



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
December 14, 2005

Present: John Eresian, Chair
Kathy Hersh, Vice Chair
Nelson Disco, Treasurer
Tom Collins
Howard Dilworth, Jr.
Mike Fimbel
Ray Peeples
Brad Vear
Bill Parker

Staff: Stephen Williams, Executive Director
Kerrie Diers, Assistant Director

I. Call to Order

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

II. Approval of the Minutes of October 19, 2005

Motion to approve the minutes as submitted was made by Disco, and seconded by Peeples. Motion passed with one abstention.

III. Administration:

a. Finance Report and Balance Sheet for November, 2005

Williams reviewed the month end report. NRPC was (\$20,960.05) for the month due to invoices that need to be sent out. Williams explained that the work has been done, but we need to send out invoices. Expenses that have not yet been invoiced amount to \$86,000. Many projects are either ending or have quarterly reports due December 31. On the other hand, expenses are running a little lower than projected (37.5% instead of 41.5%), so we are still progressing.

b. Mid-year Budget Report:

Williams reviewed the mid-year budget report. The Executive Committee decided in November not to propose a revision to the budget since it was close to what was originally adopted. As previously mentioned, there are a number of contracts that need to be invoiced and therefore have "0" resources allocated to them.

c. Status of Hollis Circuit Rider Contract:

Williams reviewed a letter that was presented to the Selectmen on November 23, 2005. NRPC will work with the Town to develop a contract to provide the services it needs for the coming year, but strongly recommends that the Town investigate hiring its own planner in 2007.

VI. Audit Report

Brad Vear and Bill Parker reported that the Audit Committee met with the Auditor, Paul Mercier, to review the FY 2005 Audit Report. They were pleased to hear that NRPC is in much better position than other regional planning commissions in the state that are audited by Mercier. There were some missing numbers that were corrected with regard to the deferred compensation/pension plan. The Audit Committee asked that a footnote be added to the Report that explained the changes. This was done, but it is still not exactly clear what changes occurred.



Eresian thanked the Audit Committee for spending their time on this important task. It is the auditor's job to tell us what the numbers mean. It is good to hold the auditor accountable to explain the numbers to the Board.

Vear suggested that next year's Audit Committee have the previous year's audit available for comparison purposes.

VII. Legislative Forum

Williams announced that the Annual Legislative Forum will be held on February 9, 2006. Williams described the format changes that are being proposed: a speaker from the NH Association of Regional Planning Commissions, and smaller facilitated break out sessions for more in depth discussion.

VIII. Other Business:

None.

IX. Next Meeting:

The next meeting is on January 18, 2005

X. Adjournment

A motion to adjourn was made at 6:55 pm by Fimbel, and seconded by Disco. Meeting was adjourned.