



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 20, 2010**

Present: Mike Fimbel, Chairman
Tom Collins
Howard Dilworth
Karin Elmer
Kathy Hersh

Absent: Peter Baker
Janet Langdell

Staff: Tim Roache, Assistant Director
Karen Baker, Administrative Assistant

I. Call to Order:

Fimbel started the meeting at 6:00 pm, unofficially and started with agenda item #4 – Committee Reports since there were not enough committee members present for a quorum and all other agenda items would require a vote.

Roache summarized the NRPC Committee Reports:

- TTAC did not meet in October but did recommend for approval by the full Commission of the transportation documents (2011-2014 TIP, 2011-2035 LRTP, and 2011-2035 AQ) at the September meeting.
- RCC would be meeting on October 27th.
- iTRaC met on September 15th with the primary agenda item being the Town of Milford's new iTRaC project which will build upon the previous project of creating a second overlay district in the western section of NH 101A.
- The NH Rail Transit Authority met on October 1st there was support for the rail project from a citizen of Merrimack who takes the bus to Boston every day. Since then more have been coming forward wanting to know where stations will be. Funding and additional studies will be necessary before this can be determined.
- SCC met on October 7th and there was no NRPC staff available to attend.
- The NH Association of Regional Planning Commissions met September 16, 2010. A special meeting to review the proposed legislative policies and review early LSRs was scheduled for October 14, 2010.

Dilworth commented on the fact that rail is moving forward in Plaistow due their offer to let the engines be parked in their town upon opposition from folks who lived in Bradford where engines were originally being parked. Dilworth also briefly mentioned the issues that Maine had with their rail plan that is already in place.

Kathy Hersh arrived at 6:13 pm and Ex Comm Chair Fimbel officially called the meeting to order at 6:14pm.

Hersh commented on Dilworth's discussion on rail adding that she got word that there was some additional funding announced for rail. Roache had not heard this but informed the group that NRPC applied for funding on the Sustainable Communities and TIGER 2 for Exit 36S and were not awarded either of them. Fimbel proceeded with the agenda items.



II. Minutes:

Approval of August 18, 2010 meeting minutes was done first due to the September meeting not having a quorum. Hersh made a motion to accept the minutes with a second by Elmer. Minutes were approved unanimously.

The group reviewed the September meeting summary which was not technically minutes due to the lack of a quorum. Elmer moved to approve the September 15th meeting summary with a second by Dilworth. All were in favor with 2 abstentions from Hersh and Collins due to their absence from the September meeting.

Hersh came forward to be on the Executive Committee as Vice Chair due to the resignation of Suellen Seabury, but informed that her 9 year term on the Executive Committee would be up in December as well as Dilworth's she thought. Dilworth corrected her by saying that his term was not up until June of 2011 and elaborated some on how he came to be on the committee.

III. Finance Reports:

NRPC:

Roache reviewed the NRPC Balance Sheet and Profit and Loss Statement commenting that they were both in pretty good shape, just a little bit ahead on expenses. Dilworth commented on the budget and the work that goes into crafting it and expressed his distress upon finding out that staff had to be let go. He wanted to know if there was a way to monitor budget and anticipate shortfalls in budget that impact staffing. Roache responded saying that NRPC does not have cash on hand as was the case before the move and the rules on what can and cannot be charged have become more stringent. Fimbel referred to a few contracts that should have been sure things but did not happen. Hersh felt that this was discussed in a past meeting. Dilworth did not disagree, but commented that he asked this and got the impression all was okay. Roache said the issue was grants that did not come through. Elmer asked if grants come in some type of cycle. Hersh said in her experience in Nashua, some do come in consistently. Elmer said that they were working on upping their reserves. Fimbel commented that positive results could stem from stuff getting farmed out due to the economy. Roache said that there may be additional funds into the transportation side across 9 RPC's.

Capitol Corridor:

Roache stated there were no changes.

SVTC:

Roache stated there were no changes.

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

IV. Business:

A.) Workers Compensation Program Multi-year Discount Program Resolution:

Roache reviewed the two quotes received from the NH LGC regarding workers compensation and the discounts associated depending on the length of time they choose. Options were 5% off the rate for 2 years or 7.5% off the rate for 5 years. Elmer said she felt more comfortable with 2 years at 5%. Collins motioned to approve the Workers Compensation Program Multi-year discount of 5% over 2 years with a second coming from Dilworth which passed unanimously.

B.) Nominating Committee:

Fimbel was under the impression that Diers had spoke with Stuart Schneiderman regarding being on the Executive Committee. Elmer informed that she did and Stuart did not want to be

on the Executive Committee. Dilworth said he did speak with Richard Maddox and he was interested. He felt that it would be a benefit for both NRPC and Maddox since he has served a number of years as a selectman as well as bringing a certain skill set. Hersh agreed that Maddox would be a great addition. Elmer asked Hersh to talk to Nashua since her term was up in December. Hersh said she would solicit the Nashua folks. Fimbel said to see what the group could do to get Maddox on the Executive Committee and reminded the group that the Nominating Committee normally presents to the Executive Committee.

Dilworth motioned that Hersh be Pro Tem to the Vice Chair of the Executive Committee position. Elmer seconded the motion which passed unanimously.

Dilworth also suggested, in addition to the Nomination Committee, that an Ad Hoc committee be formed for recruitment and retention of commissioners, spread out through the Commission with 1 person from the Executive Committee's Nominating Committee and 5 or 6 people from the Commission in the towns to the west and Pelham. Hersh and Dilworth agreed that Hudson and Nashua were well represented and would not require a recruiter. Dilworth suggested the group meet periodically. Roache said he would talk to Diers about this. Hersh felt this should be a duty of the Commissioners.

C.) Draft FY10 Audit – Develop Questions for Auditor:

Roache informed the group the audit was included early this time to for the group to email comments or questions to Diers or Roache to give to the auditors prior to their presentation in December. Dilworth had only two questions:

1. Explain what an OMB 133 Single Audit is and tell what it is all about.
2. As part of their presentation, give a 10 minute overview what the auditors do and what an audit is all about.

V. Next Meeting – Wednesday, November 17, 2010

VI. Adjourn

Elmer motioned to adjourn the meeting at 6:52PM. Collins seconded the motion.