



MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 18, 2009

Present: Mike Fimbel, Vice-Chair
Karin Elmer, Treasurer
Tom Collins
Howard Dilworth
Kathy Hersh
Suellen Seabury
Joe Torre

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

I. Call to Order:

The meeting was called to order by Fimbel at 6:04 pm.

II. Minutes:

Approval of December 17, 2008 meeting minutes: Torre moved to approve the minutes as presented, seconded by Elmer. The motion was approved with one abstention.

III. January Finance Report:

Williams reviewed the January finance report and balance sheet. The forms are still a work in progress. NRPC was -\$33,151 for the month of January and -\$68,258 for the year. This is typical of our budget and funding cycle. We typically show a profit four times per year and a loss the other eight months, and it evens out by the end of the fiscal year.

IV. FY08 Audit:

Williams introduced Cheryl Burke from Melanson Heath & Company, PC. Ms. Burke reviewed the three components of the FY 08 audit: Management Letter, Annual Financial Statements, and Single Audit Report. Ms. Burke stated that it was a clean report, with (\$13,450) bottom line for the year. The report notes that there are no material weaknesses in our accounts. The current year recommendations are to improve controls over disbursements and to improve the accounting system. The main issue is the segregation of duties where the person that approves the disbursements also signs the checks. This is an issue that often occurs in smaller agencies because there are not enough personnel to cover all of the tasks necessary to mitigate the financial risks that can occur.

Williams current procedures be changed to such that he would only approve checks and expenditures but not sign any checks. Torre made a motion to change the current procedure to have the Treasurer sign all of the checks and the Assistant Director be the signor on checks over \$1,000.00. In the event that the Assistant Director is the approving authority (in the absence of the Executive Director) one of the other signors (officers and Kathy Hersh) will be the second signature on the checks. The motion was seconded by Hersh. The motion was approved unanimously.

The Executive Committee will review the audit reports and put the vote to accept the report on the March Agenda.

V. 50th Anniversary Celebration:

Williams discussed ideas for celebrating NRPC's 50th Anniversary. The proposal is to have a dinner at a local venue. The dinner would include a keynote speaker and some commemorative items such as a book or poster. We plan to have about 100 people attend with a budget of around \$4,500. Williams asked the Committee if we should charge to offset the dinner costs. The Committee felt that NRPC should celebrate turning 50 but not charge for the event. Hersh made a motion to authorize Williams to move forward with planning the 50th anniversary event with a budget of \$4,500. Elmer seconded the motion. The motion was approved unanimously.

VI. Change of Date for next Commission Meeting:

To accommodate the review of the revised Housing Needs Assessment, the next Commission meeting will be moved to April 15, 2009. After this revision, the agency should look at restructuring the schedule for this product so that it is aligned with the release of census data collection.

VII. Nominating Committee Report:

With Noreen O'Connell's term expiring in March, the Executive Committee now has two vacant positions. The Nominating Committee will be working to have nominations for both positions at the April meeting.

VIII. Other Business

Fimbel reported that he would not be able to attend the March meeting, so the committee will have to elect a Chair pro tem for the meeting.

IX. Next Meeting –

The next Executive Committee meeting will be held on Wednesday, March 18, 2009.

X. Adjourn

Hersh moved to adjourn the meeting at 7:15 pm, seconded by Elmer.