



**MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**May 18, 2005**

**Present:** John Eresian, Chair  
Frank Bolmarcich  
Mike Fimbel  
Howard Dilworth, Jr., Treasurer  
Kathy Hersh, Vice Chair

**Absent:** Nelson Disco

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

**Call to Order**

The meeting was called to order by Executive Committee chair John Eresian at 6:00 pm.

**Approval of the Minutes of February 16, 2005**

Motion to approve the minutes as submitted by Fimbel, second by Dilworth. Motion passed.

**Approval of the Minutes of February 16, 2005, closed session**

Motion to approve the minutes as submitted by Dilworth, second by Fimbel. Motion passed.

**Approval of the Minutes of March 16, 2005**

Motion to approve the minutes as submitted by Hersh, second by Bolmarcich. Motion passed.

**Approval of the Minutes of March 16, 2005, closed session**

Motion to approve the minutes as submitted by Hersh, second by Bolmarcich. Motion passed.

**Meeting Summary of April 20, 2005**

The Committee reviewed the meeting summary of April 20, 2005, in which there was no quorum. The summary is hereby incorporated into the present minutes of May 18, 2005.

**Consideration of Unified Planning Work Program for FY 06 and FY 07.**

Williams reviewed the Unified Planning Work Program (UPWP), which is a federally mandated document that establishes the direction for the NRPC Transportation Planning Program. Williams stated that the document is primarily boilerplate, but is required. He then called the attention of the Executive Committee to new work tasks and the proposed budget. Williams stated that the budget did not represent our entire transportation planning program, but just that portion of the program that is funded with FHWA PL funds or FTA Urban Planning funds.

Dilworth asked if the UPWP numbering system corresponded with the State of NH Chart of Accounts used by municipalities. Williams explained that the numbers are generated by our internal use of the financial software, and did not correspond to the NH Chart of Accounts for municipalities.

Eresian requested that the numbers on page 19 correspond with the NRPC budget numbers.

Motion to approve the Unified Planning Work Program by Fimbel, second by Hersh.

Motion passed unanimously.

#### **Finance Report for April 2005**

Williams presented the April 2005 Finance report. He noted we are 83% through the fiscal year and that the agency was in very good condition financially. New contracts that NRPC has received in the past few weeks include the Nashua Land Use Code Revision, Wilton Sidewalk Plan, Pelham Parks and Recreation Plan, Hollis Library Long Range Plan, Mont Vernon School Impact Fee, and Bioterrorism Response Planning contract.

Williams reported that NRPC is running behind on the Transportation Program due to Camille Pattison serving in Hollis as Circuit Rider and also taking on Hazard Mitigation Planning. Staff have really exceeded all expectations, and have taken on other responsibilities with little complaint.

#### **Preliminary FY 2006 Budget**

Williams presented the draft FY 2006 Budget for review. New contracts have been added into the revenue side, and he expects the local contract line to increase what is currently presented. Three new staff people will be coming on board: a transportation planner, a circuit rider, and another land use/environmental planner. We are in good shape for the budget with a \$25,000 deposit to the reserve fund. Health care costs have increased, as well as the retirement contribution for Shirley.

Dilworth asked how close NRPC is to the target reserve level. Williams stated that as the budget increases, so does the targeted reserve amount.

Discussion: What can NRPC do to plan for capital facilities? The consensus was that NRPC needs to begin to formalize a process to move from its current location in 2008 and to purchase or build a new facility that the agency will own. Dilworth suggested that this be an item on the June Full Commission Meeting as part of the budget discussion. We need to open the discussion about next steps for NRPC as an organization.

Williams will bring the final draft Budget to the June meeting.

#### **Other Business:**

Eresian stated that the last meeting was challenging due to the administrative changes proposed. What is the agenda for this June's meeting? Williams stated that the agenda is to set the dues rate, adopt the budget, establish a nominating committee, an audit committee and a bylaws committee. Some members have already been recruited for these subcommittees.

Eresian also asked if there had been any information about the airport noise issue. The FAA needs to enforce the noise issues.

#### **Executive Directors Evaluation:**

Motion by Howard Dilworth, Jr. at 8:00 PM to enter into non-public session under RSA 91-A:3 II©, to discuss the compensation of an employee; seconded by Mike Fimbel; roll call:

John Eresian - Aye  
Frank Bolmarcich - Aye  
Mike Fimbel - Aye  
Howard Dilworth, Jr., - Aye  
Kathy Hersh - Aye

Motion by exit non-public session at 8:17 pm and to seal the minutes, seconded by Bolmarcich;  
roll call:

John Eresian - Aye  
Frank Bolmarcich - Aye  
Mike Fimbel - Aye  
Howard Dilworth, Jr., - Aye

**Adjournment**

Motion to adjourn at 8:17 pm by Fimbel, second by Dilworth. Meeting was adjourned.

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