



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
March 21, 2018**

**Present:**

Susan Ruch, Chair (arrived at 6:10)  
Karin Elmer, Vice Chair  
James Battis, Treasurer  
William Boyd (arrived at 6:05)  
Mike Fimbel  
Dave Hennessey  
Janet Langdell  
Sarah Marchant (phone)

**Absent:**

Mary Ann Melizzi-Golja

**Additional Commissioners Present:**

Jill Adams, Brookline

**Staff:**

Jay Minkarah, Executive Director  
Jennifer Czysz, Assistant Director

**1. Call to Order:**

Elmer called the Executive Committee meeting to order at 6:00 pm.

**2. Business**

**a. Minutes: February 21, 2018**

The Executive Committee reviewed the minutes from the February 21, 2018 meeting. Motion to approve the minutes made by Langdell, seconded by Fimbel. The motion passed 6-0-0.

**b. February/March Dashboard and Financial Reports**

Minkarah reviewed the bank balances noting that bank balances are up due to receivables having been paid. There was a fair amount of activity this month. The NH Institute of Art contacted Minkarah regarding their new place-making initiatives. Minkarah was also invited to sit on the NHMA Land Use and Infrastructure Policy Committee. Czysz explained the new MS4 Cooperative Agreement that has evolved out of the Regional Stormwater Coalition. Participating communities will each contribute \$2,000 and NRPC will serve as the fiscal agent. The communities will elect how to expend their pooled funding on activities that are mutually beneficial in MS4 compliance. Boyd expressed concern that there is the potential for municipalities to be fined for failure to reduce water quality contamination below certain levels. Additionally, staff have participated in several quality DOT events on complete streets and autonomous vehicles.

NRPC's web, social media and Constant Contact statistics remain constant with some slight increases in engagement. There are no changes to the working budget. The Profit and Loss shows a loss of \$17,492 for the month. This is consistent with the prior 2 years where January 2016 and 2017 also had losses of approximately \$17,000. In part, this is due to two holidays, increased staff vacation time, HSA contributions, and health insurance cash option buyouts all occurring in the January billing cycle. The Balance Sheet is up from last month, showing an additional \$70,000 in assets from last month.

Elmer made a motion to accept and place the report on file for audit, second by Boyd. The motion passed 8-0-0.

**c. Traffic Vehicle Counter Installation and Removal Policy**

Minkarah highlighted edits to the policy document made in response to feedback received at last month's meeting. The title was revised to specify that it is an official policy, there will be 2 employees present at all times, new language added detailing days and times for installation and removal based on traffic volumes and speeds, and a form for employees to sign acknowledging receipt of the policy.

Three amendments were identified to be made to the document:

1. Print the adoption date on the document.
2. Edit the acknowledgement page suggesting that it state "...I further acknowledge that I have read, understand, and will comply with, the provisions of this policy..."
3. Add a new section 6d to specify that if circumstances warrant, staff may seek approval of the Executive Director to vary from schedule detailed in sections 6a-6c.

Fimbel made a motion to adopt the Traffic Vehicle Counter Installation and Removal Policy as amended, second by Elmer. The motion passed 8-0-0.

**3. Old Business**

**a. NRPC Office Lease Update**

Jay circulated the draft Requests for Proposals for Leased Office Space. Hennessey offered to solicit input on the draft from a commercial broker in his office. Minkarah noted that the current office is larger than is needed and there are a variety of smaller configurations that might work. Currently NRPC has a large amount of square footage devoted to hallways and individual offices. Conference room however is listed as a minimum, and with possible smaller offices, a second conference room is required. Current office space is relatively affordable on a square foot basis. Best opportunity for savings is in reduced common area.

There is some expectation that most responses will likely come from locations along NH 101, 101A, the Nashua Millyard, and the FEE Turnpike Exit 8 area. Parking is an essential need for any office location. A quarter of survey respondents said they would not pay for parking or walk. NRPC frequently holds meetings, conferences, and workshops that will warrant 20 or more dedicated parking spaces.

Feedback is needed on the draft RFP as soon as possible. Ruch asked if the evaluation criteria are adequate. Czysz suggested running it past the auditors who will review the evaluation process as part of the audit.

**b. NRPC 2018 Annual Forum Update**

All speakers are now confirmed for the forum. Minkarah was able to secure 4 speakers, with the fourth just joining the line up at the last minute. As a result, speakers will need to be succinct. Ruch asked Committee members to reach out to community contacts, send a reminder and encourage attendance. Langdell noted that the save the dates went out late this year which may be affecting lower registration numbers. Baker will send out additional event reminders.

**4. Transportation Programs**

**a. Ten Year Plan Update**

Minkarah noted there was only a minor update this evening. At the last meeting he noted that the House committee had removed the \$4 million in funding for the Capitol Corridor from the Ten Year Plan. That funding was returned to the plan by the full House.

**b. NH 101, 101A, and 122 Lighting**

Again, following up on last month's meeting, the requested maps depicting the lighting to be removed are now available. Minkarah distributed copies.

**c. MTP Project Selection**

Letters will be going out to all municipalities to solicit new projects for inclusion in the Long Range Transportation Plan update. A transportation focused survey is currently out and open for response. Minkarah noted he would like to see the survey distributed widely via social media and municipal websites.

**d. Nashua Transit System Expansion Study**

The project is now underway. Czysz noted that NRPC staff are currently working with City staff to design two surveys and set up a series of outreach events.

**5. Other Business**

There was no other business.

**6. Adjourn**

The next regular Executive Committee meeting will be Wednesday, April 18, 2018.

Motion to adjourn was made by Langdell with a second by Boyd. The motion passed 8-0-0. The meeting adjourned at 6:48 PM.