



**MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Executive Committee Meeting**  
**August 20, 2008**

**Present:** Mike Fimbel, Vice-Chair  
Karin Elmer, Treasurer  
Tom Collins  
Kathy Hersh  
Joe Torre  
Howard Dilworth

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

**I. Call to Order:**

The meeting was called to order by Vice-Chair Fimbel at 6:00 pm.

**II. Update to FY 07 – FY 11 Transportation Improvement Program**

- a. Staff Report: Williams reviewed a memo dated August 20, 2008 that reviewed STIP Amendment #8 that is a change in the Hollis – Ash Street (NH 130) Project #13488. The change is to add preliminary engineering phase and funding and right of way phase and funding to FY 2008. Approval of this amendment will allow the project to proceed as planned.
- b. Public Hearing: Fimbel opened the public hearing at 6:05 pm. No one from the public was present, no public comments were received. Fimbel closed the public hearing at 6:06 pm.
- c. Consideration: Torre moved to approve STIP Amendment #8 as presented. The motion was seconded by Hersh and approved unanimously by the Executive Committee.

**III. Minutes**

- a. Approval of Minutes of June 18, 2008 meeting: Hersh moved to approve the minutes as presented, seconded by Torre. The motion was approved unanimously.
- b. Approval of Minutes of July 28, 2008 meeting: Hersh moved to approve the minutes as presented, seconded by Torre. The motion was approved unanimously.
- c. Approval of Minutes of August 4, 2008 meeting: Hersh moved to approve the minutes as presented, seconded by Torre. The motion was approved unanimously.

**IV. Authorized Signers for Agency Accounts**

Williams explained that by adopted agency administrative policy the three officers (Chair, Vice-Chair and Treasurer) have been the official signers for all agency documents including financial documents contracts and grant applications. However, given the geographical spread in the residence/work locations of the current officers, at this point there are occasions when it is difficult to obtain signatures when one is needed quickly. Williams requested that a 4<sup>th</sup> Executive Committee member be authorized to sign, and recommended that Kathy Hersh continue to be an official signer in cases when an officer's signature cannot be obtained. Motion by Torre, second by Elmer that Hersh be authorized to sign financial documents, contracts and grant applications for the agency. Motion approved unanimously.

**V. Status Report on Agency Relocation Process**

Williams reported that the contractor has completed the framing and sheetrock and the fit up is moving along with an estimated completion date of September 10. Williams divided up the many detailed moving tasks among the managers to keep the moving process running



smoothly. We anticipate moving the week of September 15 and be completely out of the current office before October. As a result, Williams recommends that the September Full Commission meeting be rescheduled for October, and that the October meeting be combined with an open house. The Executive Committee rescheduled their meeting to October 8 at 6:00 pm.

**VI. Finance Report and Balance Sheet for June 2008**

Williams reviewed the June balance sheet, which also serves as an end of year report. NRPC ended the year with a negative balance at (\$25,375). There were several contributing factors for this including contracts that we expected but did not come in and several accounting errors. The Executive Committee discussed the progress of the project to update the agency's financial reporting. With the new fiscal year, we expect the new streamlined process should help significantly in tracking and reporting the agency's finances. The RFP for the auditor has been released, and we have had several inquiries for firms intending to respond. The RFP process will be on the next Executive Committee agenda.

**VII. Executive Director Goals and Review Process**

Williams placed this item on the agenda to follow up from the Executive Director review process. Hersh had asked him to investigate a more standard process. Williams included several articles in the Executive Committee packet, as well as a memo outlining his overall focus that he has been working on for the agency since becoming Executive Director. The Executive Committee discussed the goals in general, particularly the 50<sup>th</sup> anniversary milestone that we will be celebrating next year. The Executive Committee would like to take the subject of the review process up again in November.

**VIII. Other Business**

The timing of the legislative form was confirmed as still appropriate for next January.

**IX. Next Meeting - The Next meeting will be on October 8, 2008 at 6:00 pm**

**X. Adjourn**

Hersh moved to adjourn the meeting at 7:10 pm, seconded by Collins. The motion was approved unanimously.