



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 15, 2013**

Present:

Janet Langdell, Chair
Karin Elmer
Tom Young
Kathy Hersh
Dan Kelly
Mike Fimbel
Dave Hennessey

Absent:

Andy Seale
Rick Maddox

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Langdell called the meeting to order at 6:05 PM. Langdell noted with regret the resignation of Andy Seale from the Executive Committee.

II. Minutes:

The Executive Committee reviewed the April 19, 2013 meeting minutes. Hersh motioned to accept the minutes, Young seconded the motion. The minutes were approved unanimously.

III. Financials

Diers explained that April financial reports were not available due to the early Executive Committee meeting date. The Executive Committee briefly discussed the availability of the financials and requested that the statements be emailed as soon as they are ready. The members expressed their preference to have the documents in advance and that they did not need to be part of the meeting packet.

Business

IV. Budget Review

Diers distributed the updated draft FY 14 budget and discussed minor changes to the expenses. Diers discussed the indirect cost rate explaining how the current contract requires a settling up with the NHDOT. She went to explain how we have reached an agreement with NHDOT and established a provisional rate that will not require a settling up at the end of the contract. New rate will be established at the beginning of the next contract.

Diers responded to questions regarding professional development expenses stating that the line item was increased slightly to accommodate the larger staff and more AICP certifications. The reserve fund was again discussed. Diers informed the Executive Committee that a review of expenses showed that the average monthly expense was \$107,000 not \$70,000. The Executive Committee agreed that there is a need to establish a policy for the need and use of the reserve fund. There were no other questions regarding the budget. Diers stated that the FY 14 Budget and dues will be presented to the full commission in June.

V. Facility Lease

Diers stated that she is continuing discussion with building ownership and that renovations have continued to move forward. After a brief discussion of the improvements Hennessey suggested there be a floor and ceiling on expenses so that budgets can be established.

VI. Web Update

Roache provided a brief update on the Website RFP. He stated that proposals were due by close of business today and that 4 proposals were received. Roache reviewed the schedule stating the goal was to have a designer selected by May 31.

VII. Calendar Task Review

Diers presented the 2013 Calendar to the Committee for review. She stated that most items were covered earlier in the meeting. Diers and Roache briefly discussed the update to personnel policies. Roache stated that progress had been made and changes are under internal review. Langdell and Kelly agreed to participate in the process.

Fimbel asked about the Right to Know and Record Retention Policy. Diers explained that it is not feasible to work with other RPC's and that she will pursue an attorney independently.

VIII. Nominating Committee

Elmer led the discussion to develop a slate of officers and fill open positions on the Executive Committee. Elmer nominated Fimbel as Treasurer. Langdell stated that she needs to step down from the chair position. Consensus of the members present was to nominate Elmer as Chair and Hersh as vice chair. It was agreed that the slate of officers to be presented at the June meeting would be Elmer as Chair, Hersh as Vice Chair and Fimbel as Treasurer. The group agreed to continue to pursue new members to fill open Executive Committee positions.

IX. Executive Director Evaluation

Diers provided a summary of the proposed Director Evaluation Policy and Review Form. She briefly explained the purpose of the two documents.

The Executive Committee reviewed the documents and made suggestions to improve and clarify how the evaluation process will be executed. The Executive Committee made minor adjustments to the process and then agreed that each member will submit their evaluation to the Chair. The Chair will summarize the evaluations and this summary will be used for the basis of discussion at the Directors evaluation meeting on July 17. It was also agreed that Director Diers would provide all information and a self-evaluation at the June meeting.

The Executive Committee would submit their evaluations to Langdell by June 28. The Director's evaluation will take place July 17. The meeting will begin at 5:30. The Executive Committee discussed the details of the Evaluation form and quickly reached consensus that the evaluation form was satisfactory. Elmer suggested that Diers provide a list of all Boards and organizations on which she serves.

Next the Executive Committee agreed to discuss the Strategic Plan. Diers then described the actions taken from the Strategic Plan. The Executive Committee discussed commissioner orientation options including 10 – 15 minute recorded presentations on specific topics. Next the Executive Committee discussed the benefits of rotating meeting locations. Hennessey suggested that each Commission meeting feature or highlight a town and that town make a presentation.

Fimbel excused himself at 8:00PM.

The Executive Committee discussed the Strategic Planning Goals for FY 14. There was agreement that marketing and outreach will continue to be important. It was noted that the revised website will be important as will the town reports. It was suggested that new members and officers be announced in a press release. Langdell suggested that the launch of the updated website also be announced via a press release or some other event.

The next priority discussed was the HR Compliance and Personnel Policy. The Executive Committee suggested focusing on a reserve fund policy and investigating cost effectiveness of establishing a 501c3.

Langdell invited the Executive Committee members to bring any additions to her attention.

X. Adjourn

There was a motion to adjourn made by Elmer, second by Young. The meeting adjourned at 8:30PM