



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 19, 2021**

Public Meeting via Zoom

Members Attending	Members Absent	Staff Attending	Others Attending
Susan Ruch, Chair Jim Battis, Vice Chair Sarah Marchant, Treasurer Janet Langdell Kim Queenan Tim Tenhave Tamara Sorell Venu Rao (joined at 7:01 pm)	Karin Elmer	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

1. Call to Order

Battis called the meeting to order at 6:07.

2. Business

a. Minutes: April 21, 2021

Hearing no discussion, Battis accepted a motion from Langdell, seconded by Tenhave, to approve the minutes. The motion passed by roll call vote:

Tenhave – yes	Queenan – yes	Langdell – yes	Ruch – yes
Sorell – yes	Marchant – yes	Battis – yes	

At 6:09 Ruch relieved Battis and assumed the role of meeting chair.

b. April/May Dashboard

Balances: There is no change in TD. Bar Harbor activity shows a significant increase in the balance. Payables are down significantly, as are receivables by \$90K. The line of credit IS not activated and Certificates of Deposit continue to creep upward.

Staff activities: This was an active period. Highlights include Minkarah’s attendance at the CHI Planning and Regulation workshop which is wrapping up recommendations related to housing needs assessments and their alignment with funding, the Nashua Area School Bus Electrification meeting, The Greater Nashua COVID Vaccine Info Session, the Community Power workshop, and the Rail User Network Virtual Mini-Conference.

Professional Development highlights include staff-wide training in Cybersecurity Basics and Minkarah’s attendance at a webinar on How to Compete for RAISE Grants.

Pending Grant Opportunities: There has been a recent flurry to renew some ongoing grants including the OSI, UPWP, and the 5310 grant, as well as paperwork necessary for two new grants from NHDES.

Working Budget: The working budget has been updated to be consistent with what we believe we will draw down this fiscal year versus what will be carried over into the next fiscal year's budget.

Profit and Loss and Balance Sheet: These reports reflect a continuation of our accounting patterns. We project we'll be in the black and we do not anticipate leaving "money on the table." We assess our performance against these goals using what we call our "hours allocation" spreadsheet, which is, essentially, a project forecasting and resource allocation model.

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

Tenhave – yes
Sorell – yes

Queenan – yes
Marchant – yes

Langdell – yes
Battis – yes

Ruch – yes

c. Draft FY22 Budget

Minkarah introduced the draft budget which reflects our best projection for next year at this point. There are a few contracts, however, that may come in before the June meeting. We are once again, proposing to keep dues flat. The major change is that federal contracts are down due to the tail end of the EPA Brownfields wrapping up. There is a \$20K increase in the UPWP as well as a bump in 5310 mobility management.

Langdell requested that next year we agenda the issue of dues well in advance of the May Executive Committee to give it full consideration. Ruch requested that a review of associated deadlines relative to the next round of dues-setting be prepared for the next Executive Committee meeting.

At the request of Tenhave, Minkarah confirmed that the salaries budget would include a cost-of-living adjustment. Tenhave asked whether enough salary would be budgeted to address any inequities in staff compensation, for example, differences between new hires and long-time employees. Minkarah replied that the proposed budget figure does allow for additional staff adjustments, but added that a number of adjustments were made in the current fiscal year.

Commissioner Marchant departed the meeting at 7:00. Commissioner Rao joined the meeting at 7:01.

d. Nomination of Officers

At the request of Battis, Siskavich recited the Commission bylaws relative to officer terms and limits. Battis indicated his willingness to assume the office of Treasurer, as he will be completing of his second of two consecutive terms as Vice-Chair. Ruch indicated that she would continue in the role of Chair if needed, but we would still need to recruit a vice-chair who would also then be named to the Foundation board. Ruch felt strongly we should work to present a slate for recommendation by June rather than postpone. Minkarah indicated he would gauge interest from Commissioner Marchant, who is currently Treasurer, to stay on as an officer. He would also reach out to Commissioner Hennessey who had expressed interest in serving on the Foundation Board of Directors.

3. Transportation Program UPWP Updates

a. TAP Funding update

After the Executive Committee's endorsement of the TTAC's recommended rankings of Transportation Alternative Program (TAP) projects for the region in April, the NHDOT announced substantially more funds for the program will be made available, increasing the likelihood of more projects getting funded. Also, the congressional delegation has introduced member-directed projects in the next infrastructure bill. The interplay of both these developments with the Ten-Year Plan (TYP) process is not yet clear. At the request of Langdell, Minkarah clarified that at this point the projects would still be funded at the 80% level.

b. FY 22-23 Amended UPWP

There is no update on the status of the UPWP. As discussed at the last Executive Committee meeting there is an increase of \$20K in the budget for project engineering reviews.

c. Project Updates

Beyond projects and initiatives already discussed, Minkarah mentioned the transit expansion plan and regional bike-ped plan update are winding down and traffic counting season is upon us.

4. Other Business

a. 501(c)(3) Update

NRPC received IRS approval. The next steps include the establishment of a bank, liability insurance, and filling out the Board of Directors. There was further discussion about revisiting the strategic vision of NRPC and whether to further distinguish the new Foundation from NRPC through, for example, a more detailed statement of purpose. At the request of Tenhave, Minkarah mentioned that the RPC regional plan and housing needs assessment is essentially unfunded and thus represents a major budgetary "wish list" item. Siskavich mentioned that other operational items such as computers, the plotter, and the van are absorbed by the budget, as needed, but could also lend themselves to a capital improvement plan or the establishment of a capital reserve fund. Langdell suggested a dedicated meeting to facilitate this conversation between the Foundation board members and the NRPC Executive Committee.

b. A/V Update

Installation of new AV equipment will be scheduled any day now. NRPC is keeping tabs on the status of the Governor's Emergency order due to expire and pending legislation that would extend the use of virtual platforms for public meetings.

Ruch exited the meeting at 7:43.

Tenhave mentioned that Lon Woods is a new Commissioner for Merrimack. Minkarah mentioned we have Paul Grant from Pelham, Kara Roy from Hudson, and John Shannon, Town Admin from Milford, also joining us as new commissioners.

Tenhave mentioned that Merrimack Fire would be reaching out to NRPC for trails, property entrances, and other data.

5. Adjourn

At 7:47, Battis accepted a motion from Langdell, seconded by Tenhave, to adjourn. The motion passed unanimously:

Tenhave – yes

Queenan – yes

Langdell – yes

Sorell – yes

Rao – yes

Battis – yes

The next Executive Committee meeting will be June 16, 2021