



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
January 21, 2015**

**Present:**

Karin Elmer, Chair  
Dave Hennessey, Vice Chair  
Janet Langdell  
Susan Ruch  
Tom Young  
Jim Battis  
Mike Fimbel  
Sarah Marchant

**Absent:**

Dan Kelly

**Staff:**

Kerrie Diers, Executive Director  
Tim Roache, Assistant Director  
Karen Baker, Program Assistant

**I. Call to Order:**

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

**II. Minutes: December 17, 2015 and January 8, 2015**

The Executive Committee reviewed the minutes from the December 17, 2014 meeting. Battis made a motion to approve the minutes as written. There was a second by Young. The motion passed. The EC moved onto the January 8, 2015 Public Session minutes. Battis made a motion to approve the minutes with a second by Young. The motion passed.

**III. Financial Dashboard, Banking Information and Financial Reports**

Diers reviewed the financial dashboard. She talked about the \$250,000 FDIC Insurance limit and the meeting she, Roache and Reinert had with a TD Bank representative and the government banking team that NRPC has working with them. The current process is that anytime you go over \$250,000, you are issued a collateral letter. The new program will be automated with a \$450,000 credit through February. This addresses the issues of being federally insured and if the bank tanks. Fimbel will have to sign so NRPC can participate. Langdell asked about online banking. Diers said it is available for small businesses, but is unsafe for governmental businesses due to the lack of paper. She added that an ACH system was being looked into.

Diers moved onto the Credit Card with Bank of America of which Diers had been personally guaranteeing and switching to a corporate credit card through TD Bank which is not personally guaranteed. Authorization for the chair to apply is necessary from the EC. She added that once a new TD Bank credit card has been issued, she would close out the Bank of America card. Diers said she was waiting for a form from Bank of America to change the card from her name to NRPC in response to a Fimbel question, but had not received it as of the EC meeting. There was further discussion on a credit card policy, which NRPC has, various bank policies and who should receive TD credit cards. Langdell motioned to have Elmer apply for a credit card and for Diers to cancel B of A once new TD card in through TD

Bank with a second from Marchant. All were in favor and the motion passed. Diers also said that in order to view NRPC accounts online, NRPC would have to sign up with E-Treasury and to stay tuned for more info.

Diers moved onto finances. She said balances were looking good at the end of December but they would be much smaller by January/February due to big projects wrapping up.

Diers reviewed the Dashboard. She answered some questions on how often parts of the dashboard were updated from Battis. Battis asked that the updates be done quarterly to see the potential net based on the projected and to see the change from report to report.

Diers clarified for Battis the 20% spike in audience review of the NRPC website since December 29<sup>th</sup> when the Pipeline webpage was added. She added that LIVE Maps now has the pipeline info.

Hennessey motioned with a second from Battis to approve the November financial reports and place on file for audit.

#### **IV. Establishment of a Regional Pipeline Policy Advisory Committee**

Diers informed the group that Kermit Williams from Wilton volunteered to chair the pipeline committee and wanted people on the committee who have time to participate. She reviewed the NRPC PPAC document included in the agenda packet. She reviewed Membership, Charge of the Committee, Meetings and Quorum. There was suggestions and discussion on recommendations going to the full Commission, if 1 representative from each towns was sufficient, if more local representation is necessary, if a bi-regional committee is necessary, how the letter to the towns should be worded, expertise, composition of & credibility of volunteers, whether NRPC should stake out a position on the pipeline and locations, the need for facilitators of information to their communities to be on the committee, pros & cons, location impacts, end products with minority and majority recommendations, one voice to speak and communicate our charge to the SCC, and mitigation measures, if it happens.

Diers informed that the Town Administrators from the region were banding together and the NRPC would be sitting in on these meetings as well. Hennessey felt that the focus should not just be on the pipeline and referred to the power expansion easements in the region. Diers said that Kinder Morgan and the power line representatives have been out there meeting with the towns. Marchant said the power line doubling is a separate application and that the pipeline will run along the power line easement. There was further discussion on the federal vs state process. Recommendation from the EC was to change #1 and to add a #7 to the duties of the PPAC to read as follows:

- 1. Identify the issues with respect to locating pipeline and other energy facilities and distribution systems in the region.**
- 7. Develop a set of recommendations/responses for pipeline and other power line expansion facilities as necessary and go back with new charge.**

Motion to establish a pipeline policy advisory committee came from Marchant with a second from Battis. All were in favor and the motion passed.

**V. Legislative Forum**

There was discussion on the Legislative Forum and changing it from the February 26 (school vacation week) to another date. The EC suggested March 5<sup>th</sup> if the Courtyard Marriott was available. If not, keep the February 26<sup>th</sup> date. Roache said that he was hoping to get a speaker for rail, possibly Mike Izbicki or Patricia Quinn and feature the Regional Plan. no other business discussed.

**VI. Director's Report on FY15 Action Items**

Diers said that most of the items on the report were already discussed. She said there was no new news back on the retirement plan which had been filed with the IRS. Reinert was working on the figures. She added that Roache new about the medium priorities and where the folders were.

**VII. Executive Director Search Discussion**

Langdell asked about an exit interview with Diers. She added that even if it ends up being informal, it would be nice. Baker can look into if we have anything on file regarding exit interviews.

7:20pm - The EC went into non-public session to discuss the Executive Director Search.

**Adjourn**

Motion to adjourn was made by Marchant with a second by Langdell. The meeting adjourned at 7:35PM