



**APPROVED MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee - Zoom Platform
 June 17, 2020**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Tamara Sorell Tim Tenhave Sarah Marchant Janet Langdell (arrived 6:17)	Susan Ruch, Treasurer	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director Mason Twombly	

1. Call to Order

Elmer called the meeting to order at 6:03 pm. She then took attendance by roll call.

2. Business

a. Minutes: May 20th, 2020

Tenhave requested several grammatical edits. He also requested that the name of the preferred audit firm be removed from the public minutes.

Tenhave moved to accept the minutes of May 20th, 2020, as amended. Sorell seconded. The motion passed 5-0-0.

b. Non-Public Minutes: May 20th, 2020

The non-public minutes were purposefully omitted from the public agenda. In lieu of an on-screen review of the document, the consensus was to table the item until the next Executive Committee meeting.

c. May/June Dashboard and Financials (Action Required)

Minkarah reviewed the balances and deltas in payables and receivables since last month. TD balance is relatively consistent, and CDs continue to edge up. The working budget reflects some adjustments on the revenue side, reflecting what we project we can reasonably draw down. Staff activities include our standard meetings, and staff completed refresher training in SADES. The building is open to staff but remains closed to the public. Most staff are reporting into the office at least part of the time and telecommuting the remainder of the week. We boosted newsletter subscribers last month, Facebook activity is robust, but Twitter is relatively flat.

The Profit and Loss report reflects 92% of the fiscal year. Minkarah highlighted several projects that are not commensurately drawn down but can be carried over and continued into next year. Local contracts are close to our target. Total revenues and expenses are at 78% and 79% respectively, putting us at a projected net positive position of \$39K for the year.

Battis moved to accept the dashboard and financials and place them on file for audit. Tenhave seconded. After no further discussion, the motion passed 5-0-0.

d. Recommendation to Commission to Approve the FY21 Budget and Work Program

Minkarah reviewed the proposed FY21 Budget. We have a very aggressive goal to draw 70% of the EPA Brownfields grant by November 2020 so that we can reapply so the budget amount for FY21 has increased. The HHW line is our best estimate considering potential COVID-19 impacts impacting future events. At the request of Battis, Siskavich reviewed the major change on the state projects represented by the NH Geodata Portal project, which also contributes to the increase in professional services passthrough on the expense side. At the request of Elmer, Minkarah explained the change in the miscellaneous line representing the continuance of a data subscription for vehicle probe data.

Battis made a motion to approve the FY21 budget. Marchant seconded. The motion passed 6-0-0.

e. Recommendation to Commission to Approve FY22 Dues Allocation

Minkarah reviewed the proposed FY22 Dues Allocation. This is not an increase, but it does reflect some nominal adjustments for each municipality based on the apportionment formula that reflects annual changes in population and valuation.

At Elmer's request, Battis made a motion to approve the recommended FY22 Dues Allocation. Langdell seconded. The motion passed 6-0-0.

At the request of Langdell, Minkarah and Siskavich briefly discussed NRPC's use of community-member dues for projects and grant match.

f. Slate of Officers and Executive Committee Membership

Elmer will be stepping down from the position of chair. Battis is willing to remain vice-chair or treasurer, and Marchant would also be able to take the role of treasurer. Considering Ruch's absence and that her intentions are not yet known, this item was tabled to next month.

g. Audit RFP

Battis motioned that we move forward with the recommended audit firm. Tenhave seconded. The motion passed 6-0-0.

h. CD Roll-over

The Committee reviewed the packet memo from Lafond regarding the expiration of one of our two CDs in July. Memo. Marchant moved, with a second from Langdell, that the maturing 19-month CD be rolled over into an 8-month CD with Bar Harbor Bank & Trust. The motion passed 6-0-0.

3. Transportation Program Updates

The major item here is that NRPC is soliciting projects for the Ten-Year Plan (TYP). This will be treated in depth at the Full Commission session.

4. Adjourn

With a motion from Battis, seconded by Tenhave, the Executive Committee adjourned at 6:47 by a vote of 6-0-0.

Next Meeting: July 15, 2020