



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
January 20, 2010**

Present:

Mike Fimbel, Chairman
Peter Baker
Tom Collins
Howard Dilworth
Karin Elmer
Kathy Hersh
Janet Langdell
Sue Ellen Seabury
Joe Torre

Staff:

Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

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

II. Minutes:

Approval of December 17, 2009 meeting minutes: Baker noted that he seconded the motion to accept the audit report in item IV FY2009 Audit. Under Other Business Dilworth corrected the statement that "*the Improvements to NH 106 in Loudon being added to the Ten Year Plan by the Commissioner and expressed his concern over that proposal*" to include *without consulting the planning commissions*. There was a motion to approve the minutes as corrected by Langdell and a second by Elmer. The minutes were approved. Hersh and Collins abstained.

III. Finance Reports:

Diers reviewed the December finance report. Director Diers explained that the organization remains on track to date but some budget adjustments will be necessary and will be discussed later in the meeting. Diers directed the Executive Committees attention to the account for accrued vacation which was recently added to the balance sheet. Diers explained the purpose of the account is to have cash available to pay out vacation and leave time when/if necessary. Dilworth asked if this was recommended by the audit. Diers said no, but it is better accounting practice. Diers reviewed the liabilities stating that the agency is in good shape. Diers reviewed the profit and loss statement and explained the agency is on track to date. Torre asked for an explanation of "Local Dues Other". Diers explained that this is how NRPC accounts for dues that do not go towards local match. On the expense side, Diers explained that utilities and internet are running slightly higher than budget. Langdell asked if progress has been made on resolving the utility issues in the building. Diers explained that she is continuing to pursue the property managers for a solution. Diers reviewed the Capitol Corridor finance report. The project is on track. Diers updated the Executive Committee on the SVTC balance sheet. This is still in the setup process with initial deposits from Milford and GSOP. Seabury motioned to accept the reports and place them on file for audit. Dilworth seconded the motion. Motion passed unanimously.

IV. Midyear Budget Update

Diers described the purpose is to update the budget based on the latest information. Diers distributed the adjusted budget spreadsheet and described the adjustments and new project additions including Broadband Mapping. Hersh asked for clarification between passenger rail and commuter rail projects. Diers explained different funding requirements for each project. Diers described the expenses shown on the budget adjustment. Diers stated that there were no salary increases and described funding for accrued vacation. Dilworth asked if the accrued vacation account would carry over from year to year. Diers explained it would carry over from year to year and added that salaries cover yearly vacation and accrued vacation would cover the cost to "close the doors". Diers explained the changes to the health insurance which resulted in cost savings. Professional services increased to reflect pass through monies to consultants on several contracts. Dilworth questioned process to accept the adjusted budget. Diers explained that the full Commission authorized the Executive Director to adjust the budget when it was originally approved. Fimbel added that by keeping the Executive Committee informed action could be taken if there was a problem with the budget adjustment. He stated that the minutes will reflect a satisfactory review of the mid-year budget.

V. Line of Credit:

Diers explained that the agencies cash reserves are low relative to recent years primarily due to the move from Nashua to Merrimack. Diers explained that a line of credit would be helpful in the event of a cash flow problem. The goal is to increase the Public Deposit Investment Pool (PDIP) account and hopefully never need to access the line of credit. Diers explained that she met with TD Bank officials and applied for a \$75k line of credit. TD Bank official indicated that the agency is qualified for this amount of credit but required Diers to seek authorization to execute the line of credit. Fimbel asked who would approve the use of the line of credit. Diers explained that the process is the same as cutting a check; the treasurer would authorize and two signatures would be required. Elmer asked if there were fees associated with the line of credit. Diers stated that there is a \$300 set up fee and a \$195 renewal fee. Dilworth stated that this is a good thing to do but it will need to be reflected in the financials. Proof for future audits will be necessary. Langdell asked about the interest rate. Diers stated that it is approximately 3% plus prime but will verify that figure. Dilworth made a motion that the Executive Committee authorize the Executive Director to establish a line of credit in the amount of \$75,000 with TD Bank. Seabury seconded the motion which passed unanimously.

VI. Committee Reports:**TTAC:**

Roache explained that the TTAC did not meet in January but the schedule has been adjusted to move the meetings to the second Wednesday of the month to allow a week between TTAC recommendations and Executive Committee or full Commission actions.

NHRTA:

Diers described recent efforts by the NHRTA to develop an Economic Impact Analysis for the Rail project.

Region 7 RCC:

No report this month

NHARPC:

Diers described how NHARPC is addressing pending legislation. Specifically she discussed the proposed HB1375 to review the RPC's. The Executive Committee believes that this could be an opportunity to educate the study committee and others of the value of the RPC's. The Executive Committee discussed several pieces of pending legislation that NHARPC might consider tracking.



VII. Subcommittee Reports:

Regional Policy Committee:

Baker described his work to date on the Regional Policy Committee. He distributed an email and is seeking feedback from the Executive Committee in advance of the March meeting. Diers added that the goal is to help establish NRPC's position on important regional issues. Baker would like comments before February 6 or after February 26. Dilworth added that this is a good idea but needs to be kept fresh. NRPC staff will assist with this process.

Historical Documentation:

Dilworth stated that work will begin in mid to late January.

VIII. Legislative Forum:

Diers informed the committee that we will be held at the Crowne Plaza on February 18. Diers stated that there are three topics being considered at this time:

1. Sustainable Transportation Funding
2. Rail Project
3. Federal legislation on livable communities

IX. Other Business

Diers described the workforce housing workshop to be held in Milford on January 28 and at NRPC on February 4.

X. Adjourn

Hersh motioned to adjourn and Langdell seconded at 7:55 pm. Motion passed.