



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 20, 2019**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Dave Hennessey
Bill Boyd
Janet Langdell

Absent:

Sarah Marchant
Mary Ann Melizzi-Golja (arrive 6:22).

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:05 pm.

2. Business

a. Minutes

Boyd made a motion to approve the February 20, 2019 Executive Committee meeting minutes, seconded by Hennessey. Battis requested clarification on status of the legislative watch list. After no further discussion, the motion passed 8-0-0.

b. Dashboard

After a brief review of the NRPC account balances that remain on target, Minkarah presented a review of the Bar Harbor sweep account which collateralizes any balance in excess of \$250K insured by FDIC. The sweeping strategy, however, prevents Bar Harbor from producing a reconcilable bank statement. By closing the sweep account and retaining approximately \$250K with Bar Harbor and any excess with TD, all funds remain insured.

Langdell asked if closure of the sweep account affects the rate of return, and Minkarah stated it did not. Hennessey requested that the NRPC auditors be put in contact with Bar Harbor to confirm that the sweep account statements were insufficient. At the request of Langdell, Minkarah clarified that this discussion did not affect any SVTC balances. Ruch requested that future corrective actions of this nature be completed in close consultation with EC.

Minkarah then circulated a handout from the New Hampshire Public Deposit Investment Pool which has some attractive offerings currently. There was consensus to keep this option under consideration for future investing.

Turning back to the Dashboard, Minkarah called out the Transportation Roundtable attended by Pappas at SNHPC. The group discussed support for a legislative request to extend the public comment period as well as strategies to submit substantive comments on passenger rail after the closing of the public comment period. NRPC voted to support the study, but there has been a substantial change to existing conditions. After further discussion, Boyd made a motion to authorize Minkarah to author a letter on

behalf of the EC requesting an extension of the public comment period. Langdell amended the motion by indicating if we needed to bring it forward to more members of the Commission, they can attend the EC meeting as well. The motion, as amended, was seconded by Battis. The motion passed 9-0-0.

Minkarah briefly mentioned the NRPC rail passenger survey underway at Billerica and Lowell stations to inform feedback on existing ridership projections. An update on the Ten-year plan meeting at NH DOT will follow at the Full Commission meeting.

The reserve continues to cover approximately five months of operating expenditures and we have not activated our line of credit. The working shows a \$82K delta between revenue and expense which will diminish as we close in on the fiscal year end.

The P&L represents just about 2/3 of the fiscal year. We are light on local contracts but some such as CTAP will be ramping in the last quarter. Jumps in expenses are largely attributable to the office relocation. The balance sheet shows we are on target in terms of Accounts Receivable versus Accounts Payable.

Hennessey moved to approve the dashboard and financials and place them on file for audit, seconded by Boyd. The motion passed 9-0-0.

3. Old Business

a. NRPC Office Move

Surplus office furniture has been removed and trash is being moved to the dumpster. Staff will be packing Thursday and Friday. Siskavich reviewed the timeline for the move days on March 25 and 26. The group discussed the concept of an open house to follow the move as well as a staff appreciation luncheon.

b. NRPC Annual Forum

The group discussed impressions and relevance of the annual forum topic, *Cutting-edge Trends in Transportation*. Ruch noted Fimbel's comment provided via email that while the subject matter was interesting, he felt the Economic Development topic last year and ties to housing was much more appealing. Among the positives Ruch noted were the engaging nature of the content and speakers and the fact that the subject matter isn't easily attainable elsewhere. Hennessey found that the talks were highly aligned with recent proposed federal infrastructure spending. Boyd agreed but speculated that the topics were somewhat intangible vis-à-vis present-day problems such as road and bridge conditions. Langdell said that while academically interesting, the content could have been made more useful if it were tied to practical implementation.

6. Adjourn

The meeting adjourned at 7:03 pm with a unanimous vote as moved by Elmer and seconded by Boyd.

The next regular Executive Committee meeting will be April 17, 2019 at 6:00pm. This will be the first Executive Committee meeting at the new 30 Temple Street office location.