



**APPROVED MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 September 16, 2020
 Public Meeting via Zoom**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Susan Ruch, Treasurer Tamara Sorell Tim Tenhave Venu Rao Kim Queenan Janet Langdell	Sarah Marchant	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

1. Call to Order

Elmer called the meeting to order at 6:02 pm and took attendance by roll call.

2. Business

a. Minutes: August 19, 2020

Ruch asked that the two additional 501(c)(3) incorporators, Marchant and Langdell, be named in the minutes. Elmer will provide to Siskavich the motions and timestamps relative to the non-public session.

Ruch moved to approve the minutes of August 19, 2020 subject to editorial additions as discussed. Langdell seconded. The motion passed 8-0-0.

b. Non-Public Minutes: August 19th, 2020

This item is deferred to the next meeting. Elmer will provide the non-public minutes to the Executive Committee.

c. Aug/Sept Dashboard and Financials (Action Required)

There is little change in the TD balance, but Bar Harbor jumped up due to some large payables coming in, which balances out the large receivables balance from last month’s dashboard. CDs increasing at a modest pace. The financial audit is also underway.

Staff activities highlights include the launch of the NH Housing launch code review, John Goeman’s participation in Leadership Nashua, and a successful Bike-Ped webinar for Nashua. Ruch requested we consider how to accommodate non-English speakers in our outreach.

Staff education is building up, and social media remains healthy. The working budget has been updated to reflect \$34K deltas on both revenue and expense relative to HHW events. There is a new section in the dashboard on pending grants, now showing the EDA opportunity application.

The P&L and Balance Sheet reflects through 8% of the fiscal year and shows a net positive this month of about \$24K. Federal contracts are down because we're shy of the quarterly billing mark. The NHGEO project profit is up reflecting up-front billing. The report will be amended to remove two completed Pelham projects from the last fiscal year.

Ruch moved to accept and place on file for audit the Dashboard and Financials of August and September 2020. Tamara seconded. The motion passed 8-0-0.

3. Transportation Program Updates

Our current Ten Year Plan Project applications are approximately \$2M shy of our total allocation; discussion ensued relative to the challenges of getting submissions, both under normal conditions and the present COVID emergency.

A complete treatment of air quality performance measures and methodological changes relative to the Transit Expansion study will be discussed at the Full Commission mtg.

4. Project Updates

Minkarah provided project updates relative to the Household Hazardous Waste program, the Brownfields grant, and various fieldwork activities including traffic counting, road surface management, and the Nashua Bike-Ped assessments.

5. Other Business:

Elmer pointed out that with her stepping down, NRPC has a vacancy on the New Hampshire Association of Regional Planning Commissions (NHARPC). Minkarah reviewed the duties and expectations of the NHARPC asked that Executive Committee members consider themselves stepping into the role.

6. Nonpublic session per NH RSA 91-A:3 (a)

Due to time constraints, this item is deferred to a special non-public meeting on September 30th at 6 pm.

7. Adjourn

With a motion from Tenhave seconded by Ruch, the Executive Committee adjourned at 6:45 pm by a vote of 8-0-0. The next regular Executive Committee meeting will be October 21, 2020.