



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 18, 2009**

Present: Janet Langdell
Sue Ellen Seabury
Mike Fimbel, Chairman
Karen Elmer
Peter Baker
Howard Dilworth

Staff: Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

The meeting was called to order by Fimbel at 6:03 pm.

II. FY 2009 Audit Report

Sheryl Stephens-Burke, CPA, MST, of Melanson Heath and Company presented the FY 2009 Audit Report to the Executive Committee. Burke also reviewed the Management Letter and Federal Compliance Report. Fimbel asked about deficiencies. Diers explained that the timing of last years audit and the fact that the 2009 audit was done early resulted in the same deficiency from 2008 being reported in 2009. Diers added that steps were taken to correct any deficiencies. Burke commented that NRPC has taken steps to correct deficiencies. Dilworth recommended that the Executive Committee review the Audit Report over the next 30 days for consideration at the December Meeting.

III. Minutes:

Approval of October 21, 2009 meeting minutes: Corrections to the October Minutes included changes to the NRPC Subcommittee review section to state that Baker did not realize he was appointed to the Brownfields Committee. The section of the minute's discussing the NHARPC was corrected to read "Baker asked about which topics that NHARPC wanted feedback. Langdell moved to approve the minutes as amended, seconded by Baker. The minutes were approved. Seabury and Elmer abstained.

IV. Finance Report:

Diers reviewed the October finance report. Director Diers explained that the organization is on track to date and that NHDOT has paid all outstanding invoices. Diers stated that we are one third of the way through the year and revenue is slightly ahead of expenses. Dilworth suggested that over budget column on the profit and loss statement be changed to "Balance" and in doing so would show the totals in the positive rather than negative. Diers stated that we could make that change. Diers reviewed the Capital Corridor Finance Report. Dilworth motioned to accept the reports and place them on file for audit. Seabury seconded the motion. Motion passed unanimously.

V. NRPC Subcommittee structure review:

Diers reviewed the list and reminded members of the various subcommittees, their role and the membership of those committees currently active under NRPC. Several members of the Executive Committee offered suggestions to correct or clarify the lists. Elmer stated that Scott McPhie is no longer a member of the Brownfields subcommittee. Elmer suggested we indicate NRPC staff on the list. Dilworth corrected the address for Jack Pinciario on the TTAC list to read

Suite 1. Langdell reminded the committee that the RCC subcommittee list should include members of the SVTC.

VI. NRPC Region 7 Coordinating Council and proposed by-law change

Diers reviewed the work NRPC has completed on the coordination of human service transportation. Diers stated that this issue is not ready to go to the full Commission until more information on membership and the by-laws of the RCC are reviewed. Roache stated that the TTAC discussed this issue and recommended to the Executive Committee that the RCC become a subcommittee of the TTAC. Discussion resulted in a consensus opinion that the RCC should remain a working group of NRPC. Dilworth motioned that this topic be deferred to the March meetings with monthly updates from the staff. Elmer seconded the motion. Passed unanimously.

VII. SVTC Fiscal Agent Request

Diers described NRPC's working relationship with the Souhegan Valley Transportation Collaborative (SVTC). Diers reviewed a draft agreement for NRPC to become the fiscal agent to SVTC. Langdell as a member of SVTC provided additional background information regarding SVTC. Dilworth stated that this request is similar to the role NRPC plays with the Capital Corridor Project. Baker asked if this was acceptable from an audit perspective. Diers explained that it was ok with our auditors. Langdell added that SVTC would share audit costs if necessary. Elmer suggested that the draft agreement be reviewed by the NRPC attorney. Elmer motioned that that NRPC agrees to become the fiscal agent contingent upon review and non-substantial revision by the NRPC attorney. Dilworth seconded. Motion passed. Langdell abstained.

VIII. NHARPC Legislative Priorities:

Diers reported on the comments sent to the NHARPC. NRPC's comments were added as footnotes to the NHARPC legislative priority list. Diers stated that NHARPC wants the priority list to be broad based to allow more flexibility to respond to legislation. The Executive committee agreed to form a regional policy subcommittee to identify NRPC's priorities using the Regional Plan as a base line. Seabury suggested a ground up approach to developing priorities. Langdell added that we might have to provide some information to get the towns engaged in the process.

IX. NRPC Historic Documentation Process

Diers suggested a subcommittee be formed to document the history of the NRPC based on discussions that took place at the 50th Anniversary celebration. It was suggested that Dilworth chair the subcommittee. Dilworth accepted. The goal will be to develop a framework that allows us to understand the past as we move forward. Fimbel suggested it be added to the December agenda if time permits.

X. Other Business

Diers indicated that health insurance costs are going up so we are investigating other options. The committee discussed options related to pooling resources. Diers will report back as more information becomes available.

XI. Adjourn

Fimbel motioned to adjourn and Elmer seconded at 7:45 pm. Motion passed.