



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
June 19, 2013**

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

Absent:

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

I. Call to Order:

Langdell called the meeting to order at 6:08 PM.

II. Minutes:

The Executive Committee reviewed the May 15, 2013 meeting minutes. Hersh motioned to accept the minutes, Elmer seconded the motion. The minutes were approved unanimously.

III. Financials

Diers reviewed the most recent financial information from May 2013. She stated that the balance sheet was in good shape. There were no questions from the Executive Committee. She went on to the profit and loss statement and reminded the Executive Committee that it takes up to 30 days to completely close the month so there could be minor changes. However, revenue and reserves are in good shape. There was a brief discussion of the printing costs and benefits of outsourcing as a service. Diers stated that outsourcing will be evaluated when the current copier lease expires. Hennessey made a motion to accept the financials and place on file for audit.

Business

IV. Budget and Work Program

Diers distributed and discussed the proposed work program, budget and dues. She went on to explain that the dues need to be set for FY 15. She stated the dues are based on population and assessed value and that the estimates resulted in no change to the dues.

Diers reviewed the budget for FY 14 and discussed the intent to hire two temporary positions to support the work on the Regional Plan. Langdell requested an email announcement when staff changes occur. Next Diers went on to review the work program.

There was a brief discussion of how NRPC can charge for additional services. There was also discussion of non-traditional partnerships, private developers or consultants. Diers explained that we work for the towns by state statute.

Elmer made a motion to recommend the budget and work program for approval by the full commission. Fimbel seconded the motion. The motion passed.

Next the Executive Committee addressed the dues for FY 15. Diers reiterated that the OEP population estimates resulted in the same percent share per community and assessed value data also remained unchanged so the dues for FY 15 will be exactly the same as FY 14. Hersh motioned to recommend the FY 15 dues to the full commission for adoption. Second by Hennessey. The motion passed.

V. Nominating Committee

The nominating committee discussed the slate of officers for FY 14. Elmer was nominated as Chair, Hennessey was nominated as Vice Chair and Fimbel as Treasurer. It was also noted that there are three vacancies on the Executive Committee. Langdell suggested all members of the Executive Committee continue to pursue new members through the summer and address the issue again at the September meeting. There was a motion to recommend the slate of officers to the full commission by Hersh with a second by Kelly. The motion passed.

VI. Facility Lease

Diers stated that she is continuing discussions with building ownership. Diers informed the Executive Committee that the building cannot be rewired and the focus is on renegotiation of the terms and not the price. Hennessey added the owners owe NRPC money if we renew. Hennessey also added that the current lease is in line with the market.

VII. Web Update

Roache provided a brief update on the Website RFP. He stated that 4 proposals were received. Two vendors were interviewed. Neither vendor could meet all requirements of the RFP but considered that collectively, the vendors could provide all of the features listed in the RFP. NRPC was negotiating with each vendor to develop pieces of the website that could be constructed and implemented virtually independent of the other. NRPC staff will facilitate the minimal coordination needed to launch the site. .

VIII. Executive Director Evaluation

Diers distributed and discussed the Executive Directors evaluation materials. Langdell explained that individual evaluations needed to be to Elmer by July 8. The evaluation will be held at the July 17 meeting.

IX. Adjourn

There was a motion to adjourn made by Kelly, second by Young. The meeting adjourned at 6:58PM