



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 February 24, 2021
 Public Meeting via Zoom**

Members Present	Members Absent	Staff Present	Others Present
Susan Ruch, Chair Jim Battis, Vice Chair Karin Elmer Janet Langdell Kim Queenan Tim Tenhave Tamara Sorell Venu Rao	Sarah Marchant, Treasurer	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	Mike Campo, Plodzik and Sanderson, P.A. Sylvia Petro, Plodzik and Sanderson, P.A.

1. Call to Order

Ruch called the meeting to order at 7:35 pm and took attendance by rollcall.

2. Business

a. Draft FY20 Audit Presentation: Plodzik and Sanderson, P.A.

Representatives from Plodzik and Sanderson, P.A. reviewed the packet materials. Overall, the process was extremely smooth. NRPC’s internal controls are very strong, and there were no issues in NRPC responding to the audit requests. Exhibit D, Budget to Actual, is new relative to past years’ audits. GASB Statement No, 87, Leases, issued in June 2017, will be effective for the Commission with its fiscal year ending June 30, 2022.

The only audit finding was that a required updated ethics policy was not in place at the award of federal money, though it has since been adopted in the updated operations policy. There was a discussion of processes to ensure meeting compliance requirements. Petro and Campo clarified that their role cannot be consultancy, otherwise their independence comes into question.

Minkarah expressed his compliments to the audit team who was extremely easy to work with. Tenhave felt that the reports contained good detail. Ruch expressed thanks to the NRPC management team and all involved.

Battis moved to accept the audit reports as presented and place them on file; Tenhave seconded. The motion passed unanimously by rollcall vote:

- | | | | |
|--------------|---------------|---------------|----------------|
| Ruch – yes | Tenhave – yes | Sorell – yes | Rao – yes |
| Battis – yes | Elmer – yes | Queenan – yes | Langdell – yes |

b. Minutes: January 20, 2021

Battis moved to approve the minutes, seconded by Tenhave. The motion passed 7-0-1 by rollcall vote:

Ruch – yes	Tenhave – yes	Sorell – abstain	Rao – yes
Battis – yes	Elmer – yes	Queenan – yes	Langdell – yes

c. January/Feb Dashboard and Financials

Balances: There is little change in the TD checking at \$250K; Bar Harbor’s balance, which fluctuates, is a bit up. Payables and receivables are steady, and our line of credit has not been activated.

Pending Grant Opportunities: Minkarah reviewed the EDA COVID Recovery opportunity and at Ruch’s request agreed to discuss it at the March meeting. He also discussed the pending 5310 proposal for a volunteer driver network and the newly-awarded small project for Pelham to do an NRI. Siskavich noted the upcoming Master Plan proposal deadline for Amherst as well as a pending grant from NH Cultural resources to do a historic resource mapping project for Amherst. Tenhave mentioned that Merrimack Conservation Commission may be reaching out for trail mapping follow-on work.

While NRPC did not secure competitive sourcewater funding for a Souhegan River plan, we have been notified that NHDES intends to fund NRPC for projects along the Merrimack River and Robinson pond in Hudson.

Staff Activities & Training: Minkarah mentioned the NHARPC meeting, the reconvening of the OSI legislative monitoring group, a Roundtable with Pappas and Sheehan to discuss Fast Act reauthorization and infrastructure needs.

Working Budget: Essentially no change since last month; \$5K delta for local contracts.

Profit and Loss and Balance Sheet: We are at 58.3%. Not a lot jumps out. Brownfields is drawing down aggressively. OSI less so, but we will bill it out next quarter. Total resources are at 63%. The loss shown for January in the P&L was largely the result on an extra pay period that month.

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

Ruch – yes	Tenhave – yes	Sorell – yes	Rao – yes
Battis – yes	Elmer – yes	Queenan – yes	Langdell – ye

2. CD Update

The Executive Committee took up the matter of a Certificate of Deposit that is going to be expiring, Battis moves to accept the recommendation from Kate Lafond as described in the packet memo; Tenhave seconded the motion. The motion passed unanimously by rollcall vote:

Ruch – yes	Tenhave – yes	Sorell – yes	Rao – yes
Battis – yes	Elmer – yes	Queenan – yes	Langdell – yes

3. Transportation Program and Project Updates

Minkarah briefly noted the Regional Coordinating Council meeting to follow tomorrow with a discussion of the 5310 application and for funding of an enhanced volunteer driver network.

4. Other Business

No other business was brought forward for discussion.

5. Adjourn

At 8:12, Ruch accepted a motion from Tenhave, seconded by Langdell to adjourn. The motion passed unanimously:

Ruch – yes	Tenhave – yes	Sorell – yes	Rao – yes
Battis – yes	Elmer – yes	Queenan – yes	Langdell – yes

The next Executive Committee meeting will be March 17, 2021