



**MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**June 18, 2008**

**Present:** Kathy Hersh, Chair  
Howard Dilworth  
Nelson Disco  
Karin Elmer  
Noreen O'Connell  
Joe Torre

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

**Guest:** Brad Vear

**I. Call to Order:**

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

**II. Approval of Minutes:**

O'Connell made a motion to approve the minutes of May 14, 2008, which was seconded by Disco. The motion carried unanimously.

**III. Approval of Minutes:**

Dilworth made a motion to approve the minutes of May 21, 2008, which was seconded by O'Connell. The motion carried unanimously.

Dilworth made a motion to amend and approve the minutes of the non-public session of May 21, 2008, reflecting the attendance of Dilworth, Collins, Hersh, O'Connell and Fimbel. The motion was seconded by O'Connell, and carried unanimously.

**IV. Finance Report and Balance Sheet for May:**

Williams reviewed the May Finance Report. The year-to-date finance report reflects the highest year in both revenue and expenses. Although we are (\$57,000) for the year, this will be balanced out at the end of June as we do the end of the year invoices.

The NHDOT is several months behind in payment of invoices, which reflects on the balance sheet. Disco asked if NRPC was at risk due to the budget cuts at the State level. Williams identified two state programs that could be at risk, which include the OEP Targeted Block Grant and the NH DES Regional Environmental Planning Program grants. There is no direct evidence that these are being considered for budget reduction, however it is possible.

**V. FY 09 Budget:**

Williams reviewed the proposed budget and work program. Page 3 shows a snapshot of the overall budget, and Pages 4 and 5 contain the detailed budget breakdown. Appendix A shows the actual revenues and expenses for the past few years. This budget incorporates the Executive Park Drive expenses. O'Connell moved to recommend the FY 09 Budget for approval by the Full Commission, which was seconded by Elmer. The motion carried, with one vote in opposition.

**VI. Dues Recommendation for FY 2010:**

Williams reviewed the proposed local dues rate for FY 2010. The increase represents the 3.42% Consumer Price Index inflation rate, which is what we have been basing dues



increases on the past few years. The individual rates are a formula that is based equally on population and equalized valuation. The Town of Mason is included in the equation. Disco made a motion to recommend the proposed dues for approval by the Full Commission, seconded by Torre. The motion carried, with one vote in opposition.

**VII. Annual Grant and Contract Authorization:**

Williams reviewed the annual vote of authorization which authorizes the Executive Director and the Chair to sign contracts on behalf of the agency. Torre moved to recommend approval by the Full Commission, seconded by Disco. The motion carried unanimously.

**VIII. Nominating Committee Report:**

Hersh thanked the nominating committee (Collins, Torre and Hersh) for developing the slate of officers for FY 09. The nominating committee will be recommending the following slate of officers to the Full Commission:

Chair - Noreen O'Connell

Vice Chair - Mike Fimbel

Treasurer - Karin Elmer

The committee is also recommending Suellen Seabury to fill the vacant seat on the Executive Committee.

**IX. Proposed Lease for 9 Executive Park Drive:**

Williams stated that the terms of the Lease are substantially what was distributed to the Board prior to the meeting. The business terms were still being discussed, particularly about the GIS lab construction details. The building owner needs to approve the windows and the other details. A detailed floor plan will be an addendum to the Lease, along with a parking site plan. Williams requested that the Executive Committee grant Williams and the Chair the authority to sign the Lease when the terms are final. Elmer suggested that we ask for "green amenities" such as carpet that could affect the health of staff.

Hersh suggested that an Executive Board member introduce this topic and the reasons for the decision with the Full Commission. O'Connell volunteered to start the conversation with the Full Commission to inform them about the decision, and invited the rest of the Committee to join in the conversation to support the decision.

The Executive Committee decided that if there are any changes to the terms of the Lease or any costs for NRPC, then they would need to have a special meeting to discuss the terms.

Disco made a motion to authorize Williams and the Chair to sign the Lease on the behalf of the NRPC if there are no major changes in the details of the terms, and after 48 hours notice to the committee. The motion was seconded by Torre. The motion carried unanimously.

**X. Milford HHW Collection**

Williams discussed the Solid Waste Management District's outreach program for the HHW Collections. The collection this year in Milford was subject to bad weather, and other factors such as a slow down in the housing market, which is how a significant number of participants are involved (selling and buying houses with household hazardous waste that needs to be disposed of). Williams reviewed the outreach efforts in Milford. This year was a little different since the Garden Club was not as involved as last year. O'Connell expressed concern that NRPC staff needed to follow up with Garden Club and others to ensure better attendance in future years.



**XI. Executive Director Goals and Review Process:**

This item was postponed until the August meeting.

**XII. Other Business:**

The Local Government Center requires a vote to participate in the self-funded insurance pools. Torre moved to authorize Williams to execute and deliver the document to the LGC, which was seconded by Disco. The motion carried unanimously.

**XIII. Adjourn:**

Dilworth made a motion to adjourn at 7:00 pm, which was seconded by Disco. The motion carried unanimously.