



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
December 16, 2009**

Present: Janet Langdell
Mike Fimbel, Chairman
Karen Elmer
Peter Baker
Howard Dilworth
Joe Torre

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

I. Call to Order:

The meeting was called to order by Fimbel at 6:03 pm.

II. Minutes:

Approval of November 18, 2009 meeting minutes: There was a motion to approve the minutes by Elmer and a second by Baker. A brief discussion identified a typographical error in item 8. The minutes were approved. Torre abstained.

III. Finance Reports:

Diers reviewed the November finance report. Director Diers explained that the organization is on track to date but some budget adjustments to account for changes in the contracts we have received will be necessary. Budget adjustments will be made in January after the new health care plan is finalized. Diers stated that we are 5 months through the year and appear to be on track. Some expenses are lower than expected with the exception of utilities. Diers reviewed the balance sheet and stated that it is her goal to increase cash reserves that were almost completely depleted as a result of the move to Merrimack. Diers described the efforts to track accrued vacation time, setting aside funds in a separate account. Diers reviewed the Capitol Corridor finance report. The project is on track with \$21,000 remaining in the account. Diers updated the Executive Committee on the SVTC Fiscal Agent agreement status. The agreement was reviewed and approved by the NRPC attorney. NRPC will become the fiscal agent for SVTC. Langdell asked to be copied on correspondence. Dilworth motioned to accept the reports and place them on file for audit. Elmer seconded the motion. Motion passed unanimously.

IV. FY 2009 Audit Comments and Acceptance

Diers stated that no comments were received from member communities. Dilworth stated that the Executive Committee should get a copy of the report in advance of the auditors presentation to allow for review and time to develop questions for the auditor. Dilworth added that he would like the auditor to explain what the Executive Committee should look for in the report and identify anything that should be of concern to the committee. Dilworth asked 1.) Do we have a written policy on finances? 2.) Do we have back up on checks? 3.) Is the Executive Committee doing everything it should with regard to finances? Diers stated that the timing constraints placed on the NRPC by NHDOT requirements made it difficult to get the report out in advance. Dilworth Motioned with a second from Baker to accept the audit report. Motion passed unanimously.



V. Changes to Health Care Plan:

Mid Year Budget Review was tabled pending completion of the revised health care plan. Diers described the status of the health insurance coverage at NRPC. Diers described recent meetings with a broker and the LGC account representative. Discussion included a description of new proposed health plan benefits and costs. The Executive Committee discussed administrative costs, future rates and enrollment periods. Elmer motioned to change the current health care plan from the LGC Health Trust to the Harvard Pilgrim Community Health Plan as described by Diers. Motion was seconded by Torre. Passed unanimously.

VI. Committee Reports:

Tabled until next month.

VII. Subcommittee Recommendations for the Full Commission:

Diers described two subcommittee recommendations to be submitted to the full commission for consideration. A regional Policy Committee will be developed to identify planning priorities for the region. A Historical Documentation Committee will be established to document and catalog much of the history of NRPC. Diers described the process for moving forward with these initiatives. NRPC staff will assist and volunteers from the full commission will be sought.

VIII. Legislative Forum:

Diers informed the committee that we will be seeking a new location for the forum due to policy changes at Anheuser Busch. Hampshire Hills is one possible alternative. Diers asked the committee to think about topics for the forum and get back to her.

IX. Other Business

Dilworth mentioned the Improvements to NH 106 in Loudon being added to the Ten Year Plan by the Commissioner and expressed his concern over that proposal without consulting the planning commissions.

X. Adjourn

Fimbel motioned to adjourn and Elmer seconded at 6:55 pm. Motion passed.