



**DRAFT MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**February 20, 2008**

**Present:** Kathy Hersh, Chair  
Tom Collins  
Howard Dilworth  
Karin Elmer  
Mike Fimbel  
Noreen O'Connell  
Joe Torre

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

**Guest:** Brad Vear

**I. Call to Order:**

The meeting was called to order by Chair Hersh at 6:02 pm.

**II.** Hersh postponed discussion on item II, non-public session, until the end of the meeting to accommodate guests present.

**III. Meeting Notice Policy**

Williams presented a proposed meeting notice policy as directed by the Executive Committee at the January meeting. This policy is consistent with the bylaw amendment that the Executive Committee recommended to the Commission for consideration at the March meeting. Dilworth suggested that the MPO public hearing requirements be called out in the policy. Williams explained that the public hearing requirements for the MPO exceed that of RSA 91-A, and are identified in the MPO Public Participation Plan as well as the Transportation Planning Prospectus, which are both referenced in 1 d of the Policy.

Elmer made a motion to approve the policy as presented. O'Connell seconded the motion. The motion passed unanimously.

**IV. NRPC Facility**

Williams introduced Brad Vear, who has been assisting NRPC in our facilities search. Vear explained that we have been evaluating properties over the last 4 - 5 months, and conducted site visits of the most promising locations. Vear provided a handout with descriptions, pictures and layouts of the short-listed properties. Williams provided several handouts as well.

Williams reviewed NRPC's current costs and space needs. The current space is very small for a full staff, and we could not continue here without substantial improvements. There are significant heating/cooling issues as well as other deficiencies. The two biggest issues in a new space that we will need to accommodate are sufficient parking for staff and visitors, and a large conference room. Williams will have a conversation with the current landlord to discuss the possibilities of substantial improvements to the current facility.

The Executive Committee reviewed the properties and discussed the pros and cons of each property. Vear explained that the process will be to select the properties that we are most interested in, and issue Requests for Proposals. The Executive Committee selected 4 of the 5 properties presented, eliminating 460 Amherst Street from consideration due to lack of parking



and other amenities. Elmer suggested that we also include mention of NRPC's night meeting activities as well as overnight parking for the van as part of the RFQ.

Collins asked if purchasing a property was no longer a consideration. Vear explained that the available properties for sale were limited, and most would result in NRPC acting as landlord. All agreed that it was too risky for NRPC to be in that position.

**V. Approval of the Minutes of January 16, 2008:**

Dilworth requested that the minutes be amended to reflect a "no" vote for himself on the roll-call to enter and exit non-public session. A motion to approve the minutes of January 16, 2008 as amended was made by Collins and seconded by O'Connell. Motion passed unanimously.

**VI. Finance Report and Balance Sheet for January 2008:**

Williams presented the January Finance Report. This represents activity for 7 months of the fiscal year. We are 58% through the year, but only 48% in expenses and resources. This is largely due to limited action on the technical work on the Commuter Rail project, which is on hold. In addition, NRPC has two vacant positions that are not currently filled. Williams reviewed the balance sheet and noted that the NH PDIP account is where we are accruing funds for quarterly expenses such as parking.

**VII. Audit**

Williams reviewed the audit report. NRPC ended the year with an increase in \$29,000 in assets from the previous year, which is an accomplishment in the public planning business. Williams noted changes in Table 2 in the Management's Discussion and Analysis section. In the past, NRPC was required to list the employee 401(k) and 457 Deferred Compensation plans as restricted assets. Due to changes in regulations, these assets are no longer required to be listed as agency assets. Williams noted that this is the final year of the existing contract for the audit with The Mercier Group and that pursuant to previous direction, staff would start the process of selecting a new auditor in March. A motion to approve the FY07 audit as presented was made by Fimbel and seconded by O'Connell. Motion passed unanimously.

**VIII. Accounting/Bookkeeping Software:**

Diers reported that she and Shirley Vance interviewed three QuickBooks Pro advisors, and have selected Robin Shea to assist Shirley with updating the QuickBooks system, and streamlining our accounting and reporting process. Robin will also be able to provide a back-up in the event that Shirley is not available, and assist on a monthly basis to close out the books with accounting and bookkeeping questions.

**IX. POW/MIA Bridge Project:**

Williams provided an update on the public-private partnership legislation. The House Public Works and Transportation committee was interested in learning more about this funding mechanism, so referred the legislation to interim study. This effectively ends the action on this legislation for this session and will be taken up this summer. Dilworth asked if the North Bridge project was dead. Williams explained that the project could be included in the Long Range Transportation Program update, however, without a funding source, it is unlikely to move forward. Williams stated that transportation projects will not move forward unless funding has been identified at the outset. There are various funding mechanisms that could be considered if the Commission were interested in pursuing the project. O'Connell stated that she felt the issue in the legislature was largely related to private interests benefiting from eminent domain. Dilworth asked if the Beazer property was going to be developed regardless of the bridge project.



Hersh said that the developers are proceeding with their due diligence, and it is likely they will propose a 2 lane road in that location for the development to the City Planning Board.

**X. Legislative Forum**

The Executive Committee felt that this was a good event. The discussion and format were very good, and should be continued. They appreciate getting the regular legislative updates from NHARPC. The third Thursday in January worked well for the event.

**II. Non –public session per RSA 91-A:3 II(e) to discuss pending litigation**

O’Connell made a motion to enter into non-public session per RSA 91-A:3 II(e) to discuss pending litigation. The motion was seconded by Collins. Roll call vote in favor of the motion:

Hersh – Yes  
Collins – Yes  
Dilworth – No  
Elmer – Yes  
Fimbel – Yes  
O’Connell – Yes  
Torre – Yes

O’Connell made a motion to come out of non-public session, seconded by Torre. Motion was approved unanimously.

**IX. Other Business:**

- o O’Connell reported that she is not running for re-election for Selectmen in Milford. She hopes to continue to represent the Town as a Commission representative.
- o Dilworth reported that he has been nominated by Executive Councilor Raymond Wieczorek for a Highway Layout Commission for Pelham.

**VIII. Next Meeting:** The next meeting will be March 19, 2008.

**IX. Adjourn:**

Motion to adjourn was made by O’Connell and seconded by Torre. Meeting adjourned at 8:00 pm.