



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
November 20, 2013**

**Present:** Karin Elmer, Chair  
Janet Langdell  
Tom Young  
Dave Hennessey  
Mike Fimbel  
Jim Battis

**Absent:** Dan Kelly

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

**I. Call to Order:**

Elmer called the meeting to order at 6:01 PM and announced that a public hearing on TIP Amendment 2 was the first order of business.

**II. Public Hearing for TIP Amendment 2**

Elmer opened the public hearing at 6:02 PM. Roache presented the proposed changes to the 2013-2016 Transportation Improvement Program. He described changes to two projects in the region and three statewide projects. He stated that the amendments were necessary to maintain fiscal constraint of the TIP. Roache went on to state that the proposed amendment did require an air quality conformity determination but added the air quality analysis adopted in October 2012 remains valid. Roache stated that the public comment period was run through November 1, 2013 and no public comments were received. He concluded by stating that the Transportation Technical Advisory Committee has reviewed the amendment and recommended that the Executive Committee approve the proposed amendment.

There were no members of the public present. Elmer closed the hearing.

There was a brief discussion of the proposed amendment by the Executive Committee followed by a motion to approve the amendment by Hennessey with a second by Young. The motion carried unanimously.

**III. Minutes:**

The Executive Committee reviewed the minutes from the October 16, 2013 meeting. Hennessey made a motion to approve the minutes of the October 16, 2013 Executive Committee meeting as written. There was a second by Fimbel. The motion passed with Battis abstaining.

**IV. Financials**

Diers reviewed the September financials. She indicated that the agency is slightly ahead overall. The two year NHDOT Contract is slightly behind but that is acceptable at this point in the year. Overall the financials are in good shape. Diers moved on to the Balance Sheet stating that funds have been transferred to the PDIP with the remaining in a protected NOW Account. There was a brief discussion of the need for a physical bank and the need for a paper trail. Hennessey suggested checking with the bank for options. Fimbel made a motion

to accept the September Financials and place on file for audit. There was a second by Langdell which carried unanimously.

## **Business**

### **V. Facility Lease**

Diers updated the Executive Committee on the status of the facility lease. Diers described the recent lease negotiations. She stated that the negotiations include holding the electricity increase to no more than 5%. She concluded stating that the lease is renewed but provisions are still being negotiated.

### **VI. Website Update**

Diers distributed samples of the website pages to the Executive Committee. She described the structure of the new site as well as the signature applications. She stated that the December meeting will feature LIVE maps. There was discussion of the data that will be made visible. Diers indicated that she will continue to reach out to communities that have concerns with data or that have not responded. There was an additional discussion of the capabilities of LIVE Maps.

Diers described the remaining features of the website. She stated that the “who we serve” section will include a Great Street Tour. She concluded stating that the anticipated launch is early 2014. There was a brief discussion by the Executive Committee regarding keeping the site fresh.

### **VII. NRPC Services**

Diers described the Constant Contact “Did you know?” series. She continued with a brief discussion of the Annual Reporting format changes and how these relate to the town report requirements. Diers stated that the Commission will survey communities for new service areas after January 1.

### **VIII. 501C3**

Diers described the process to become a 501C3 in New Hampshire. She also described the process that Southern New Hampshire Planning used to become a 501C3. Diers stated that she has discussed scheduling a meeting with David Preece Executive Director of SNHPC to discuss their experience further. The Executive Committee suggested developing a pro/con summary and requested that David Preece come to an Executive Committee meeting. There was further discussion of gauging the value vs. the effort.

### **IX. Regional Plan**

Diers described the outlines for each chapter of the regional plan. She continued stating that the chapter outlines will be made available beginning in January.

### **X. Executive Committee Vacancies**

There was no new progress to report. The Executive committee is waiting on the City of Nashua to fill the Community development Director position. Diers will keep this item on the agenda until the positions are filled.

### **XI. Other Business**

**December Meeting:** Diers described the plan for the December meeting. She stated the Litchfield will be the featured community. She stated there will be a brief presentation and discussion of topics in Litchfield that are of regional interest. Diers also stated that there will be a demonstration of LIVE Maps.



**Legislative Forum:** Diers stated that the legislative forum will likely be at Martha's exchange. A date will be set in December and speakers under consideration include Jeff Rose from the Department of Resources and Economic Development.

**XII. Adjourn**

There was a motion to adjourn made by Hennessey second by Young. The meeting adjourned at 7:10PM

TR/kmb