



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 17, 2007

Present: Kathy Hersh, Chair
Tom Collins
Howard Dilworth
Mike Fimbel
Noreen O'Connell
Ray Peeples

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

I. Call to Order:

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

II. Approval of the Minutes of September, 2007:

A motion to approve the minutes of September 19, 2007 as presented was made by Fimbel and seconded by Peeples. Motion passed unanimously.

III. Finance Report and Balance Sheet for September 2007:

Williams presented the September Finance Report. In September, we were positive \$9,050 for the month, and overall, year to date revenues exceed expenditures by \$83,134. Williams noted that one major issue that is arising is the number of contracts that the agency is tracking. Each contract has its own set of unique requirements in terms of match, indirect costs or administration, such that it is becoming more difficult to track and produce reports with the QuickBooks software. Peeples stated that obtaining the correct software is key. Williams stated that we will spend some time assessing our needs and then look at other small consulting firms to investigate what software they use to see if it might be applicable to our situation. Hersh suggested looking at both short term and long term solutions.

IV. Update on Facility:

Williams stated that the priority is to look in Nashua for properties for sale, and then Merrimack and Hudson. We are also investigating the lease options that could be completed fairly quickly. There are 4 properties in Nashua's downtown area that are of interest. Each has issues ranging from parking to space issues. We will be exploring this more after the new year.

V. 2008 Legislative Forum:

Williams reviewed his memo to the Executive Committee dated October 17, 2007. Williams proposed either the 10th or 17th as possible forum dates. Given that the concept of the Legislative forum would be similar to last year, we need to hold the forum as early in January as we can. Dilworth mentioned that bond hearings under RSA 40:30 are held by towns during that time. Williams recognized that there is a lot going on for communities in January, and we just have to try to balance as best we can. The committee decided that January 17th would be the best date for the forum.

VI. Federal Transportation Review:

Every 3 years, NRPC must undergo a review of our transportation program with Federal Highway Administration and Federal Transit Administration. NRPC's review was this past July. We receive the findings of their review in September. The comments on NRPC's program were



overall very good. There were some suggestions for enhancing NRPC's planning process that require NHDOT cooperation.

VII. Other Business:

- o The Executive Committee voted to authorize Kathy Hersh to sign the CDFA application for tax credit funds for the Economic Development Website.
- o Williams noted that there was an incident in Milford where a pedestrian tripped over a traffic counter located on Bridge Street and Union Square. The location of the traffic counter was documented by photos and has been removed.
- o The Executive Committee congratulated Noreen O'Connell for receiving the "Citizen of the Year" award in Milford.

VIII. Next Meeting: Due to a lack of business, the November Executive Committee is cancelled. Williams will email the October financial statements to the committee. The next meeting will be December 19, 2007.

IX. Adjourn:

Motion to adjourn was made by Dilworth and seconded by O'Connell. Meeting was adjourned at 6:50 pm.