



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
April 17, 2019**

**Present:**

Susan Ruch, Chair  
Karin Elmer, Vice Chair  
Jim Battis, Treasurer  
Bill Boyd (via phone)  
Mike Fimbel  
Mary Ann Melizzi-Golja

**Absent:**

Dave Hennessey  
Sarah Marchant  
Janet Langdell

**Staff:**

Jay Minkarah, Executive Director  
Sara Siskavich, Assistant Director

**Others:**

Marilyn McGrath, Hudson BOS

**1. Call to Order:**

Ruch called the Executive Committee meeting to order at 6:29 pm once a quorum was reached.

**2. Business**

a. Minutes:

Ruch requested a motion to approve the March 20, 2019 Executive Committee meeting minutes. Fimbel noted he was incorrectly listed as present. Ruch requested that Fimbel's observations regarding the Annual Forum be added. After several grammatical edits were made, Battis made a motion to approve the minutes as amended, seconded by Elmer. The motion passed 5-0-1 with abstention from Fimbel.

b. March/Feb Dashboard

Minkarah summarized banking balances which were overall healthy, and there has been no line of credit activation. Key staff activities include completion of NRPC's independent rail ridership projections and NRPC's attendance at the NMCOG MPO meeting. Web stats are up overall. There is no real change to the working budget. Accounts receivable jumped significantly because the March NHDOT invoice included three pay-periods. We are 75% of the way through the fiscal year and we will be drawing down federal grants aggressively this quarter. The solid waste district financials are low, but they will catch up as we enter the collection season. Local planning projects are on target, and OEP work has stepped up considerably. We are at the 82% mark for NHDOT billables. Spikes in professional services, GIS, and IT was largely due to the move. Expenses for NRSWMD will also increase as we enter the season.

Battis moved to approve the dashboard and financials and place them on file for audit, seconded by Fimbel. The motion passed 6-0-0.

c. May Open House

The group discussed format and timing of an open house at the new location. The group agreed that an informal morning event with light breakfast fare would work, but that the ongoing renovations to the floor need to be completed, including some customizations to the walls in the NRPC hallway. May 15, after school vacations, is a tentative working date.

The group discussed general signage needs. Fimbel inquired about the possibility of being listed on the main building signboard.

### 3. Transportation Programs

a. TYP Project List

Jay reviewed the present allocation of available project funds; as discussed at the Full Commission meeting, the projects on the list, by NHDOT estimates, exceeded the allocation by \$800,000. Since then, the #2 TTAC-ranked project, Bridge and Canal Complete Streets, was withdrawn by the City of Nashua as a project submission for this round due to fiscal constraint. Nashua has agreed to split the Kinsley St. project over two years with the second construction season falling into the next biennial funding period. Also, Milford has formerly requested removal of the Pedestrian Bridge and Riverwalk Trail project from the TYP, as circumstances involving the project and the private property located at 135 Elm have changed. These changes have sufficiently constrained the list to within the NRPC total federal allocation.

At the last Full Commission meeting, the Commission endorsed the Executive Committee to act on its behalf of the MPO. After further discussion, Elmer moved to accept the amended Project Priorities for the 2021-2030 NH Ten Year Highway Plan, as presented, seconded by Fimbel. Discussion centered around confirming support from Milford and Nashua Commissioners. Golja confirmed consensus from Nashua reps to the Commission. The motion passed 6-0-0.

b. FY 18-19 UPWP Updates and FY20-21 UPWP

Minkarah reviewed last quarter 18-19 UPWP priorities including a major update to our federally-mandated Public Participation plan. There will need to be a public hearing on the plan, which will likely be scheduled at the June Full Commission meeting. Elmer suggested that outreach to hospitals and colleges be emphasized.

Minkarah circulated a budget summary for the FY20-21 UPWP. Priorities include updates to the Intelligent Transportation Systems (ITS) plan, the NRPC bike-ped plan, road surface management analyses, a Route 101 corridor study, and additional transit expansion study as reflected in a new 600 category which will be supported with substantial new SPR funds that have been built into the UPWP contract to streamline G&C approval.

At the group's request, Minkarah drew distinctions between the current Transit Expansion work underway versus those in the next UPWP. Minkarah also reviewed the current schedule of outreach at Nashua Community College and area libraries. The group asked that this schedule be provided to the Full Commission.

#### **4. Old Business**

##### **a. NRPC Office Debrief**

The group briefly toured the new office space. They reviewed aspects of the successful relocation and some minor outstanding space needs.

##### **b. Banking Changes**

Minkarah circulated email correspondence from our auditors recognizing the challenges of reconciling the sweep account. Minkarah suggested the group consider moving the balance of checking funds currently at TD to the New Hampshire Public Deposit Investment Pool (NHPDIP) money market which offers a substantial jump in interest rate over TD's current interest-bearing checking rates. In response to Boyd's concern about the number of investment accounts now proposed, Minkarah clarified that a move to NHPDIP would not change the total number of investment vehicles if it coincided with closure of the TD checking. For the next meeting the group requested clarifications and additional financial detail regarding the status and rate of return of our funds as currently invested vis-à-vis this alternate proposal.

##### **c. Other Business**

Minkarah reviewed the status of SB 242 and SB300, the latter having been supported by Full Commission vote. The current proposed language sets a very high bar to reach before toll removal, and if Merrimack doesn't support this version, it's important for NRPC to know this. Boyd asked that Minkarah forward the reference to the version under discussion. Boyd further expressed concern that Merrimack cannot get clarity on the amount of debt service remaining at Exit 11. Elmer suggested this information should be freely available under Right-to-Know.

Elmer provided an update on activities from the NH Association of Regional Planning Commissions. The Legislative Breakfast has been rescheduled to June 6. Senator Hassan approached the NHARPC for a letter on the FAST ACT and how its structure is not equitable to the State of New Hampshire. Ruch added that it is a good letter and should be shared with Commissioners.

Minkarah mentioned the start of the Household Hazardous Waste season, as well as NRPC's participation in the Earth Week celebration at Oracle which is an opportunity for grant outreach. Golja updated the group on the status of exterior plans for the Nashua performing arts center.

#### **5. Adjourn**

The meeting adjourned at 7:31 pm with a unanimous vote as moved by Battis and seconded by Elmer. The next regular Executive Committee meeting will be May 15, 2019 at 6:00pm.