



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 15, 2014**

Present:

Karin Elmer, Chair
Dan Kelly
Susan Ruch
Tom Young
Dave Hennessey, Vice Chair
Jim Battis
Mike Fimbel

Absent:

Janet Langdell
Sarah Marchant

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Elmer called the meeting to order at 6:02 PM

II. Minutes:

The Executive Committee reviewed the minutes from the September 17, 2014 meeting. Kelly made a grammatical correction in the financial section. Hennessey made a motion to approve the minutes as amended. There was a second by Kelly. The motion passed unanimously.

III. Discussion of Fiscal Oversight

Diers provided a handout describing the role of the executive boards in reviewing an agency's financial reports. Diers presented a "dashboard" concept to share financial information with the Executive Committee. Fimbel and Hennessey suggested sharing the "dashboard" report at the end of each month. There was additional discussion of getting the report out in advance recognizing the lag time in the availability of some information. There was a side discussion related to reserve funds and assurance mechanisms should the agency close. Diers completed her review of the Dashboard. There was consensus that the dashboard concept was worth trying. Diers indicated that she would work on implementing the dashboard in the next month or two.

IV. Financials

Diers reviewed the financials for August 2014. Diers described recent activity stating that the dues are tracking slightly ahead and expenses are slightly behind. She added that nothing is unexpected or unusual for this point in the fiscal year and costs are tracking as expected. Diers reviewed the Balance Sheet and Profit/Loss data and went into detail on specific line items. Diers stated that the accounts receivable are high but expected to come down as payments are received. Kelly made a motion to accept the August financials and place on file for audit. There was a second by Young which carried unanimously.

V. Directors Report on Action Items

Diers distributed and reviewed a spreadsheet of agency priorities. Diers began with the Retirement Plan issues. She stated that she is continuing discussions with legal counsel and expects a direction by next month.

Diers stated that a significant amount of time and effort is going into the Regional Plan and MTP. There was a brief discussion of the December hearing and it was suggested that NRPC

encourage early review and questions to ensure an efficient meeting in December. She stated that the management team is continuing work on the personnel policies.

Other Business

Diers presented two items under other business:

1. Legislative Forum: Diers reminded the Executive Committee of the upcoming regional forum. It was suggested that NRPC feature the Regional Plan to address the legislators. Hennessey suggested that this provides an opportunity to ask for action based on recommendations and data in the plan. There was additional discussion of how to present the information. It was suggested that NRPC adapt an open house approach to the forum using the regional plan. It was suggested that the aides to the federal delegation be invited.
2. Visibility in schools: There was a brief discussion of visibility in schools related to regional planning. Consensus was that it is difficult to find a slot in the curriculum. Additional ideas for extra-curricular planning activities/clubs were discussed.

Adjourn

There was a motion to adjourn made by Hennessey second by Young. The meeting adjourned at 7:14PM