

MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 17, 2006

Present: John Eresian, Chair
Kathy Hersh, Vice Chair
Howard Dilworth
Mike Fimbel
Noreen O'Connell
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. Presentation by HealthTrust representative Deborah Beauchesne on Flexible Spending Accounts

Deborah Beauchesne presented information about the Flexible Spending Account option that is offered through the HealthTrust for pre-tax deductions for health care and child care. If NRPC chose to provide this benefit to employees, it would need to decide minimum and maximum amounts for the program.

Peterman moved, and Hersh seconded, to have Executive Director Williams draft a proposal to present at for consideration at the June Executive Committee meeting. The motion passed unanimously.

III. Approval of the Minutes of April 12, 2006

Motion to approve the minutes as submitted was made by Hersh, and seconded by Peterman. Motion passed with 3 abstentions.

IV. Nominating Committee Progress Report:

The Nominating Committee members are Peeples, Peterman and Fimbel. Their charge is to develop a slate for Chair, Vice-Chair and Treasurer. Eresian and Hersh have both served two years in their positions, but Disco has only served as Treasurer for one year, so is eligible to serve another term. The term is July to June. The slate of candidates will be recommended on June 21st.

V. Administration:

Finance Report and Balance Sheet for April, 2006

Williams reviewed the month end reports from April. At the end of April, NRPC was \$2,491 for the month and (\$44,097) for the year. Williams pointed out that we are 5/6 through the fiscal year and are still on track. All the billing will be completed in the next 2 months to be in balance with the budget. NRPC is still below budget for the year. There have been lower expenditures due to the delay in the commuter rail project.

VI. Consideration of Future Facilities Alternatives:

a. Proposed request for Qualifications for Commercial Realtors

Williams presented a draft RFQ to engage a commercial Realtor, and requested the assistance of a subcommittee to work with him on this process. The RFQ requirements leave open the options to lease, purchase or construct new office space. Hersh, Peeples and Fimbel volunteered to be on

the subcommittee. Eresian suggested that we approach our bank to see what kind of financial package we might be looking at. Williams suggested that we need to look at all financing options available as NRPC may not qualify for traditional banking products. Williams will investigate grant funds or other financing avenues.

b. Consideration of Brad Vear's role in the process

Williams explained that Brad Vear has been assisting him in the initial investigations into new office space for NRPC. Williams requested some guidance from the Executive Committee, in order to ensure that we avoid the appearance of impropriety with Vear's position as a Commissioner as well as a Commercial Realtor. The Executive Committee discussed the situation and agreed that there was not a controlling state statute that specifically addressed the situation. Overall, the Executive Committee felt that the perception of NRPC was the most important issue. Given that, it was decided Williams should communicate with Vear, explain the Executive Committee's concerns and allow him to choose the manner in which he would prefer to participate in the process, as either a realtor or as a member of the Commission.

The Executive Committee directed Williams to send out the RFQ letters, but that a personal note should be included with the letter sent to Vear explaining the Executive Committee's position on the matter.

VII. Draft FY07 Budget

Williams reviewed the revised Draft FY 07 Budget. Some items have been removed from the resources side due to the funding not being approved at Town Meetings. New items include the contract with NHDOT for the Administration of the Context Sensitive Solutions program and an anticipated DOT SPR grant. Under expenses, there are three new positions included within the budget for a Smart Growth Program manager, and an additional Transportation Planner.

VIII. Other Business

- HHW Facility Inspection: The facility was inspected by DES, and there are several minor items that need to be rectified.
- ITS Architecture Draft Plan will be distributed to the Fire, Police, Public Works and Transit officials in the Towns in June. Once the final is adopted, the Plan will be distributed to the other public officials.
- NRPC Scorecard: Williams asked members of the Executive Committee present to fill out a brief survey about NRPC products and processes.

IX. Executive Director Annual Review.

X. Next Meeting - June 21, 6:00 pm, with NRPC Commission meeting at 7:00 pm.

XI. Adjourn.