



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
June 18, 2014**

**Present:**

Karin Elmer, Chair  
Dan Kelly  
Janet Langdell  
Tom Young  
Dave Hennessey, Vice Chair  
Mike Fimbel  
Jim Battis

**Absent:**

**Staff:**

Kerrie Diers, Executive Director  
Tim Roache, Assistant Director

**Others:**

Susan Ruch, Amherst (arrived at 6:30 PM)

**I. Call to Order:**

Elmer called the meeting to order at 6:00 PM

**II. Minutes:**

The Executive Committee reviewed the public and nonpublic minutes from the May 21, 2014 and May 29, 2014 meetings. Hennessey made a motion to approve both sets of minutes as written. There was a second by Young. The motion passed with Fimbel abstaining from approval of both sets of minutes and Langdell abstaining from the approval of the May 29, 2014 minutes only.

**III. Financials**

Diers reviewed the financials, focusing on the April data. Diers stated that the account status is strong and costs are tracking as expected. Diers explained that fixed assets line item is up due to the purchase of the new van. Diers reviewed several components of the balance sheet and concluded that the balance sheet is in good shape. There was a brief discussion of improving reporting to assist members in their understanding of the financials. Fimbel made a motion to accept the April financials and place on file for audit. There was a second by Young which carried unanimously.

**IV. Draft FY 15 Budget**

Diers reviewed the draft FY 15 budget. She explained that the budget was similar to preliminary versions presented in recent months. She stated that the budget fully funds staff and anticipated expenses. She added that dues level remained exactly the same. Diers briefly reviewed the outstanding grant opportunities. There was a brief discussion of the budget followed by a motion to present the budget to the full Commission for approval.

The motion was made by Hennessey with a second by Young. The motion passed unanimously.

**V. FY16 Dues Allocation**

Diers reviewed the dues formula and described the process and data to arrive at the requested amount for each community. Diers reminded the Executive Committee that it is based on OEP population estimates and equalized valuation. After a brief discussion there was a motion to recommend the FY 16 dues to the full commission for approval.

**Other Business**

Diers presented three items under other business:

1. Diers suggested the July meeting be used to set priorities for the year.
2. Diers stated that towns outside the region are interested in participating in our energy aggregation effort. There was a brief discussion of options and costs.
3. Diers provided an update on the status of the NRPC retirement plan and stated that she will have more information at the July meeting.

Elmer discussed the status of the vacancies on the Executive Committee and described the options to fill those vacancies. The Executive Committee came to the consensus that they would nominate Sarah Marchant, Nashua Community Development Director to fill the 2 year term and Susan Ruch from Amherst to fill the 1 year term. Elmer recommended the same slate of officers be carried forward. The Executive Committee concurred.

**Adjourn**

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