



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
June 19, 2019**

**Present:**

Susan Ruch, Chair  
Karin Elmer, Vice Chair  
Jim Battis, Treasurer  
Mike Fimbel  
Dave Hennessey  
Sarah Marchant (by phone)  
Janet Langdell  
Bill Boyd

**Absent:**

Mary Ann Melizzi-Golja

**Staff:**

Jay Minkarah, Executive Director  
Sara Siskavich, Assistant Director

**1. Call to Order:**

Ruch called the Executive Committee meeting to order at 6:03.

**2. Business**

- a. Minutes: May 15, 2019

Ruch requested a motion to approve the May 15, 2019 Executive Committee meeting minutes. Elmer made a motion to approve the minutes, seconded by Hennessey. The motion passed 8-0-0.

- b. May/June Dashboard

Minkarah reviewed checking account, accounts payable, receivables, lines-of-credit, and investments. NHDOT reimbursements are now linked electronically to Bar Harbor. No changes have been made in the working budget since last month.

Staff has been busy with several activities including a drinking water protection workshop, attendance at a housing and construction conference, NHPA, the OSI planning and zoning conference, NHARPC legislative breakfast, Census Solutions workshop at Nashua Community College, the EPA Brownfields grant announcement, and a new task force for the Merrimack River led by the Northern Middlesex Council of Governments and Merrimack Valley RPA.

Marchant mentioned that on June 24<sup>th</sup>, 2019 the City would be hosting a housing advocacy training from 6-8. Official notice will follow on Facebook.

The Profit & Loss shows that we are at 91.67% for federal grants in terms of revenue and 88% of total grants. We will exhaust the UPWP but are unlikely to fully draw down budgeted amounts for other multi-year grant sources. More discussion followed regarding the challenge of drawing down grants. Boyd asked about the projected bottom line for this year. Minkarah

estimated that we would again have a slight deficit, but final numbers should be available by next meeting.

At the request of Ruch, Boyd moved to approve the dashboard and financials and place them on file for audit, seconded by Battis. The motion passed 8-0-0.

c. Recommendation to Commission to approve FY20 Budget and Work Program

Minkarah circulated a new budget handout which reflects updates to figures presented in the agenda packet. He and reviewed major differences between the current and proposed budgets. The UPWP is essentially level-funded, as is the OSI Targeted Block Grant and dues income. Overall budget is increased due to the addition of the EPA brownfields grant, additional transit planning dollars, and full realization of the HHW budget within the NRPC budget. Costs for brownfields environmental subcontractors and Veolia for Household Hazardous Waste are reflected in the large delta on the Expenses side of the budget for *Professional Services*.

In response to Hennessey, Minkarah clarified that the decrease in dues and subscriptions reflects discontinued membership in several national groups. These memberships are expensive and have gone unused by staff for several years.

Discussion turned to the expense line for marketing and outreach with regard to whether funding levels should be increased and how the funds should be used (such as on a hiring a marketing consultant or put to use for instructional videos, etc.) In the interest of time, Ruch suggested next meeting's agenda be devoted to a planning discussion on this. Hennessey requested that increase the recommended budget for marketing and outreach to \$5K and reduce the reserve commensurately.

Minkarah noted a typo in the Reserve line item in the budget handout that should be amended.

Boyd requested clarification on the bump in audit expenses. Minkarah said that we have jumped into a higher audit category. Boyd suggested that it might be time to go out to bid in the interest of simply having a fresh set of eyes on the books.

At the request of Ruch, Hennessey made a motion to approve the recommended FY20 budget with an amendment to increase the Marketing and Outreach line by \$4,000 and reduce the Reserve line item commensurately. Boyd seconded. The motion passed 8-0-0.

d. Recommendation to Commission to approve the FY21 Dues Allocation

The Executive Committee then took up the issue of the new dues allocation for FY21. The proposed dues schedule is flat overall with some subtle adjustments either up or down by community based on the current formula. Discussion centered around the fact that dues remains flat overall and has not been increased for many years, despite last year's slight budget deficit. At Ruch's request, Battis made a motion to approve the recommended FY21 Dues Allocation, seconded by Boyd. The motion passed 8-0-0.

e. Nominating Committee Slate of Officers and Executive Committee Membership

NRPC officers have all reached the end of their two-year terms. Elmer's Executive Committee term expiration date is June 2019. After discussion, Boyd motioned with a second Hennessey that the EC recommend to the Full Commission the reappointment of Elmer to the Executive Committee and the following slate of officers: Karin Elmer, Chair, Jim Battis, Vice Chair, Susan Ruch, Treasurer. The motion passed 8-0-0.

Both Hennessey and Boyd indicated they are seeking to step down from the Executive Committee if others are willing to assume their seats. The Executive Committee thanked both for their service.

Langdell requested that Commissioner records be reviewed as there are inaccuracies in the packet information as presented.

**3. Transportation Programs – FY 18-19 UPWP Updates**

In the interest of time this agenda item will be handled at the Full Commission meeting.

**4. Other Business**

No other business needed discussion.

**5. Adjourn**

The meeting adjourned at 6:55. The next regular Executive Committee meeting will be July 17, 2019 at 6:00 pm.