



APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
December 19, 2012

Present:

Janet Langdell, Chair
Dave Hennessey
Andy Seale
Tom Young
Dan Kelly
Rick Maddox
Kathy Hersh

Absent:

Mike Fimbel
Karin Elmer

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Langdell called the meeting to order at 6:07 PM.

II. Minutes:

The Executive Committee reviewed the November 28 meeting minutes. Seale motioned to accept the minutes as written. Young seconded the motion. The minutes were approved by a unanimous vote.

III. Financials

Diers reviewed the November financial reports. She began with the balance sheet and reported that the finances have been stable month to month. Diers went on to the profit and loss statement and reported that the agency is on track. We are 42% of the way through the year, and expect to conduct a mid-year Budget Review with the Executive Committee in January. Diers discussed new contracts to be added to the budget including stormwater contracts with NHDES and Health Impact Assessment contract through the HNH foundation. The Executive Committee briefly discussed the Health Impact Assessment contract. Hennessey reminded the Executive Committee that the miscellaneous line item needs to be changed to office expenses. Seale motioned to accept the November financials and place on file for audit. Hennessey seconded the motion. The motion passed unanimously.

IV. Audit

Diers reviewed the results of the FY12 audit and reported that it was clean. Diers asked for questions from the Executive Committee. Maddox asked about the use of the line of credit. Diers replied that authorization to use the line of credit requires Executive Director and

Treasurer approval. Kelly questioned the operating lease expense. Diers explained that the NRPC is responsible for a portion of the common area maintenance and the landlord is required to provide an estimate of the expected costs to assist with NRPC budgeting. The Executive Committee discussed the requirements of the current lease and options for renewal or relocation of the agency. Diers and Langdell agreed that options need to be considered and that the lease should be discussed on the January agenda. Hersh added that moving expenses should be part of the discussion. Hersh motioned to accept the audit with a request that the terms of the lease be clarified. There was a second by Seale. The motion passed.

V. Credit Card Policy

Diers provided an overview of the updated credit card policy and opened the topic for discussion. Maddox asked if the policy tied back to expense reporting and Kelly asked if there was a penalty for violations. Diers directed them to the Approval section of the policy which addressed their concerns. Hersh asked if approval for use needed to be written or just verbal for emergency cash withdrawals. Diers explained that the verbal authorization is the intent of the policy. Maddox asked to clarify the documentation and approval section. Hennessey motioned to approve the draft credit card policy with a second by Kelly. The motion carried. Maddox asked that the revisions to the document be brought back to a future meeting.

VI. Right to Know Policy

Diers reviewed efforts underway at the other RPC's. She stated that the work so far will not meet the NRPC needs and further investigation on record retention is necessary. She also stated that clarification as to what NRPC documents are subject to the law. Seale suggested that he could walk the agency through the compliance process and make a master list of documents. Hennessey added that it should be a 2 step process beginning with assistance from Seale but continuing with professional review to assure the agency is meeting the standard. Seale suggested following up with legal counsel. The Executive Committee discussed additional details including anonymous requests, fees for copies and staff time. Hersh asked if Local Government Center could assist. Diers replied that LGC is no longer providing assistance to RPC's. There was consensus that additional work is needed in the coming months.

VII. 2013 Calendar

Diers distributed the 2013 Calendar to the Committee for review. She reviewed the anticipated schedule of meetings. There was limited discussion and the consensus was that the calendar will be adjusted over time as necessary.

VIII. Other Business

There was no other business discussed.

IX. Adjourn

Motion to adjourn at 6:59PM by Hennessey with a second by Seale.