



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
December 20, 2017**

Present:

Karin Elmer, Vice Chair
James Battis, Treasurer
Mike Fimbel
Dave Hennessey
Janet Langdell
Sarah Marchant – via telephone
William Boyd – Arrived at 6:39pm

Staff:

Jay Minkarah, Executive Director
Karen Baker, Program Assistant

Absent:

Susan Ruch, Chair

1. Call to Order:

There was brief discussion on who would chair the full Commission meeting in the absence of Chairwoman Ruch and Vice Chair Elmer. Fimbel agreed to chair the Commission. Minkarah stated that there would need to be a motion by the full Commission w/approval for Fimbel to chair the meeting.

Elmer called the Executive Committee meeting to order at 6:02 pm.

2. Business

a. Minutes – November 15, 2017 (*Action Required*)

The Executive Committee reviewed the minutes from the November 15, 2017 meeting. Motion to approve the minutes made by Battis, seconded by Hennessey. The motion passed 6-0-1.

b. Minutes from Non-Public Sessions: April thru August 2017 (*Action Required*)

Elmer stated that the EC would get through regular business and approve the minutes from non-public sessions at end of the meeting.

c. November/December Dashboard and Financial Reports (*Action Required*)

Minkarah stated that there is not a lot of change in NRPC accounts; the balance is a little lower due to higher payments and lower receipts. In addition, \$50,000 was moved to the money market account and that the NRPC audit was approved. Minkarah noted all the numerous meetings and activity Staff participated in over the last month.

Minkarah referred to the web stats, noting that some are up and some are down. He added that there is a strong balance and receivables are still good with about 5 months of operating expenses on hand. He noted that the working budget includes an approximately \$30,000 increase in State contracts and a corresponding increase in expenditures.

Minkarah stated that he had planned to have an updated budget ready for adoption by the Commission this evening, but changes to the nature of the Nashua Region Solid Waste Management District (NRSWMD) as a result of the new cooperative agreement, require that the

District's budget be incorporated into the NRPC budget and we do not yet have those numbers finalized. He explained that under the new agreement, the District is no longer a distinct entity, but will function essentially as an NRPC program, though NRSWMD funds will be accounted for separately. Battis asked if the town would have 1 or 2 bills. Minkarah said there would be 2 separate bills.

Minkarah reviewed the Profit and Loss noting that there was not a lot of change and that we are about a third of the way through the Fiscal Year. He added that some projects have ended and overall, we are falling where we expect to; consistent and on target. He noted that the accounts receivables are a little down on the balance sheet, but nothing significant and that we are ahead of the game by \$16,000 on the Profit and Loss. He did not see any challenges. Lastly, Minkarah noted that DOT is delayed in processing the NTS invoice due to their computers being down. This will likely be reflected in December's numbers.

Langdell made a motion to accept and place the report on file for audit, second by Hennessey. The motion passed 6-0-0.

d. Working Budget Update – Postponed to January meeting

3. Old Business

a. Nominating Committee Executive Committee Membership

The nominating committee consists of Fimbel, Langdell, and Ruch. There was discussion on whether Ruch had sent out the email to Commissioners after the last Executive Committee meeting to find a replacement for Young. Marchant thought an email did go out and that the EC should bring it up at the full Commission meeting. Fimbel said that we should also say something about Young. Minkarah agreed.

b. NRPC Office Lease Update

Minkarah reviewed the space needs timeline handout. He referred to an \$11,000 payment that kicks back to NRPC according to the lease in February of 2019, noting that the lease expires in March of 2019 and that this could be used for moving expenses. Langdell asked if NRPC would be negotiating for a better deal with the current landlord. Minkarah stated that the RFP would be sent to them as well. Fimbel felt this would put NRPC in a better position for a possible decrease in rent. Minkarah noted that he did look at a space in Nashua at the old Indian Head Bank location but did not think it would work. He added that we need to be fully accessible.

c. NRPC 2018 Annual Forum

Minkarah informed the Executive Committee that a date had been secured for the NRPC Annual Forum on March 29, 2018 at the Nashua Courtyard by Marriott. Fimbel said he would like to see the NH Home Builders Association as speaker for the Forum. There was discussion from the group on the cost of lots alone just in Merrimack and how in California they are putting multiple homes and/or tiny houses on single lots as well as separate accessory units on single lots. Hennessey said he did not see that happening in NH. Marchant stated that it is not a plausible thing everywhere since some areas lack water and sewer and that more education is needed. There was talk about how old shopping malls are being redeveloped into colleges, housing, and lifestyle complexes.

Boyd arrived at 6:39pm.

4. Transportation Programs

a. TYP/Toll Increase

Minkarah stated that at the November 22 and December 6 GACIT meetings, a new Toll Increase Proposal was presented and discussed. Hearings were conducted on December 4th in Portsmouth, December 12th in Concord and December 13th in Manchester. NRPC staff attended all three hearings. He noted that the increase is going to Governor and Council. He added that he was surprised to learn that the SNHPC MPO voted to oppose the toll increase. Minkarah informed the EC that we have been asked to take a position and that TTAC recommended approval by the Commission. Boyd stated that Merrimack Town Council unanimously supported the toll increase. Minkarah noted that some of the no votes from SNHPC MPO were due to concerns over the process while some were opposed to the toll increase itself, but mostly the process was cited. Hennessey stated that he was in favor and that he hopes it passes. Marchant referenced the major safety statistics on the highway and added that we should also support Merrimack. Boyd asked if the EC members felt a staff recommendation would be helpful. Hennessey said there was concern from Hudson, but no concern from Pelham and that there is a clear need here. Minkarah reiterated that TTAC recommended approval from the Commission. He also referred to a very well written and informative letter from Chizmas on the safety aspects. Marchant said that she would email this to Minkarah. Hennessey stated toll fees on the turnpike are a user fee, not a tax increase. Minkarah noted that the main issue in Portsmouth in favor of the increase was the need for sound walls whereas in Manchester, the focus was on safety, especially in relation to Exits 6 & 7. Opposition at both hearings was mainly from businesses that rely on trucking.

b. TMA Update

Minkarah informed the EC that NRPC staff met with SNHPC to discuss the structure of the proposed TMA Agreement. The draft TMA Programming Authority Process currently under consideration outlines the establishment of a new TMA committee with 1 representative per community to serve on it. The draft TMA agreement was brought to the last NRPC TTAC for comments. It was suggested at the TTAC meeting that representation be proportional based on the population of each municipality. The SNHPC TTAC recently voted in favor of draft TMA agreement. This past Monday, however, SNHPC and NRPC staff met with the DOT to discuss the agreement. There was no pushback from DOT on the program authority issues, but DOT did express concern over creating an additional committee. The approach suggested was to not have a new committee, but to apportion the funds between the RPC's based on an approximately 70/30 split calculated by taking into account population and road miles within each RPC's share of the UZA. NRPC and SNHPC staff concurred and Minkarah felt this would be the direction that the TMA should go. Langdell asked about the 70/30 determination for spending the estimated \$3.7m. Minkarah stated that SNHPC would have 30% programming authority and DOT would incorporate that into their Ten Year Plan. Langdell asked which projects would be funded. Minkarah said we had not gotten that far yet and that we would probably be soliciting for projects using the same criteria used by DOT and going through TTAC. He added it would be the MPO that would make the decision on the projects that we are probably not looking at projects in the current TYP but more likely for 2028. Minkarah explained that he was not aware of anything in the current TYP that we would want to re-evaluate. Langdell asked if NRPC would be distributing to SNHPC. Elmer asked if there would be setting of standards in relation to audits by the Feds on reporting of how the money is being spent and if there will be agreements and if the funds would be flowing through NRPC. Minkarah replied that we would have an agreement with SNHPC and DOT and the he did not think that the funds



would flow through NRPC, but said he would follow-up on this. Hennessey felt there should be some cross border collaboration between the towns.

5. Other Business

Minkarah stated that Gregg Lantos is now on board as the Principal Transportation Planner/MPO Coordinator adding that he came from the Boston MPO and has hit the ground running. Minkarah added that we are waiting to hear back on some grant requests and should know soon. Lastly, he informed the EC that we were working on Town Reports. Hennessey asked if Minkarah was working on any Economic Development grants. Minkarah said that he was pursuing ED grants. He added that he was also looking into creating a 501C-3 and wants to pursue the logistics of this. Both Elmer and Langdell stated that they had already looked into this before and also found that there was not much of a benefit to SNHPC having this status.

Elmer asked the EC how they felt about moving the review and approval of the Minutes from Non-Public Sessions: April thru August 2017 to the January Executive Committee meeting agenda as the 1st item. Langdell motioned with a second from Battis. The motion passed 7-0-0.

6. Adjourn

The next regular Executive Committee meeting will be Wednesday, January 17, 2018.

Motion to adjourn was made by Boyd with a second by Battis. The motion passed 7-0-0. The meeting adjourned at 6:55pm.