



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
January 16, 2013**

Present:

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

Absent:

Rick Maddox
Andy Seale
Dan Kelly

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Langdell called the meeting to order at 6:01 PM.

II. Minutes:

The Executive Committee reviewed the December 19 meeting minutes. Hersh motioned to accept the minutes as written, Young seconded the motion. The minutes were approved by a unanimous vote.

III. Financials

Diers reviewed the December financial reports. She stated that the finances remain in good shape. The agency is ahead on income and behind projected expenses. She stated that she expects some larger purchases to even out income and expenses. She concluded by stating that overall the bank account is in good shape. Hennessey asked about sequestration and the debt ceiling issue. There was a brief discussion. Diers stated that she is monitoring the issue through National Association of Development Organizations. There was additional discussion of the Affordable Care Act. Diers stated that most provisions do not apply because NRPC is under 50 employees.

There was additional discussion related to outreach and NRPC being more active in Chambers of Commerce and other membership organizations. Diers will look into the current status of memberships.

Elmer made a motion to approve the financials and place on file for audit. Fimbel seconded the motion. The motion passed unanimously.

Old Business

IV. FY 12 Audit Report

Diers distributed the final letter from auditor that states the audit is clear. Diers reviewed the letter and pointed out the clarification related to the rent calculation on page 15 and 16.

V. Credit Card Policy

Diers distributed the revised Credit Card Policy reflecting the changes suggested by the Executive Committee at the previous meeting. Diers reviewed the changes and asked for approval of the policy. Elmer motioned to approve the revised Credit Card Policy. Hersh seconded the motion. The motion passed unanimously.

VI. Legislative Forum

Diers informed the Executive Committee that invitations to the legislative forum went out. She explained that it will be hosted at Martha's Exchange in Nashua and will include a half hour open house followed by dinner and guest speaker DOT Commissioner Chris Clement. Langdell asked how many people Martha's can accommodate. Diers state that they can accommodate up to 150 and we expect about 75. She added that dinner will be plated and RSVP is required.

Diers reviewed the list of invitees. Elmer asked if the press or the Chamber Presidents were invited. Diers stated that the Chamber was invited but the press was not yet invited. Diers concluded by informing the Executive Committee that electronic invitations will go out this week.

VII. 2013 Calendar

Diers distributed the 2013 Calendar to the Committee for review. She reviewed the anticipated schedule of meetings. She explained that the calendar will be adjusted over time as necessary.

New Business

VIII. Mid-Year Budget Review

Diers reviewed changes to the mid-year budget including new projects that have been added since the adoption of the budget. Diers also discussed the change to the indirect rate and the impact on the NHDOT contract. Diers explained that Broadband Rural Addressing has been reduced because of slower progress than expected. She explained that the Salary Line Item has been adjusted due to personnel changes. There was a short discussion on the budget with no action taken. Diers explained that no action was necessary.

IX. Lease

Diers stated that the lease is up a year from April and that she is actively seeking a new Realtor. The Executive Committee discussed the merits of renegotiating or searching for a new location. Consensus was that both actions should take place simultaneously. Hennessey suggested that NRPC hire CIBOR (Commercial Investment Board of Realtors) to help negotiate a new lease. Langdell suggested we develop an estimate for the cost of moving. Hennessey stated that the Realtor can assist with those types of details. Diers

stated that she is looking into it. Hersh stated that the building needs work and any new lease should ensure a professional office environment.

X. Project Scoring

Roache updated the Executive Committee on the project scoring process for the Ten Year Plan. Roache Stated that NHDOT is moving forward with a new software package to score and prioritize projects. As part of that process NHDOT needs the RPC's to rank projects in a consistent manner. NRPC has developed scoring criteria consistent with the NHDOT and other regions. Roache stated that a subcommittee of the TTAC will be scoring the projects in the region over the next month and the results of that process will be brought to the March Meeting for consideration and approval. The prioritized list will then be sent to NHDOT to be incorporated into the statewide prioritization. Roache stated that he believes NRPC will participate in the State wide process. Roache then listed the current members of the subcommittee and asked for additional volunteers. Elmer and Hersh agreed to participate in the process.

XI. Other Business

Diers made an announcement regarding the Regional Transportation Workshop for February 8.

Diers informed the Executive Committee of the plan for staff training to improve presentation skills. She explained that it will be a half day on site training customized to NRPC. The Executive Committee supported the plan.

XII. Adjourn

There was a motion to adjourn made by Hennessey, second by Young. The meeting adjourned at 7:30.