



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
December 18, 2013**

Present: Dan Kelly
Janet Langdell
Tom Young
Dave Hennessy, Vice Chair
Mike Fimbel
Jim Battis

Absent: Karin Elmer, Chair

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

I. Call to Order:

Hennessy called the meeting to order at 6:01 PM.

II. Minutes:

The Executive Committee reviewed the minutes from the November 20, 2013 meeting. Langdell made a motion to approve the minutes of the November 20, 2013 Executive Committee meeting as written. There was a second by Young. The motion passed with Kelly abstaining.

III. Financials

Diers reviewed the October financials beginning with the balance sheet. She noted that the accounts receivable are running high due to pass through. She also noted that funds reserved for NHDOT adjustment were transferred to savings. Under assets there was a brief discussion of replacing the agency's vehicle. Kelly asked about a discrepancy in the liabilities and Diers pointed out that it was related to payroll that had not cleared at the time of the financial report. Diers went on to discuss the Profit and Loss. She stated that October was positive as resources were running slightly ahead of expenses. There was a brief discussion of the monthly operating costs and the opportunity to place funds in reserve. Diers will research reserve needs based on operating costs and set a goal/policy for securing reserve funds. Diers also stated that there will be a midyear budget adjustment and project review in February. Young made a motion to accept the September Financials and place on file for audit. There was a second by Kelly which carried unanimously.

Business

I. Regional Plan

Diers distributed and reviewed the outlines for each chapter of the Regional Plan. She described the approach to developing the plan and then described the chapter outline in more detail stating that the goal is to incorporate public input and data. Diers added that

there is a common approach across all nine regional planning commissions. Hennessy emphasized the need for links between chapters like transportation and economic vitality. The Executive Committee had a brief discussion of the importance of linkages between chapters. Diers concluded stating that the Transportation Chapter will be reviewed in January.

II. Directors Report

Facility Lease: Diers updated the Executive Committee on the status facility lease. Diers described the recent lease negotiations. She proposed that any electricity increase due to new tenant should be no more than 5%. She stated that the building management came back with a cap of 12%. They will provide spreadsheets to back up their numbers. She concluded stating that the lease is renewed but provisions are still being negotiated.

Legislative Forum: Diers stated that the legislative forum will be held on February 6, 2014 at Martha's exchange. Jeff Rose from the Department of Resources and Economic Development has been confirmed as the speaker.

III. Adjourn

There was a motion to adjourn made by Young second by Fimbel. The meeting adjourned at 6:57PM

TMR/kmb