



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
June 16, 2010**

Present: Janet Langdell
Mike Fimbel, Chairman
Howard Dilworth
Karin Elmer
Kathy Hersh
Tom Collins
Sue Ellen Seabury

Absent: Peter Baker

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 May 19, 2010 meeting minutes: Dilworth stated that the minutes need to be corrected to indicate that when the Executive Committee came out of non public session and sealed the minutes. The May minutes will also need to reflect when the meeting was adjourned. Fimbel suggested that the NHRTA discussion was too brief and that moving forward more detail be provided. Langdell made a motion to accept the minutes as corrected; second by Dilworth. Minutes were approved unanimously.

III. Finance Reports:

NRPC:

Diers reviewed the NRPC Balance Sheet and Profit and Loss Statement. Diers explained that the Now Account balance was low in May but accounts receivable were good and the cash flow was positive. She added that June is a strong month for receivables as contracts are billed out. Diers stated that the Profit/Loss statement shows consultant contracts running slightly behind. She stated that most contracts will bill out by the end of the year and expects to end the year even or slightly positive.

Capitol Corridor:

Diers stated that the project is winding down and that the Grant has been submitted. Hersh asked if there will be additional bills and Elmer questioned how we close out the process.

SVTC:

Diers reviewed status of funds in the account and reminded the Executive Committee of the SVTC billing procedures. There are currently two bills to be processed. Billing is handled on a quarterly basis.

Dilworth moved to accept the NRPC, Capitol Corridor and SVTC reports and place them on file for audit. Hersh seconded the motion which passed unanimously.

IV. Business:

A). FY 2011 Budget and Work Program:

Diers reviewed the preliminary budget and explained which funding sources have been or are likely to be secured. She stated that the State budget process is complete so we will not

require any contingent approvals from the Commission. The State budget process resulted in the loss of the REPP funding and the loss of \$4,000 in funding from OEP. Diers stated approximately 10% remains unsecured at this time. Dilworth questioned if we would lose staff. Diers explained that the budget as presented maintains staff and a 2%COLA raise effective in January. Fimbel observed that the budget is reduces from previous years. Diers responded that the reduction in budget reflects fewer pass through consultant contracts. Fimbel inquired bout the status of the grants that have yet to be secured. Diers summarized the outstanding grants and updated the Executive Committee on the expected amounts and expected timing of award if successful. Fimbel asked how to proceed with approving the budget and work program. Diers explained the Executive Committee will recommend the budget and work program to the full Commission. Diers briefly described the work program and reiterated that the budget maintains staff and offers a 2% COLA salary increase. Dilworth questioned if we will build the NRPC reserve fund. Diers stated that there will not be much available right now. Whatever is available will go to the vacation reserve. If health care costs do not increase as much as budgeted we will add to the reserve. Seabury motioned; Based of the review of the Executive Committee, the FY11 Budget and Work Program be passed on to the full NRPC Commission for approval. Collins seconded the motion which passed unanimously.

B.) Dues Recommendation:

Diers described the process for setting dues and explained the rates have been held flat. The OEP projections of assessed valuation used to calculate the dues have been adjusted so the actual amount each town is being asked to pay may have changed slightly. Some have gone up other have gone down. The Executive Committee discussed the process. Fimbel explained that we are setting the dues for FY12 to allow for town budget processes. Hersh motioned to recommend that the FY12 local dues assessment be level funded. Elmer seconded the motion which passed unanimously.

C.) Contract Authorization:

Diers described the standard language that allows the Executive Director to pursue and execute contracts to fulfill the goals of the work program The executive committee discussed options to have this approval remain in force until rescinded. They determined additional research would be needed. Elmer motioned to recommend that the full Commission approve the annual grant contract authorization. Dilworth seconded the motion which passed unanimously.

V. Nominating Committee

The Executive Committee discussed the search process to replace Joe Torre on the Executive Committee. Elmer reported that Charles Moser of Mason declined. Seabury reported that she had no response from Tad Putney of Brookline. Collins reported that Brad Vear had not responded as of the date of the Executive Committee meeting. The Executive Committee discussed ideas to find additional candidates.

Diers state that the slate of officers needs to be reaffirmed. Langdell motioned to continue with the current slate of officers. Dilworth seconded the motion which passed with Fimbel and Seabury abstaining.

VI. Adjourn

Elmer motioned to adjourn the meeting at 6:50PM Langdell seconded the motion.