



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
July 16, 2014**

**Present:**

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

**Absent:**

Janet Langdell  
Mike Fimbel  
Susan Ruch

**Staff:**

Kerrie Diers, Executive Director  
Tim Roache, Assistant Director

**I. Call to Order:**

Elmer called the meeting to order at 6:00 PM

**II. Minutes:**

The Executive Committee reviewed the minutes from the June 18, 2014 meeting. Hennessey made a motion to approve the minutes as written. There was a second by Battis. The motion passed with Marchant abstaining.

**III. Financials**

Diers reviewed the financials for May 2014. Diers described recent activity including the status of the NHDOT settlement. She stated that the account status is strong and costs are tracking as expected. Diers reviewed the Balance Sheet and went into detail on specific line items. She also reminded the members of how dues payments are processed. Finally Diers reviewed the Profit and Loss sheet stating that the FY 14 year end is looking good. There was a brief discussion of expenses and the reason they are lower than expected. Young made a motion to accept the May financials and place on file for audit. There was a second by Hennessey which carried unanimously.

**IV. FY 15 Priorities**

Diers provided a list of priority action items to be considered by the members. Diers reviewed each priority offering the opportunity for discussion as warranted. The first priority was operations. She began with the need to resolve issues related to the administration of the retirement plan. Diers described the steps that have been taken so far. Discussion continued with the need to update the personnel policy. Other items discussed included succession planning and cross training of staff.

The second priority discussed was resource development. Members discussed new presentation technologies and presentation skills. This priority topic also included discussion of the 501c3 and professional services for marketing support.

The third priority action item was the regional vision. Discussion related to this item focused on the completion of the regional plan.

The fourth priority action item discussed was fiscal management. This discussion included techniques to simplify the financial reporting and funding contingencies for various shortfall scenarios.

The final priority action item discussed was the external public image of the agency. There was additional discussion of presentation technologies and skill of the staff. The Executive Committee felt that the outreach through social media was working well and should be continued.

There was a general consensus among the members to support the priorities as proposed.

### **Other Business**

Diers presented three items under other business:

1. Diers reminded the members of the work sessions for the regional plan. She reviewed the schedule for the release of the draft document.
2. Diers informed the members of the strategic planning process to support the Town of Amherst with its efforts to address issues around the Village Green.
3. Diers updated the members on a grant opportunity with HEAL NH. Diers described the role of NRPC in the project as it related to active transportation.

### **Adjourn**

There was a motion to adjourn made by Hennessey second by Young. The meeting adjourned at 6:45PM