



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 19, 2005

Present: John Eresian, Chair
Kathy Hersh, Vice Chair
Nelson Disco, Treasurer
Howard Dilworth, Jr.
Tom Collins
Marilyn Peterman
Mike Fimbel

Staff: Stephen Williams, Executive Director

I. Call to Order

The meeting was called to order by Chair Eresian at 6:00 pm.

II. Approval of the Minutes of September 21, 2005

Motion to approve the minutes as submitted was made by Hersh, and seconded by Collins. Motion passed.

Dilworth expressed concern about the change of date for the December meeting from the regularly scheduled third Wednesday to the second Wednesday (December 14). He stated that the Hudson Planning Board scheduled their meetings to avoid conflicting with NRPC and that rescheduling the December meeting on our part created a conflict with a regularly scheduled Hudson Planning Board meeting and would prevent several Hudson Commissioners from attending. Eresian stated that he was sorry the conflict had been created and encouraged Dilworth to bring it to his attention immediately if such an issue arose in the future.

III. Administration:

a. Finance Report and Balance Sheet for August, 2005

Williams reviewed the month end report. NRPC was (\$41,677.95) for the month due to some larger contracts that still remain to be paid. The balance sheet shows a healthy \$212,298.87 in cash on hand and investment account as well as \$29,376.68 in a reserved fund for the Lower Merrimack River Watershed Management Plan.

b. Updated Commissioner Roster and Organizational Chart

Williams called attention to the updated Commissioner Roster and Organization Chart that was provided in the agenda packet.

c. Staffing Issues

Williams announced that Carolyn Griffin, secretary/receptionist had resigned effective October 28 and called the attention of the Executive Committee to the resignation letter in the packet. Williams stated that he was advertising the position in the Nashua Telegraph, Manchester Union Leader and Lowell Sun as well as at the technical college and at Southern NH University.

d. Compensation Committee – Eresian discussed the need to review compensation, not only for the Executive Director, but also for the entire staff. Williams stated that he had information available on compensation in New Hampshire and Massachusetts at regional planning commissions for all types of positions. Eresian proposed to appoint himself, Hersh and Disco to the compensation committee which was approved by unanimous consent. It was agreed that the committee should report in time for the information to be used in the budget process for FY07.



e. Office Space

Williams reported that at this time, the amount of additional income the agency is expecting from increase transportation planning funds is not yet known. As a result, he has only been doing some background research. He stated that the lease for the current space expires December 31, 2008.

f. New Hampshire Association of Regional Planning Commissions Marketing Plan

Williams reviewed a memo on the proposed NHARPC marketing plan. Members of the Executive Committee discussed the proposed plan and agreed that Fimbel should support the plan at the next NHARPC meeting.

IV. Policy

a. Consideration of Policy regarding Communities that Desire to Join NRPC

Williams reviewed a memo that described interest on the part of some communities in other regions to leave those regions and join NRPC. The memo described several issues of concern with regard to such changes. A discussion took place during which the members of the Executive Committee concluded that the addition of new members was not something the agency wanted to either encourage or allow. The Executive Committee agreed that the policy of the agency should be to tell any municipality seeking to join NRPC that we were not interested in new members.

b. Status Report on NH DOT Long Range Business Plan

Hersh provided a report on the status of the NH DOT Long Range Business Plan. She described recent activities and indicated that the current issue of concern was how the NH DOT could get adequate public input on the plan. Hersh said that she had offered the opportunity for the NH DOT to present the scenarios from the plan for consideration by regional leaders at a regional roundtable. Williams stated that such a roundtable was being scheduled for December 3, 2005.

V. Other Business:

Williams announced that the Legislative Forum was scheduled for February 9, 2006. The next meeting is on November 16, 2005.

Adjournment

Motion to adjourn at 7:55 pm. Meeting was adjourned.