



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

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

Absent:

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

I. Call to Order:

Elmer called the meeting to order at 6:00 PM.

II. Non Public Session

Pursuant to RSA 91-A:3, II(a) to consider or act upon “the dismissal, promotion, or compensation of any public employee , Langdell made a motion to enter into non-public session at 6:04 PM. Young seconded the motion. All members of the Executive Committee agreed to enter into non –public session by a roll call vote. The Executive Committee completed the non-public session at 6:15PM. Fimbel made a motion to unseal the July 17, 2013 Non-public session minutes. Langdell seconded the motion which passed unanimously.

III. Minutes:

The Executive Committee reviewed the July 17, 2013 meeting minutes. Fimbel motioned to add the unsealed nonpublic session minutes to the public minutes. Langdell made a motion to accept the minutes as amended.

IV. Financials

Diers discussed the distribution of financial materials for the meeting. She stated that the billing cycle does not allow adequate time to have complete financial information for the prior month in advance of all meetings. The Executive Committee requested that the format of the financials be improved to include features like year to year comparisons. Diers stated a discussion regarding format of the monthly financial reports will be added to the October agenda.

Diers reviewed the July financials and discussed the indirect cost adjustment with NHDOT. She stated that updated indirect calculations indicate the adjustment could be as high as \$122,000. The Executive Committee discussed the change in the adjustment. Diers stated that the source of the problem has been fixed by negotiating a fixed indirect cost rate agreement with NHDOT and FHWA. Diers stated that projects are on track through August

and income is above budgeted. Hennessey suggested investigating ways to take advantage of slightly better interest rates through sweep accounts or similar mechanisms. Fimbel made a motion to accept the financials and place on file for audit. Second was made by Hennessey, and the motion passed unanimously.

Business

V. HRA Resolution

Diers explained that the third party health care administration service needs the Executive Committee to approve a resolution describing the arrangement and structure of the health care benefits. Diers summarized the benefits available to NRPC employees. The Executive Committee briefly discussed the resolution. Hennessey suggested a full review of health care benefits for FY 15. Hennessey made a motion to accept the resolution. Fimbel seconded the motion which passed unanimously.

VI. Primex Contribution Assurance Program

Diers explained the Primex Assurance Program for workers compensation and liability. She stated that the purpose of the program was to keep costs for workers compensations and property liability stable for the agency. There was a motion to participate in the program by Hennessey with a Second by Young. The motion passed.

VII. Facility Lease

Diers informed the Executive Committee that she has contacted a realtor from Concord, Bill Norton, to assist with the lease renewal. She stated that Bill will be providing comparisons and assist with the renewal terms. Diers expects his fee to be approximately \$500.

VIII. Web Update

Roache provided a brief update on the Website Update. He stated that the development of data viewer applications is underway including an application that will put GIS data on line for all communities interested in using it. The revised website design is mapped and staff will begin developing content in the next month. He expects the site will be available in early 2014.

IX. Other business

Elmer discussed the openings on the Executive Committee and stated that Jim Battis of Hudson has agreed to participate. Hennessey motioned to recommend Battis to the full commission as an Executive Committee member. Young seconded the motion which passed unanimously.

X. Adjourn

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