

## Central New Hampshire Regional Planning Commission

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### CNHRPC Executive Committee Meeting Minutes Thursday, June 9, 2016

The CNHRPC Executive Committee met on Thursday, June 9, 2016. Chairman Harry Wright (Bradford) called the meeting to order at 6:15 pm. Executive Committee members present were Tyson Miller (Canterbury), Ken Milender (Warner) and Stephen Buckley (Bow). CNHRPC Executive Director Michael Tardiff also attended.

#### **Minutes of the May 25, 2016 Executive Committee Meeting**

The minutes of the May 25 2016 Executive Committee meeting as prepared were reviewed. Upon a motion by Mr. Miller and a second by Mr. Milender (with Mr. Buckley abstaining), the May 25, 2016 Executive Committee minutes were unanimously approved.

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

Mr. Tardiff provided an overview of staff activities since the last Executive Committee meeting. He noted that staff have been working on several proposals for potential projects in FY 2017 including the City of Concord Conservation Open Space Plan and possible funding to support local economic development planning in Allenstown, Epsom and Pittsfield. He also reviewed the progress related to CommuteSmart New Hampshire and outlined recent steps regarding the CNHRPC Brownfields Assessment program.

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

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through May 31. He noted that staff are working to narrow the budget gap for the fiscal year, with several projects originally slated for FY 2016 now not scheduled to begin until after July 1, but several other projects including the Boscawen zoning ordinance update and the next group of local hazard mitigation plan updates starting sooner than expected. Upon a motion by Mr. Buckley and a second by Mr. Miller, the motion to accept the May Treasurer's Report was unanimously approved.

#### **Draft FY 2017 Work Program/Budget - discussion**

Mr. Tardiff presented the draft FY 2017 budget and work program. He identified some of the key differences between the existing work program and the proposed FY 2017 work program, highlighting the higher Brownfields Assessment grant pass-through site assessment costs, the Boscawen North Main Street/King Street zoning update, and the increased emphasis on economic development planning. Upon a motion by Mr. Buckley and a second by Mr. Miller, the proposed FY 2017 budget and work program was unanimously approved to be forwarded to the Full Commission for consideration.

#### **Executive Director Evaluation Process Review – Discussion**

Due to time constraints the discussion of the Executive Director evaluation process was postponed until the next Executive Committee meeting.

#### **Proposed Slate of Officers for FY 2017**

Mr. Tardiff noted that it was the Executive Committee's duty to recommend a proposed slate of CNHRPC Executive Committee members and officers for the fiscal year beginning on July 1. Mr. Tardiff further discussed that the CNHRPC bylaws limit the time for a Chair to serve in that position to two consecutive terms. Following a discussion among the current Executive Committee members, the

following draft slate of officers for FY 2017 was prepared for submittal to the Full Commission: Chairman - Tyson Miller (Canterbury), Vice Chairman - Harry Wright (Bradford), Secretary/Treasurer - Keith Johnson (Deering), Ken Swayze (Dunbarton), Ken Milender (Warner), Matthew Hicks (Concord), and Stephen Buckley (Bow). Upon a motion by Mr. Buckley and a second by Mr. Hicks, the proposed FY 2017 CNHRPC Slate of Officers was unanimously approved to be forwarded to the Full Commission for consideration. Mr. Buckley then offered to make the presentation of the proposed slate to the Full Commission.

**Other Business**

There was no other business discussed.

**Adjournment**

Upon a motion by Mr. Miller and a second by Mr. Buckley, the meeting adjourned with unanimous consent at 6:59 pm.

Respectfully submitted,  
Michael Tardiff, Executive Director