



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

Present:

Karin Elmer, Chair
Dan Kelly
Sarah Marchant
Tom Young
Dave Hennessey, Vice Chair
Jim Battis
Janet Langdell

Absent:

Mike Fimbel
Susan Ruch

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Elmer called the meeting to order at 6:04 PM

II. Minutes:

The Executive Committee reviewed the minutes from the July 16, 2014 meeting. Hennessey made a motion to approve the minutes as written. There was a second by Battis. The motion passed unanimously.

III. Financials

Diers reviewed the financials for July 2014. Diers described recent activity stating that the finances are strong and costs are tracking as expected. She stated that the savings is high due to pass through that is in the process of being paid out to recipients. Diers reviewed the Balance Sheet and Profit/Loss data and went into detail on specific line items. There was a brief discussion of making the financials easier to understand. Diers stated that she would develop a template to help the Executive Committee understand the finances related to multi-year contracts. Langdell made a motion to accept the July financials and place on file for audit. There was a second by Young which carried unanimously.

IV. Directors Report on Action Items

Diers distributed and reviewed a spreadsheet of agency priorities. She stated that the management team is currently reviewing and updating the personnel policies. There was a brief discussion and Diers indicated that the updated draft will be shared with the Executive Committee in the coming months. Diers indicated that low priorities will advance as higher priorities are addressed and completed.

Other Business

Diers presented three items under other business:

1. Retirement Plan Administration: Diers discussed the status of the retirement plan and issues related to employee contribution. Diers explained that she is working closely with an attorney and the plan administrators to resolve policy decisions that were made over the last two decades which may have influenced allowable contributions. Diers reviewed the current personnel policy language related to the retirement plan. She added that she will continue to work with the attorney to develop a solution and provide a voluntary correction to the IRS. She concluded that the current thinking and approach will require the Commission to affirm the 2002 Commission action on the retirement plan. There was discussion by members of the Executive Committee regarding the possibility of changing plans once this is resolved and the possibility of recouping legal costs from the current plan administrator.
2. Energy Aggregation: Diers informed the members of interest from communities outside the region in joining the Energy Aggregation process. Specifically Windham and Bedford have expressed interest. Diers stated that there will be a \$1,500 fee charged to these communities to recover staffing and administrative costs.
3. Diers updated the members on 501C3 activity. She presented a proposed name for the organization, the Greater Nashua Souhegan Valley Planning Foundation. There were no objections.

Adjourn

There was a motion to adjourn made by Hennessey second by Battis. The meeting adjourned at 6:55PM