



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 21, 2005

Present: John Eresian, Chair
Kathy Hersh, Vice Chair
Nelson Disco, Treasurer
Howard Dilworth, Jr.
Tom Collins
Ray Peeples
Marilyn Peterman

Staff: Stephen Williams, Executive Director
Kerrie Diers, Assistant Director

I. Call to Order

The meeting was called to order by Chair Eresian at 6:00 pm.

II. Approval of the Minutes of August 17, 2005

Motion to approve the minutes as submitted was made by Hersh, and seconded by Disco. Motion passed with two abstentions.

III. Administration:

a. Finance Report and Balance Sheet for August, 2005

Williams reviewed the month end report. NRPC was (\$22,777.27) for the month due to some larger contracts that still remain to be paid. The balance sheet shows a healthy \$345,000.00 in receivables, and \$210,000 in cash.

b. Administration Issues

i. Staffing Issues

NRPC is fully staffed as of the second week in August. There are five new employees since May, and the staff appears to be working well together so far. The Executive Committee extended their congratulations to Steve for fully staffing NRPC with qualified staff.

ii. Server

Steve Schaffer has developed an implementation plan for the new server. Management staff is working on policy issues (file sharing, etc.) We will formulate a written policy for procedures. The server will have a back-up with 2 hard drives and nightly back up capability. The Executive committee recommended that there be a plan in place to contract out for a support service, and build redundancy in knowledge of the system by involving other staff.

iii. Other

The photocopier was repaired and is still working. Public relations from visits to the Planning Boards and Boards of Selectmen seem to be going well. Dilworth reminded the Committee about "back burner" issues: Executive Director compensation package, recognition of long term employees and commissioners, and annual dinner location. Williams has received salary surveys and other information that he will share with the Committee. The consensus for the annual dinner location is the Budweiser Plant. Recognition for commissioners should be done at the annual meeting. Also, office location may be an issue sooner than later.



IV. Policy

a. NRPC Regional Plan

Williams reviewed the proposed regional plan process, and will present the same at the Full Commission Meeting later in the evening. The Region-wide buildout study is in final draft form. It will be continually updated as new information comes along. It is the first product of the Regional Plan process, but it does not need to be adopted by the Commission since it is not a policy document. Disco stated that we needed to be careful about the information that is used and how it is presented. He stated that he felt uncomfortable with some of the variation in rates for things like solid waste generation, and police and fire calls. He recommended that footnotes be added about the source of the information and that it is based on the best available data. It was agreed that a prominent statement to that effect would be added in the final version.

V. Other Business:

None. The next meeting is on October 19, 2005

Adjournment

Motion to adjourn at 6:55 pm. Meeting was adjourned.