



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
April 17, 2013**

Present:

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

Absent:

Andy Seale

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Langdell called the meeting to order at 6:05 PM.

II. Minutes:

The Executive Committee reviewed the March 20, 2013 meeting minutes. Elmer motioned to accept the minutes, Young seconded the motion. The minutes were approved with Fimbel and Hennessey abstaining.

III. Financials

Diers reviewed the February financial reports. Diers began with the Balance sheet which she described as being in good shape with no significant changes over the last month. There were no questions from the Executive Committee.

Diers moved on to the profit and loss. She stated at 75% through the year projects are tracking well there is some expected variation on some projects but all are moving along. Diers indicated that some expenses will be coming including a new server and traffic analysis software. She concluded by stating that overall the bank account and cash flow is in good shape. Langdell asked about the grant line item. Diers explained that there were new grants that came in after the budget was set.

Fimbel made a motion to accept the financials and place on file for audit. Elmer seconded the motion. Passed unanimously.

Business

IV. Facility Lease

Diers began by reviewing recent correspondence with the landlord. She stated that improvements are underway to the restrooms and entry way. She added that we anticipate

a solution to the electric metering. The Executive Committee discussed the next steps and agreed that a scan of the market is warranted while new terms are being negotiated. Maddox suggested not wasting much time on the scan if the current lease can be reduced. Hennessey added that any hired realtor should not be a Commissioner. Hennessey agreed to get names from CIBOR.

V. Budget Review

Diers distributed the draft FY 14 budget and stepped through each line item with the Executive Committee. There was a brief discussion of the tax map contracts. Maddox added that this needs to be marketed as a service. There were no other questions about the contracts. Diers went on to discuss the expenses stating that they are fairly stable. Health care was only up 1% this past year, but we have budgeted for a 15% increase for 2014. Information Technology is up due to the new server and related cloud based services. Diers concluded saying she expects to refine the budget for next month. The Executive Committee discussed printing costs and suggested looking into off site printing. Hennessey commented that it is good to see the dues and subscriptions up to allow participation in various chambers and other business organizations. He suggested NRPC host business after hour's events. Maddox questioned the reserve fund purpose, need and total amount. Diers explained the purpose and goals of the account. Maddox suggested choosing a better name for the account and Langdell suggested coming up with a description of its purpose. It was suggested a policy for the account be established.

VI. Calendar Task Review

Diers presented the 2013 Calendar to the Committee for review. She reviewed the anticipated schedule of meetings. Roached described progress on the website update. Maddox suggested we coordinate with communities to avoid duplication of effort. Hennessey suggested linking to real estate data.

VII. Executive Director Evaluation

Diers provided a packet/guide to assist in establishing a process for her evaluation. The Executive Committee discussed past processes and how to establish metrics to measure performance. There was a brief discussion of the goals set in the strategic plan and how that ties to performance. It was concluded that the strategic goals were not an explicit directive to be evaluated under this review. The Strategic Plan was not set as a performance tool for the Executive Director. Consensus among the Executive Committee was to establish a process with measurable goals. Langdell summarized stating that for the next meeting they will develop a draft evaluation form. As part of the review, Diers will provide a self-assessment, along with a copy last year's review. Maddox asked for the salary history over the last 5 years including the previous Director.

VIII. Adjourn

There was a motion to adjourn made by Elmer, second by Fimbel. The meeting adjourned at 8:00PM