



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 21, 2008

DRAFT

Present: Kathy Hersh, Chair
Tom Collins
Howard Dilworth
Mike Fimbel
Noreen O'Connell

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. Approval of Minutes:

Dilworth stated that he did not make the reference to the Pelham fire station under "Other Business".

O'Connell made a motion to delete the second part of the sentence and approve the minutes of April 16, 2008 as amended, seconded by Collins. The motion carried unanimously.

III. Finance Report and Balance Sheet for April:

Williams reviewed the April Finance Report. Some of the projects will be finalized and invoiced in June, so we anticipate having a finance report where expenditures equal resources to end FY 2008. Due to our accounting project, the balance sheet shows some new additions such as Payroll clearing account. The NOW account is drawn lower than we like due to NH DOT delay in paying our invoices.

IV. UPWP Amendments:

Williams reviewed a memo from Principal Transportation Planner Tim Roache dated May 21, 2008. As the MPO for the region, NRPC is required to document uses of all federal funds for transportation planning activities within the region. The amendment is to include the Federal Transit Administration 5307 Funds for the Nashua Transit System. This funding is paid directly to the City, and does not go through our books. The TTAC reviewed the matter today and recommends approval. The City of Nashua provides the match for these funds.

Fimbel made a motion to amend the UPWP as proposed, seconded by O'Connell. The motion carried unanimously.

V. NRPC Facility:

Williams reported that the staff visited both prospective sites, and unanimously preferred the Executive Park Drive location. They liked the building and area amenities more than the Harris Pond location. The landlord is offering additional workspace on the first floor, as well as additional storage space. They have also agreed to construct a kitchen and conference room as requested. Since the original round of negotiations, we decided that we needed a GIS lab, so would like to continue negotiating for construction fit-up costs.



Fimbel stated that it appears that the facility "fits the bill" of what NRPC staff and commissioners need from a building. It is likely that the landlord will take on the fit up costs for a 10 year lease, but probably less willing to do so for a 5 year lease. Vear explained that it is really hard to beat the numbers we are discussing.

O'Connell made a motion to authorize Williams to pursue negotiations for leasing the space at Executive Park Drive, seconded by Fimbel.

Further discussion ensued. Dilworth stated that Williams had done a significant amount of homework, we have discussed this extensively, and staff has approved the location. We need to move forward, and it appears that this location will work. Collins stated that he did not have anything against the place, but would like to see if another location in Nashua might arise. Hersh agreed, but stating that if we need to move, we need to commit to 10 years, and we need to commit to the move.

The motion carried unanimously.

VI. Personnel Policies Amendment:

Williams presented the working draft of the Personnel Policies for the Executive Committee's review and comment. Collins stated that he had no problem with the overall policies, but that the Sexual Harassment Policy needed some work. Williams stated that he and Diers would further refine the draft and bring it back at a later meeting.

VII. Other Business

Fimbel mentioned that the traffic on the bridge on Lowell Street and Canal Street is costing business money. It is almost impossible to get through Nashua to Hudson.

VIII. Next Meeting

The next meeting is on June 18, 2008 at 6:00 pm.

IX. Executive Director's Review

Dilworth made a motion to enter into nonpublic session pursuant to RSA 91-A:3.II(a), seconded by Fimbel. A roll call vote was taken:

Hersh - Yes
Collins - Yes
Dilworth - Yes
Fimbel - Yes
O'Connell - Yes

X. Adjourn