



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
December 17, 2014**

**Present:**

Karin Elmer, Chair  
Dave Hennessey, Vice Chair  
Janet Langdell  
Susan Ruch  
Tom Young  
Jim Battis  
Mike Fimbel  
Sarah Marchant

**Absent:**

Dan Kelly

**Staff:**

Kerrie Diers, Executive Director  
Tim Roache, Assistant Director

**I. Call to Order:**

Elmer called the meeting to order at 6:00 PM. Elmer asked to switch the order of the agenda to hear the draft audit report from Melanson Heath.

**II. Draft Audit Report**

Representatives from Melanson Heath reviewed the draft audit report, describing contents including financial status and balance sheet. There was a brief discussion of the equipment purchases and fixed asset depreciation. Melanson Heath reported on the A-133 audit requirement for agencies receiving more than \$500,000 in federal funds. There were no findings reported. Langdell made a motion to accept the report as presented. Hennessey seconded the motion. There was no discussion and the motion carried unanimously.

**III. Minutes:**

The Executive Committee reviewed the minutes from the November 19, 2014 meeting. Battis made a motion to approve the minutes as written. There was a second by Young. The motion passed with Langdell and Hennessey abstaining.

**IV. Financial Dashboard**

Diers distributed and reviewed the financial dashboard for October 2014. Diers described the transfer of funds to the PDIP and added that the bank balance remains strong and cash flow is good. She added that the balance sheet is healthy and the profit and loss is tracking well. There was a brief discussion of the statistic of the dashboard and Elmer asked that the web statistics be included quarterly. Marchant made a motion to accept the October financials and place on file for audit. There was a second by Young which carried unanimously.



**V. Directors Report on Action Items**

Diers distributed and reviewed a spreadsheet of agency priorities. Diers began with the Retirement Plan issues. She stated that the forms and a narrative describing the problem and proposed solution was submitted to the IRS. She described the narrative and process and stated that she expects it to take several months to resolve. There was a brief discussion on how to avoid this in the future. Diers suggested developing a detailed financial management policy document and changing retirement plans once the issue is resolved. Discussion continued with Langdell asking if the Employee Handbook addresses the issue. Diers explained that handbook was inaccurate and not clear and that management is in the process of making corrections. There was additional discussion on how to move forward. Diers stated that she does not anticipate additional action until there is a response from the IRS. Ruch asked if the submission to the IRS was reviewed before submission. Diers stated that it was discussed at the previous Executive Committee meeting and she will share it again.

**Other Business**

There was no other business discussed.

**Adjourn**

There was a motion to adjourn made by Marchant second by Langdell. The meeting adjourned at 6:35PM

TMR/kmb