

Central New Hampshire Regional Planning Commission

Minutes of the Meeting of the Executive Committee

June 22, 2009

Members Present: James McElroy, Chairman, Stephen C. Buckley, Vice-Chairman, Lyman Cousens, Secretary-Treasurer, Tyson Miller, Vice-Chairman-Elect, Richard Lemieux.

Staff Present: Sharon Wason, Executive Director

Guests Present: Susan Roman, Commissioner for Webster and Executive Committee Member-Elect.

The meeting was called to order by Chairman McElroy at 1:00 PM.

The minutes of the meeting of June 11, 2009 were not available.

Secretary-Treasurer Cousens presented his analysis of the May 31 financials, identifying major inconsistencies in the reports presented at the meeting of June 11, 2009. Executive Director Wason stated that she felt that the Quickbooks system used by the Commission had a flaw that prevented accurate production of the profit and loss statement, the balance sheet, and the Buckley report. She described arrangements to employ an expert recommended by the auditing firm to find and correct the software errors.

Secretary-Treasurer Cousens presented his analysis of the audit report and the associated management letter. He represented the audit as unqualified and a basis for the audit of the 2009 financials. He addressed each of the deficiencies identified in the management letter, explaining the deficiency and the recommended actions. Executive Director Wason presented replies to two of the recommendations.

Mr. Buckley moved that the Committee go into non-public session pursuant to NH RSA 91-A:3 (II) (a) – “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted”. The motion was seconded by Mr. Lemieux; the required roll call vote was Mr. Buckley, Aye, Mr. Cousens, Aye, Mr. Lemieux, Aye, Mr. McElroy, Aye, Mr. Miller, Aye.

Executive Director Wason and Susan Roman were excused from the meeting.

The Committee went into non-public session at 2:05 PM.

The Committee came out of non-public session at 2:40 PM.

Mr. Buckley moved to seal the minutes of the non-public session; the motion was seconded by Lyman Cousens. Chairman McElroy called for a roll-call vote. Mr. Buckley, Aye, Mr. Cousens, Aye, Mr. Lemieux, Aye, Mr. McElroy, Aye, Mr. Miller, Aye; the motion was approved.

Mr. Buckley moved to adjourn the meeting; the motion to adjourn was seconded by Mr. Cousens. The vote was unanimous; the meeting was adjourned at 2:45 PM.

Respectfully Submitted,

James McElroy, Chairman