



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
December 15, 2010**

**Present:** Mike Fimbel, Chairman  
Peter Baker  
Karin Elmer  
Mike Fimbel  
Rick Maddox  
Howard Dilworth  
Kathy Hersh  
Janet Langdell

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

**I. Call to Order:**

Fimbel Called the meeting to order at 6:05 PM

**II. Minutes:**

The Executive Committee reviewed the minutes from November 17, 2010. Hersh motioned to accept the minutes as written with a second by Dilworth. The motion passed with Maddox abstaining.

**III. Finance Reports:**

**NRPC:**

Diers reviewed the November financial statements. She stated that the cash flow is in good shape and the accounts receivable is on target. Diers explained that staff is working with the auditor to address accounting practices related to the accrued benefits line item. Diers continued with the review of the Profit and Loss Statement. She reported a \$7,000 loss for November but that overall the agency is ahead \$15,000 for the year. November bottom line was impacted by computer upgrade expenses.

Dilworth questioned the total dues line item. Diers explained the way dues are shown on the financials is an accounting practice but needs to be addressed with staff to make the financial statement more intuitive for the committee. Hersh questioned where the software and computer upgrades show up on the financials. Diers stated that it is in the capital equipment line item and the accounting spreads the expense over the year.

**SVTC:**

Diers briefly reviewed the SVTC financial statement and described the process. Baker asked for clarification of the NRPC role. Diers explained we act as the fiscal agent and provide technical assistance to SVTC which is paid for through FTA grant funds.

**Capitol Corridor:**

Diers explained that there have been no changes to the finances. She expects one more expenditure and then the account to be closed out.

Dilworth motioned to accept the financial reports and place on file for audit with a second by Langdell. The motion passed with Maddox abstaining.

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

##### **TTAC Report:**

Roache updated the Executive Committee on the activities of the TTAC at the July and August Roache reviewed the TTAC Committee report. He discussed the ongoing efforts to update the MPO operating procedures. Roache briefly summarized the recent FEE Turnpike Tolling and widening study.

#### **V. Business**

##### ***Midyear Budget Adjustment***

Diers described the proposed mid-year budget adjustment and explained that this adjustment is necessary because new data and information becomes available after the initial budget is set and adopted in June. The midyear adjustment allows the agency to address previously unknown information.

Diers described proposed adjustments to the budget including recent increased cost for healthcare. Maddox questioned the source of the agencies healthcare. Diers briefly explained the recent history with the Local Government Center and the decision switch to a local broker. Diers also discussed proposed salary increases for staff.

The Executive Committee discussed how to address the increased health care cost, salary increases and proposed budget adjustment. The discussion included the need for increasing the savings and how much cash should be available. Dilworth motioned to adopt the midyear budget adjustment with a second by Elmer. The motion passed.

##### ***Board Assessment***

Diers described the Board Assessment process and survey. The purpose of this Assessment and survey is to help the board function effectively and improve efficiency. Diers explained that the survey is anonymous. After a brief discussion the Executive Committee agreed to enter into this process in January.

##### ***Legislative Forum***

Diers explained that the Budweiser banquet room is available. The Executive Committee agreed that the Budweiser venue was popular and acceptable. Diers stated that the proposed program will include an overview of NRPC and the MPO process as well as the iTRaC awards. The forum will take place in late January.

##### ***By-laws***

There was a very brief discussion of the NRPC bylaws and proposed changes. Hersh noticed that the bylaws did not include a strategic plan . The topic was tabled for discussion at upcoming meeting.

#### **VI. Adjourn**

Motion to adjourn made by Dilworth seconded by Elmer. The meeting adjourned at 6:55PM.