



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

**Present:** Karin Elmer, Chair  
Dan Kelly  
Janet Langdell  
Tom Young  
Dave Hennessey, Vice Chair  
Mike Fimbel, Treasurer  
Jim Battis

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

**I. Call to Order:**

Elmer called the meeting to order at 6:01 PM

**II. Adoption of the 2013 Audit - Audit Report**

Diers discussed the Audit Report that was presented to members of the Executive Committee in February. There was consensus that the presentation in February answered all questions. Hennessey motioned to adopt the audit report and place on file with a second by Kelly. The motion passed unanimously.

**III. Minutes:**

The Executive Committee reviewed the minutes from the January 15, 2014 meeting. Hennessey made a motion to approve the minutes as written. There was a second by Young. The motion passed unanimously.

**IV. Financials**

Diers reviewed the financials, focusing on the January data. Diers explained the monthly deficit is typical of January as we make double health care payments and other annual costs are incurred. Overall costs are tracking as expected. There was a brief discussion of Brownfields Grants where Diers explained current initiatives are being explored by NRPC. There were no other questions. Battis made a motion to accept the December and January financials and place on file for audit. There was a second by Fimbel which carried unanimously.

**Business**

**I. Directors Report**

**Website Update:** Diers explained that the new website will be launched this week. She provided the Executive Committee with an update on the status of the project and requested any comments or feedback on the new site as soon as possible. Elmer suggested that the Landscape Architecture page be revisited and toned down. Elmer described it as



promoting the NH Landscape Architecture Association. Diers stated that changes would be made to the page to make the tone and message consistent with the other pages.

**Marketing:** Diers described the recent efforts including a discussion with the Merrimack Planning Board. Diers discussed the possible use of a PR Firm to help develop more effective communication with the communities. There was a brief discussion by the Executive Committee in which Langdell and Hennessey suggested that it be made clear that we are marketing to local governments and boards. Elmer suggested that we make sure any materials produced are the property of NRPC.

**501(c)3:** Diers updated the Executive Committee on the status of the 501(c)3 research. Diers expressed concerns about the authority of the Commission to establish a 501(c)3 under NRPC's enabling legislation RSA:36. There was a brief discussion regarding seeking an opinion from the Attorney General. It was agreed to table action on this item and revisit at a later time.

**Administrative Items:**

- Diers discussed workload distribution with recent staffing changes. She discussed contracting for landscape architect services to fill the gap left by staff attrition.
- Diers reported that the HR Audit has been completed and that the agency is meeting all requirements for HR at this time.
- There was a brief discussion of the Legislative Forum. Diers stated that it was well attended. She added that it is an invitation only event and efforts will be made to make sure that only those invited are eligible to attend.

**II. Adjourn**

There was a motion to adjourn made by Kelly second by Young. The meeting adjourned at 6:53PM