



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 19, 2012**

Present:

Mike Fimbel
Janet Langdell, Chair
Karin Elmer
Kathy Hersh
Dan Kelly
Rick Maddox

Absent:

Andy Seale

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

Others Present: unidentified members of the public

I. Call to Order:

Langdell called the meeting to order at 6:11 PM.

II. Minutes:

The Executive Committee reviewed the July 18, 2012 meeting minutes. Fimbel motioned to accept the minutes as written. Elmer seconded the motion. The minutes were approved with Maddox abstaining.

III. Primex Resolution

Diers described the need to change the effective date of our Primex Workers' Compensation Program enrollment to July instead of January. Diers explained that there is no change to the benefits or service and added that the change would coincide with our fiscal year and make budgeting easier. Hersh moved for approval of the resolution as submitted, seconded by Fimbel. Discussion was opened by Kelly asking how much the Primex service impacts the budget. Diers replied that it was not more than 5% but clarified many of the services are lumped so she would work with financial staff to provide a breakdown. The motion passed unanimously.

IV. Finances/Budget

Diers discussed the July and August Profit and Loss and the August Balance sheet. She stated that early spending numbers are on track and expenses are as expected. She noted that a couple of expense items were not available at the time the report was printed. Diers is working with the finance staff to update the report. This information will be provided at the October meeting. Kelly asked who has the NRPC credit card. Diers explained that it is under her name and that she authorizes use. Kelly asked if there is a credit limit. Diers explained that there is a limit. The exact number was not available at the time of the discussion. Diers added that expenses are tracked through the budget. Maddox suggested setting a policy to

address credit card use. Kelly then asked for an explanation of the retainers. Diers explained that retainers are used to track lump sum grants that we receive up front. The retainers are accounts that grant work is billed against. Kelly asked about the 401K policy. Diers provided a summary of the 401K policy. Fimbel made a motion to accept the financial reports and place on file for audit. There was a second by Kelly; passed unanimously.

V. Non-Public Session

Fimbel made a motion to go into non public session with a second by Kelly. At 6:35 PM by a unanimous roll call vote the Executive Committee went into nonpublic session to discuss personnel matters.

- Mike Fimbel - Yes
- Janet Langdell - Yes
- Karin Elmer - Yes
- Kathy Hersh - Yes
- Dan Kelly - Yes
- Rick Maddox - Yes

Upon re-entering the public meeting a motion to unseal the non-public session minutes made by Kathy Hersh, seconded by Karin Elmer. Roll call vote:

- Janet Langdell - Yes
- Mike Fimbel - Yes
- Dan Kelly - Yes
- Karin Elmer - Yes
- Kathy Hersh - Yes
- Rick Maddox - Yes

Vote unanimous

VI. Adjourn

Motion to adjourn the meeting at 6:55 by Karin Elmer, seconded by Richard Maddox. Vote unanimous