



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 20, 2013**

Present: Janet Langdell, Chair
Karin Elmer
Tom Young
Kathy Hersh
Rick Maddox
Dan Kelly

Absent: Andy Seale
Mike Fimbel
Dave Hennessey

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

I. Call to Order:

Langdell called the meeting to order at 6:03 PM.

II. Minutes:

The Executive Committee reviewed the February 20, 2013 meeting minutes. Langdell pointed out a typographical error to be corrected. Maddox motioned to accept the minutes as amended, Young seconded the motion. The minutes were approved unanimously.

III. Financials

Diers reviewed the January financial reports. She stated that the finances remain in good shape with no significant changes over the last month. Diers added that reserve funds will be transferred at the end of the year. Maddox asked what the limit is on reserve funds. Diers explained the reserve is to ensure cash flow remains positive. Langdell added that it is good business practice. Diers stated the goal is to return the cash reserve to pre-move levels.

Diers moved on to the profit and loss. She stated that progress on each project varies but all are moving along as expected. Diers indicated that insurance costs increased slightly and the legislative forum costs were listed under miscellaneous. The Executive Committee discussed cost over runs. Diers explained that the budget is an estimate and driven by the bottom line. Actual costs are tracked and recorded. She concluded by stating that overall the bank account and cash flow is in good shape.

Kelly made a motion to approve the financials and place on file for audit. Young seconded the motion. Passed unanimously.

BUSINESS

IV. Facility Lease

Diers led the discussion explaining that she and Hennessey met with the building owner's representative. The current lease terms were discussed. Diers outlined some changes that needed to be addressed before renewal of the lease. Specifically she highlighted the electric meter separation, aesthetics, and condition of the restrooms. Diers stated that the intention is to secure a broker to scan the market and continue discussion with current owner. Consensus of the Executive Committee supported that direction. Maddox suggested that Diers follow up with a letter to the building owner to get them on the record. There was additional discussion of changes to the setup of the current space to use the space more efficiently. Diers went on to review the staff input on the current facility stating that the staff observations are consistent with the Executive Committee.

V. 2013 Calendar

Diers distributed the 2013 Calendar to the Committee for review. She reviewed the anticipated schedule of meetings. She stated that calendar is a guide but will change based on priorities. She stated that currently the facility lease is the priority. She stated the Roache will take the lead on personnel policies with Seale and Langdell.

VI. Other Business

Diers reminded the Executive Committee of the Housing Workshop for the Regional Plan on March 29. She also informed them of the Regional Plan NH Listens Event Scheduled for April 30 and emphasized that it is important to attend.

VII. Adjourn

There was a motion to adjourn made by Maddox, second by Young. The meeting adjourned at 6:51