



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 17, 2010**

Present: Mike Fimbel, Chairman
Kathy Hersh, Vice-Chair *pro tem*
Peter Baker
Tom Collins
Howard Dilworth
Karin Elmer
Janet Langdell

Absent:

Staff: Kerrie Diers, Executive Director

I. Call to Order:

Fimbel called the meeting to order at 6:00 pm.

II. Audit Presentation by Sheryl Stephens-Burke, CPA, MST, Melanson Heath & Co.

Sheryl Stephens-Burke reviewed the FY2010 Audit with the Executive Committee. The audit looked at NRPC's financial reporting and tested many aspects of the reporting based on Federal requirements. NRPC has a clean audit, which means that there were no findings of deficiency in reporting. This is a relatively rare occurrence that there are no findings, and it is in large credit to Shirley Vance and Kerrie Diers working to clean up the QuickBooks files and responding to the issues raised in previous audits. Dilworth thanked Stephens-Burke for providing a detailed explanation of the audit process. He felt it was necessary for the Executive Committee to be comfortable with the process and findings, particularly with respect to the OMB-133 requirements.

Elmer moved to accept the audit as presented, seconded by Langdell. The motion passed unanimously. The Executive Committee thanked Stephens-Burke for attending the meeting and presenting the audit report.

III. Minutes:

Dilworth made a motion to approve the minutes of October 20, 2010, which was seconded by Langdell. Langdell was absent from the meeting but not listed as such, and Section III Finance Reports was amended to say that "Fimbel commented that positive results could stem from stuff getting farmed out due to the economy." The minutes were approved as amended with 2 abstentions.

IV. Finance Reports:

NRPC:

Diers reviewed the October Balance Sheet and Profit & Loss Statement. The budget column will be updated next month to reflect the contracts that have been received through the first part of the year. Diers will propose a mid-year budget adjustment based on grants that we did not receive and what we expect to expend through the remainder of the year.

Capitol Corridor:

Diers stated there were no changes.

SVTC:

The profit & loss statement reflects the payments to NTS and other miscellaneous expenses.

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

V. NRPC Committee Reports:

- a. Discussion regarding the TTAC meeting and providing comments to the US Census to respond to the Federal Register Request for Comments. After much discussion, Hersh moved that NRPC send a letter to the US Census Bureau as outlined by NRPC staff talking points. The motion was seconded by Dilworth. The motion was approved unanimously.

VI. Business:

- a. Nominating Committee: Rick Maddox (Hudson) and Andy Seale (Milford) have agreed to volunteer to fill the vacant positions on the Executive Committee. The Nominating Committee will put forth their names at the Full Commission meeting in December.
- b. Executive Committee – Board Assessment Process – Diers passed out information regarding a board assessment process and asked the Committee members to read the packet in preparation for the December meeting. After the December meeting, the Board will embark on the process with the new Executive Committee members.
- c. Legislative Forum Planning – Member suggested that with so many new legislators, that the focus of the Legislative Forum be the NRPC 101 and MPO presentation combined with the opportunity for Legislators to get to know the Commission representatives. Dilworth suggested that the GIS section of the presentation be expanded. Diers is looking into the Anheuser Busch facility. Other ideas included the Hunt Building in Nashua, the Amato Center in Milford and the Tech College in Nashua.
- d. Discussion: Proposed amendments to NRPC bylaw Article VI Committees (TAC and RCC) – Diers provided some sample language for review and discussion. We will begin working on this in January with an eye toward bringing an amendment at the March Commission meeting.
- e. Transportation Solutions NH – Diers reviewed the offer to join a new Transportation Coalition. The Executive Committee felt that it was premature to join the coalition at this time without knowing what their proposed action agenda is. They would like to monitor the efforts of this group and reevaluate joining at another time.
- f. Other – Chris Wasczuzk will be attending the December 15 meeting to discuss the NH Turnpike System and the toll study report.

VII. Next Meeting – Wednesday, December 15, 2010

VIII. Adjourn

Hersh motioned to adjourn the meeting at 8:15PM. Langdell seconded the motion.