



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 19, 2011**

Present: Andy Seale
Peter Baker
Janet Langdell, Chair
Dave Hennessey
Mike Fimbel,
Howard Dilworth
Bill Condra

Absent: Rick Maddox
Karin Elmer

Staff: Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Langdell called the meeting to order at 6:02 PM.

II. Minutes:

The Executive Committee reviewed and discussed the September 21, 2011 meeting minutes. The following corrections were suggested:

- Section V should read: Diers reviewed the items for the **October** Agenda.
- Baker was present and the minutes should be corrected to reflect that fact
- The minutes should also reflect that Baker provided an alternative vision statement to be considered as part of the discussion and development of the agencies vision statement.

Baker motioned to approve the meeting minutes as corrected. There was a second by Fimbel. There was no discussion. The motion passed with Dilworth and Seale abstaining.

III. MPO Business

Roache introduced the MPO business topics for discussion. The first topic of discussion was the update of the Public Participation Plan. Roache explained that the plan is being updated to help streamline the Transportation Improvement Program approval and amendment process. Roache explained that the document has been updated to allow a flexible public comment period ranging in length between 10 and 30 days. The Executive Committee briefly discussed the proposed changes. Roache explained the document will be open for public comment for a federally required 45 day period and the Executive Committee, TTAC and full Commission would have opportunity to review and comment on the revisions to the Public Participation Plan. Baker submitted written comments on the plan that will be reviewed and considered as part of the update.

The second topic discussed was the vision statement for the update of the Metropolitan Transportation Plan. Roache explained that the staff working with the TTAC began to develop a transportation vision statement for 2040. Roache shared a memo with the Executive Committee that included the draft vision. The Executive Committee discussed the draft vision and made suggestions to improve the wording. Roache explained that there will be additional

opportunities to shape the vision in the coming months. Baker submitted written comments for consideration.

IV. Audit Report

Diers presented and reviewed the Audit report and noted that the auditors are not issuing a management letter. Dilworth clarified that the lack of a management letter means that everything within the required scope of the audit was compliant. Dilworth went on to explain that auditing standards have become tighter and NRPC has made a conscious effort to meet those standards. Diers explained that she distributed the report to the Executive Committee to allow time for review and the opportunity to develop specific questions before the auditors present the report. Dilworth requested that the auditors be instructed to explain the process and what they look for as part of their presentation.

Diers stated that this is the third year with our current auditor and we will need to request proposals for next year's audit. Diers suggested an RFP committee be developed and Dilworth, Langdell and Seale volunteered. Baker questioned if the Executive Committee is qualified to review the audit. The Executive Committee discussed what is required as part of their review. Dilworth reassured the group that it is within their purview and reiterated that the auditor needs to review the process as part of their presentation. Baker suggested a number of specific questions for the auditor to explain.

V. September Financials

Diers reviewed the September financials and stated that the numbers look good as of the end of the first quarter. She stated that additional grant funds have been awarded which will further boost revenue. These included a NHDES grant on fluvial erosion and an FHWA grant for a planning study of Exit 36S. Diers also informed the Executive Committee that NRPC hired a new Senior Planner, Jen Czysz and described her background and role with NRPC. Dilworth motioned to approve the financial reports and place them on file for Audit. Fimbel seconded and the motion with passed.

VI. November Agenda Review

Diers reviewed the items for the November Agenda. She noted that the meeting will be held November 16 and reminded the Executive Committee that the December meeting was moved to December 14.

VII. Adjourn

Motioned to adjourn at 7:10 by Fimbel; second by Hennessey. Unanimous.