



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 1, 2004

Present: John Eresian, Chair
Kathy Hersh, Vice Chair
Howard Dilworth, Jr.
Nelson Disco
Frank Bolmarcich
Andy Prolman
Bill Parker

Members Absent: Mike Fimbel, Marilyn Peterman

Others Present: Stephen Williams, Executive Director, Paul Mercier Jr., CPA

The chair called the meeting to order at 6:00 pm. Hersh asked that the consideration of the minutes of the August 18, 2004 meeting be moved down in the agenda. Eresian agreed to the change.

Presentation of NRPC Audit by Paul Mercier Jr., CPA

Mercier was introduced by Williams and handed out copies of the NRPC audit for FY2003. He described in general the changes to government audits that have recently come into effect due to GASB statement #34 and their impact on NRPC's audit. He also described the findings of the NRPC audit and stated that there were no findings or deficiencies observed in NRPC's accounting practices. He also described changes to NRPC's policy for inventorying capital items. This involved writing off capital value of \$172,311 for furniture and equipment. This change has no direct impact on the agency's actual assets since these capital items could not have been sold to recoup that value. There were some questions addressed to Mercier.

Following Mercier's departure Williams asked members of the Executive Committee if they wanted to continue with his firm. Motion by Hersh, second by Parker to renew the contract with the Mercier Group for the agency audit.

Williams also provided information on reforms and changes being advocated for public sector/non-governmental organization audits. Of the items discussed members of the Executive Committee expressed interest in the formation of an audit committee.

Minutes of the August 18, 2004 Executive Committee Meeting

Hersh indicated that she asked that the consideration of the minutes be moved down in the agenda so that the Executive Committee could have a more thorough discussion of issues on how the minutes were put together. She stated that although she thought the minutes were true to the discussion that had taken place, that they were too detailed. Other members of the Executive Committee agreed that it was not necessary to include the level of detail currently found in the minutes. After discussion it was suggested that Williams revise the minutes of the August 18 meeting and resubmit those in October.

July 2004 Finance Report

Williams called the attention of the committee to the July Fiscal Report. Williams pointed out that he had provided the standard reports that were previously submitted as well as a new summary report. This report included a summary that showed the month, year to date, adopted budget and the actual available resources. It also included columns showing the year to date percent expended of the adopted budget and the actual available resources. Members of the Executive Committee expressed their appreciation for his efforts to improve the finance report.



Other Administrative Issues

Williams distributed copies of the Memorandum of Understanding from December 2002 between NRPC and the Merrimack River Watershed Council to the Executive Committee. He pointed out article six, which specified that the agreement should be renewed annually. Members of the Executive Committee felt that the MOU was not functioning as originally intended due to changing circumstances. Motion by Dilworth, second by Parker to communicate to MRWC that NRPC was withdrawing from the MOU pursuant to article 6. Motion passed.

Adjourn

Williams reminded the committee that the next meeting would be on October 20. The meeting adjourned at 7:00 pm.

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