

## Central New Hampshire Regional Planning Commission

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### CNHRPC Executive Committee Meeting Minutes Thursday, January 14, 2016

The CNHRPC Executive Committee met on Thursday, January 14, 2016. Secretary/Treasurer Keith Johnson (Deering) called the meeting to order at 6:02 pm. Executive Committee members present were Ken Swayze (Dunbarton), Matthew Hicks (Concord), Stephen Buckley (Bow) and Tyson Miller (Canterbury). CNHRPC Executive Director Michael Tardiff and Office Manager Jenn Mock also attended.

#### **Minutes of the December 10, 2015 Executive Committee Meeting**

The minutes of the December 10, 2015 Executive Committee meeting as prepared were reviewed. Upon a motion by Mr. Buckley and a second by Mr. Swayze, the December 10, 2015 Executive Committee minutes were unanimously approved as amended.

#### **FY 2015 CNHRPC Audit Review - *Sheryl Stephens-Burke, Melanson Heath and Company***

Sheryl Stephens-Burke from Melanson Heath and Company presented the results of the FY 2015 Audit. The results were positive. The Executive Committee thanked Ms. Stephens-Burke for her assistance during the audit process and for attending the Executive Committee meeting.

#### **Report of the Executive Director**

Mr. Tardiff provided an overview of recent staff activities. He noted that staff continue to work on a number of local master plan projects, and staff are looking forward to completing work on the Allenstown, Deering and Loudon Master Plan updates this Spring. He noted that staff would be working together with representatives of the Brownfields Advisory Committee in early February to interview and select several consultants to provide assistance under the EPA Brownfields Assessment Grant. Other active projects include assistance to representatives of a number of local conservation commissions to nominate the Warner River into the NH Rivers Mgt. and Protection Program and assistance in Canterbury regarding zoning changes related to accessory housing.

#### **Report of the Treasurer**

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through December 31. He noted that while the profit and loss figures are negative through the first six months of the fiscal year, he still expects to meet budget expectations for the year ending on June 30.

#### **FY 2016 Mid-Year Work Program Update and Proposed Budget Revision**

Mr. Tardiff provided an update of the overall CNHRPC FY 2016 work program, noting that staff will be busy working on local master plans and other local projects such as Allenstown MS4 assistance, the Regional Brownfields Program as well as local and regional transportation planning activities for the remainder of the fiscal year. Key changes in the proposed budget revision include planned work on the Pittsfield Economic Development Plan Update and zoning ordinance update assistance in Canterbury. Mr. Tardiff also noted that the UPWP budget figure was higher in the revised budget due to how the toll credit match is now calculated.

Upon a motion by Mr. Swayze and a second by Mr. Buckley, the FY 2016 Mid-Year Budget Revision was unanimously approved.

**Other Business**

Mr. Buckley noted that he was in the process of developing materials to the Executive Director's evaluation process. The evaluation will be discussed further at the February 11 Executive Committee meeting.

**Adjournment**

Upon a motion by Mr. Hicks and a second by Mr. Buckley, the meeting adjourned with unanimous consent at 6:54 pm.

Respectfully submitted,  
Michael Tardiff, Executive Director