



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 18, 2011**

Present: Andy Seale
Karin Elmer
Kathy Hersh, Vice Chair
Peter Baker
Howard Dilworth

Absent: Mike Fimbel, Chairman
Janet Langdell
Rick Maddox* (Locked Out)

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

I. Call to Order:

Hersh called the meeting to order at 6:03 PM.

II. Minutes:

Dilworth motioned to approve the April 20, 2011 meeting minutes. There was a second by Elmer. There was no discussion. The motion passed with Seale abstaining.

III. Board Assessment Process:

Diers reviewed the Board Assessment process and worked with the committee to identify the top five priority areas (weaknesses) needing attention. The Executive Committee discussed the priority areas and added a sixth item, which was to review policy documents. There was general consensus on the priority areas and the Executive Committee agreed that there were enough items to address. Hersh facilitated the discussion on how to address the action items. The consensus of the Committee was to address the vision for the board and the updates to the policies simultaneously. Additional discussion on agency policies resulted in the request that Diers do the background research to determine that all required policies are in place. It was agreed that Seale, Baker, Diers and Roache would review the policies. Hersh guided the group towards a discussion of the vision for the agency. The facilitated discussion resulted in the following statements for the vision:

- Provide the most up to date and valued planning resources
- Remain on the forefront of planning
- Provide leadership and resources in planning
- Recognized for competence, services and expertise
- Recognized for industry standards in transportation and land use planning, strong GIS and analytical services

The Executive Committee emphasized the importance of maintaining the quality of work and excellence in planning services provided by NRPC and the importance of maintain staff with the skill level to produce the products needed by the communities. Dilworth added there is value in training commissioners to be a resource that points back to NRPC. Hersh agreed and added it is important to have well educated commissioners who advocate for NRPC. It was suggested that the Roundtable become a knowledge sharing discussion.

IV. Review of the Draft FY 12 Budget:

Diers opened the discussion, stating that FY 11 should end in the black with a positive balance. She then reviewed the Draft FY 12 budget noting a number of accounting changes such as breaking out information technology as a separate item and breaking the copier costs out of the printing line item. Seale questioned why the DOT contracts and grants seem significantly higher than past years. Diers explained that the DOT consolidated the planning grants into one contract. Roache added that NHDOT also included additional federal planning funds into the current work program. Seale also asked why health insurance is going down. Diers explained that it was related to the less staff and employee contributions. Seale asked why the professional services line item was half previous the previous budget. Diers explained that the FY 11 budget had several large consultant "pass through" contracts such as the Broad Street Parkway that are no longer included in the FY 12 budget. Diers reviewed and discussed the staff structure and organization with the Executive Committee.

V. Proposed By-law Amendment

Diers opened the discussion, stating Fimbel had noted that the phrase "at-large" needs to be removed from item 3 in the proposed amendment. After a brief discussion, Baker motioned to recommend the changes to the by-laws to the full commission for approval. Second by Seale. The motion passed unanimously.

VI. Committee and Financial Reports

The Executive Committee briefly reviewed the committee and financial reports. Seale asked where surplus funds will go. Diers explained it will be moved to cash reserves. There were no comments on other reports or financial statements.

VII. Review of June Agenda

Diers reviewed the items for the June Agenda. Diers noted that there will need to be a slate of officers for the June Meeting.

VIII. Adjourn

Motioned to adjourn at 7:35 by Elmer second by Seale. Unanimous.