



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 16, 2013**

Present: Karin Elmer, Chair
Janet Langdell
Tom Young
Dan Kelly
Dave Hennessey
Mike Fimbel

Absent: Jim Battis

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 September 18, 2013 meeting minutes. Langdell noted that the July minutes did not indicate the motion, second or vote. Hennessey made a motion to approve the minutes as corrected, seconded by Langdell. The motion passed unanimously.

III. Financials

Diers distributed the financial reports for discussion and described how she uses the reports to make decisions for the agency. Diers described how she tracks projects month to month and in some cases by task. Diers explained that year to year comparisons are not as useful for the NRPC business model. After a brief discussion the Executive Committee concurred with her explanation. The Executive Committee agreed to quarterly reviews of the financials with a midyear adjustment to the budget. The Committee requested that a project status update, including the total budget and progress of multi-year projects, be distributed twice a year. Diers concluded with an explanation of how she uses the balance sheet. Langdell made a motion to accept the financials and place on file for audit. There was a second by Hennessey and the motion passed unanimously.

Business

IV. Staff Goals and Priorities

Diers discussed the Strategic Plan and the priority goals for the agency. She reviewed the goals and actions listed in the plan. There was a brief discussion of the priorities and goals. Langdell and Hennessey expressed interest in the 501c3 designation. Diers explained that the 501c3 would be a separate entity and that she will continue to research and report back the pros and cons.

V. Facility Lease

Diers updated the Executive Committee on the status facility lease. Diers stated that she had consulted with Bill Norton, a Manchester-based Commercial Realtor, to review the current lease and provide a market comparison. Mr. Norton has indicated that the lease and rates are reasonable. Diers notified the landlord of NRPC's intention to renew and negotiate new terms for the lease.

VI. Website Update

Diers distributed a website map and discussed the new structure of the web site. She explained that the new site will focus users on the service NRPC provides. The staff is currently developing content for the new pages.

VII. Marketing Services

Diers described recent work by the staff to develop marketing materials. The goal is to bring a more professional look to the agencies materials such as proposals. Diers indicated that this effort dovetails nicely with the website. There was a discussion of how to roll out the website and marketing materials. The Executive Committee suggested using memory sticks with the marketing materials and web pages as a handout at events like the legislative forum. The discussion shifted to new service areas for NRPC. Diers indicated that efforts are underway to explore new service areas. A survey is under development to support this effort. Meetings have been held with Town Mangers regarding the energy aggregations and Diers would like to expand the discussion to include whether towns would be interested in grant writing services, GIS and project management. Kelly suggested consulting on revenue generation through TIF and TOD projects. Diers stated that the focus is on projects like energy aggregation and ways to share regional services.

VIII. Regional Plan Schedule

Diers handed out the schedule for the revised Regional Plan. Diers briefly reviewed the schedule and discussed the Executive Committee role in the process and how they can be involved. The Executive Committee suggested a standing item on the agenda.

IX. Executive Committee Vacancies

There was no new progress to report. The Executive committee is waiting on the City of Nashua to fill the Community Development Director position.

X. Other Business

There was a brief discussion of upcoming legislative session and developing a summary of proposed legislation.

XI. Adjourn

There was a motion to adjourn made by Langdell, second by Young. The meeting adjourned at 7:35PM