



**APPROVED MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 June 16, 2021**

**In-Person Public Meeting with Zoom Attendance Option**

<b>Members Attending In Person</b>	<b>Members Attending On Zoom</b>	<b>Members Absent</b>	<b>Staff Attending</b>	<b>Others Present</b>
Jim Battis, Vice Chair Sarah Marchant, Treasurer Janet Langdell Kim Queenan Tim Tenhave Venu Rao Karin Elmer	Susan Ruch, Chair (joined 6:10) Tim Tenhave (joined 6:30)	Tamara Sorell	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	Ed Weber (joined in-person 6:37)

**1. Call to Order**

Battis called the meeting to order at 6:04 and took attendance.

**2. Business**

**a. Minutes: May 19, 2021**

Hearing no discussion, Battis accepted a motion from Marchant, seconded by Queenan, to approve the minutes. The motion passed 7-0-1 with abstention from Elmer.

**b. May/June Dashboard**

Balances: TD balances are stable; Bar Harbor balances are up \$30K. Receivables are down \$60K because large outstanding invoices were paid. Payables are also down. We see slight increases in CDs. We have not activated our line of credit.

Staff activities: Highlights include a roundtable on urban air mobility hosted by Taylor Caswell; a meeting with the NHDOT Ten Year Plan process, and RCC 7 and 8 roundtable on new opportunities related to mobility management because of DHHS’s efforts to secure CDC funding. Other highlights include a Chamber in-person event, the staff outing at Monson Village, and the Greater Nashua Community Connections forum. Congrats to Jeff Gowan and Karin Elmer on their retirements from town service.

Pending Grant Opportunities: We do not have pending grant opportunities.

Profit and Loss and Balance Sheet:

The Profit and Loss Report reflects 92% of the fiscal year and highlights projects that will close out versus carry-over, several of which such as our circuit rider and hourly support contracts renew at the calendar year. The UPWP is drawing to a close, and the office expense line reflects the AV equipment purchase.

There was some discussion about the accounting relative to the HHW retainer.

Working Budget: There is no significant update to the working budget.

Langdell moved, with a second from Elmer, to accept and place on file for audit the Dashboard and Financials of May/June. The motion passed unanimously by rollcall vote:

Rao – yes	Marchant – yes	Battis – yes	Ruch- yes
Queenan – yes	Langdell – yes	Elmer- yes	

**c. Recommendation to Commission to approve the FY22 Budget and Work Program**

Minkarah briefly reviewed the proposed FY22 Budget which is largely the same as was included in the May Executive Committee agenda packet and highlighted the conclusion of some projects, carryover of other projects, and some new projects. On the expense side, Minkarah noted that salaries reflect the addition of some temporary staff for FY22 including interns. In conclusion, the total budget is increased by approximately \$15K from FY21.

Elmer made a motion to recommend to the Full Commission the FY22 Budget and Work Program, with a second from Rao. The motion passed unanimously by roll-call vote:

Rao – yes	Marchant – yes	Battis – yes	Ruch - yes
Queenan – yes	Langdell – yes	Elmer- yes	Tenhavé – yes

**d. Recommendation to Commission to approve FY23 Dues Allocation**

Minkarah presented the FY23 Dues Allocation. Because the DRA assessment inputs to the allocation formula have not been updated, the proposal is identical to the FY22 adopted allocation.

Elmer moved to recommend to the Full Commission the FY23 Dues Allocation, as presented. Venu seconded, but for discussion requested the typo in the last column of the table be corrected from FY22 to FY23. The motion, as amended, passed unanimously by roll-call vote:

Tenhavé – yes	Queenan – yes	Langdell – yes	Elmer- yes
Rao – yes	Marchant – yes	Battis – yes	Ruch- yes

**e. NRPC Officers**

After discussion, Langdell moved to recommend to the NRPC Full Commission the slate of Susan Ruch as NRPC Chair, Sarah Marchant as Vice-Chair, and Jim Battis, Treasurer, for Fiscal Year 2022. Elmer seconded the motion. The motion passed unanimously by roll-call vote:

Tenhavé – yes	Queenan – yes	Langdell – yes	Elmer- yes
Rao – yes	Marchant – yes	Battis – yes	Ruch- yes

**f. Director Nominations for the NRPC Foundation**

At the request of Ruch, Minkarah clarified that NRPC officers are automatically appointed to the NRPC Foundation Board of Directors; other Foundation directors are recommended by the Executive Committee and appointed by Full Commission. NRPC put the word out, and Dave Hennessey and Mary Anne Melizzi-Golja have expressed interest in serving as a Commissioner and a Citizen-at-Large, respectively.

Elmer made a motion to hereby recommend to the Full Commission that Dave Hennessey, as Commissioner, and Mary Anne Melizzi-Golja, as Citizen-at-Large, be appointed to the NRPC Board of Directors. Rao seconded the motion. The motion passed unanimously by roll-call vote:

Tenhave – yes

Queenan – yes

Langdell – yes

Elmer- yes

Rao – yes

Marchant – yes

Battis – yes

Ruch- yes

Ruch and Elmer requested that Directors apply to the position of Director, even if the application were to be completely retroactively to their appointment. Not only would this be in the spirit of transparency, but it would also document the skill set(s) of each Director and screen for any potential conflicts of interest. Minkarah agreed to draft an application.

### **3. Transportation Programs**

No other transportation program updates were presented.

### **4. Other Business**

No other business was brought forward.

### **5. Adjourn**

At 6:51, Elmer moved, with a second to by Rao, to adjourn. The motion passed.

*The next Executive Committee meeting will be July 21, 2021*