



**APPROVED Meeting Summary (NO QUORUM)  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
September 15, 2010**

**Present:** Mike Fimbel, Chairman  
Howard Dilworth  
Karin Elmer  
Janet Langdell

**Absent:** Peter Baker  
Tom Collins  
Kathy Hersh

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

**I. Call to Order:**

Fimbel opened discussion of agenda items at 6:05 pm recognizing that a quorum was not present. Dilworth requested that we add Nominating Committee as the second item under business section of the agenda. Diers stated that discussion of a Workers Compensation resolution needs to be added as the final item under business.

**II. Minutes:**

The August 18, 2010 meeting minutes were discussed. Fimbel noted that Seabury arrived late and was not absent as indicated in the minutes. Fimbel questioned the use of the phrase "vacation reserve fund" in the NRPC Finance Report section. He felt that it was inaccurate and implied funds were being saved for a benefit to the staff. Dilworth recommended that phrase be changed to uncompensated absences. Diers explained that the funds are being saved to cover costs of unpaid vacation if the agency were to close. Diers agreed the language should be changed. Approval of the minutes was tabled until the October meeting.

**III. Finance Reports:**

**NRPC:**

Diers reviewed the balance sheet and stated that current assets in the NOW account are in good shape. Diers reviewed the Profit and Loss Statement and stated that the agency is ahead in resources and overall remains in positive territory through the end of August. Dilworth asked if these numbers reflect the grants that we will not receive. Diers reviewed the grants that are not anticipated and stated that the budget will be adjusted in December to reflect changes. Langdell asked if the DES 2011 604(b) grant was funded. Diers stated that it was not funded. The Executive Committee discussed the impacts to current staffing due to the loss of the anticipated grants.

**Capitol Corridor:**

Diers stated that the project is complete and she is working with NHRTA to close out the account. Diers believes the NHRTA is waiting to hear the results of the latest grant application. If successful the remaining funds could be transferred and combined with the grant funds.

**SVTC:**

Diers reviewed status of funds in the account and reminded the Executive Committee of the SVTC billing procedures. NRPC is continuing to pay SVTC bills on a monthly and quarterly

basis. Diers described the latest transactions and stated an invoice is expected on September 30.

Approval of the financials was tabled until the October meeting.

#### **IV. Committee Reports:**

Diers described the new format and the Executive Committee reviewed the reports. Dilworth noted that the RCC is listed under the "NRPC Committees" section of the report and pointed out that NRPC has not accepted the RCC as an official committee.

#### **V. Business**

- a. **SVTC Fiscal Agent Fees:** Diers described the current fiscal agent agreement between NRPC and SVTC. NRPC currently receives a 5% fee to act as fiscal agent. Through three quarters of billing NRPC has received approximately \$1600. Diers explained that staff currently spends approximately 2 hours per month addressing SVTC transactions and reporting. The cost of this work to date is approximately \$1700. Elmer stated that the fees need to address typical overhead costs. Dilworth questioned if Audit costs were included. Diers explained that audit costs were not part of the agreement. Elmer questioned if we were asked to reduce the fee. Langdell stated that the request came from SVTC in an effort to minimize costs and maximize the use of the town's funds. Langdell went on to say the explanation provided by Diers shows that the current fee is reasonable.
- b. **Nominating Committee:** The Executive Committee discussed the options to address the shortage of members on the Executive Committee. Dilworth reminded the Executive Committee that we need a new Vice Chair for the Commission and the nominating committee is down to two members. He emphasized the importance of this issue. Langdell asked if an Alternate can serve on the Executive Committee. Dilworth stated that he thought we decided that alternates could not serve but agreed we may need to revisit the issue. He added that he has approached a candidate from Hudson for consideration. There was additional discussion of possible members and the use of alternates. The Executive Committee recognized that they could not solve the problem this evening due to the lack of a quorum. The need to fill nominating committee vacancy and Executive Committee seat was recognized as a priority. Langdell expressed willingness to join the nominating committee.
- c. **Executive Committee Goals:** Diers reviewed the draft 2010 Executive Committee Coals and Actions. Diers emphasized the need to focus on board development as evidenced by the need for Executive Committee members and Commissioners. Diers suggested that board development be a standing agenda item for the Executive Committee.
- d. **Resolution for Workers Compensation:** This item was tabled due to a lack of a quorum. Diers stated that she would determine when action needed to be taken.

#### **VI. Adjourn**

Discussions ended at 6:55