjourn**

Motioned to adjourn at 7:40 by Langdell; second by Hennessey. Unanimous.