



**APPROVED MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 August 19, 2020**

**In-Person Meeting, 30 Temple Street, Nashua  
 Public participation via Zoom**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Susan Ruch, Treasurer Tamara Sorell Tim Tenhave Sarah Marchant Janet Langdell		Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	Venu Rao Tim White (via Zoom) Kim Queenan (via Zoom)

**1. Call to Order**

Elmer called the meeting to order at 6:08 pm. She then took attendance by roll call.

**2. Business**

**a. Minutes: June 17<sup>th</sup>, 2020**

Langdell requested that the meeting was hosted on zoom be added to the minutes. With no future discussion, Langdell moved to approve the minutes of June 17<sup>th</sup>, 2020, as amended, seconded by Battis. The motion passed 6-0-1 with abstention from Ruch.

**b. Non-Public Minutes: May 20<sup>th</sup>, 2020**

Marchant motioned to approve the non-public minutes of May 20<sup>th</sup>, 2020, seconded by Battis. The motion passed 6-0-1 with abstention from Marchant.

**c. June/July Dashboard and Financials (Action Required)**

Minkarah deferred discussion of these financials, as they are superseded by the End-of-Year financials. Other notable dashboard items include staff activities, particularly the formation of the 101A rail trail subcommittee. There was a discussion of two competitive grants awarded to NTS requiring a change the S/TIP; the congressional delegation has been asked to facilitate.

**d. FY20 Year-End Financials**

Minkarah reviewed the notable differences between the adopted and year-end amounts. Significant factors included the budget bump from the EDA grant and cancellation of household hazardous waste events which prevented a full draw-down in budgeted vendor fees. There were many minor deltas in local contracts which added up to an overall bump of \$34K. We are

over on State contracts, largely influenced by COVID and our utilization of MPO admin/training related to staff training and the MPO certification review. In summary, our total resources were at 94% versus expenses at just under 90%, amounting to a \$79K positive balance and a net change of positive of \$47K over last year.

**e. July-August Dashboard and Financials (Action Required)**

Minkarah reviewed staff activities, including the United Way Community Connections forums, and tasks related to transit expansion. Social media activity remains healthy. We have used some funds for vehicle maintenance, safety apparel for field staff, and NRPC promotional items suitable for tabling events. Regarding the Profit and Loss and Balance Sheet, the one notable item is that receivables are high because invoices for community dues went out.

Ruch moved to accept both the June/July and the July/August dashboard and financials and place them on file for audit. Battis seconded. The motion passed 7-0-0.

**f. Slate of Officers and Executive Committee Membership**

Elmer will be stepping down as chair. Ruch, Battis, and Marchant remain willing to serve as needed.

Langdell motioned to nominate Ruch for the office of Commission Chair, seconded by Elmer. The motion passed 7-0-0.

Ruch motioned to nominate Battis for a second consecutive term for the office of Vice-Chair of Commission, seconded by Sorell. The motion passed 7-0-0.

Battis motioned to nominate Marchant for the office of Treasurer, seconded by Langdell. The motion passed 7-0-0.

Next, the Executive Committee took up the matter regarding vacant Executive Committee positions. Both Rao and Queenan affirmed their ability to serve. Tenhave motioned to recommend to the Full Commission their nomination to the Executive Committee.

The group briefly discussed the process for filling these slots “off-cycle” from the annual business meeting. Siskavich recited the following from the NRPC bylaws:

***ARTICLE VI. COMMITTEES B. Executive Committee:** ... Members shall be nominated for a three-year term by the Nominating Committee and ratified by a majority vote of the voting members present at the Annual Meeting. Duly elected members of the Executive Committee shall serve for their three-year term, or until they resign, and may be re-elected for an infinite number of terms.... Election to the Executive Board shall be for a three-year term. In the event that a vacancy occurs in one of the positions and that vacancy occurs between Annual meetings, the executive board shall fill the position. Those appointed by the executive board shall serve until the next annual meeting of the commission at which time the nominating committee shall nominate someone for the Commission to elect for the balance of the term.*

Tenhave amended his motion to appoint Queenan and Rao to the Executive Committee for a term until the next annual meeting. Langdell seconded. The motion passed 7-0-0.

### **3. Transportation Program Updates**

#### **a. Ten Year Plan Project Solicitation**

Minkarah reviewed the process, associated timelines, and project evaluation criteria for submittals as described in the packet memo. Selectboard and planning board chairs, town managers, TTAC members, and commissioners have been notified. As the submittal is due to NHDOT in November, we anticipate the possibility of a special MPO meeting in October to obtain final approvals.

#### **b. UPWP Updates**

Aside from agenda item 3a, UPWP updates included a Road Surface Management System for the Town of Mason, the Regional Transit expansion project and associated challenges posed by COVID-19, and the Bike-Ped Level of Service project for Nashua.

### **4. Project Updates**

Project updates included the upcoming webinar for the EPA Toxics Free grant, a discussion of sites under consideration for the EPA Brownfields program, circuit riding for the Town of Hudson.

### **5. Other Business:**

Minkarah reviewed the process relative to the evaluation of projects of regional impact, usually focused on potential traffic (excluding air quality) or waterway impacts and to a lesser degree, visual impacts. NRPC will always provide these analyses at the request of the town. The NRPC circuit rider for Hudson is not involved in the evaluation of regional impact.

Separate from this process, NRPC provided a letter of support to Hudson last year for the BUILD grant related to analysis of traffic and economic analyses, but otherwise has no position on the Hudson Boulevard project.

Minkarah asked the Executive Committee to review in their packet the letter from Brett Gagnon, resident of Hudson NH, regarding the NH Boulevard/Circumferential Highway. The Executive Committee asked that receipt and acknowledgment of his letter be documented in the meeting record.

At the request of Minkarah, Marchant and Langdell expressed their willingness to serve as incorporators for the 501(c)(3).

**6. Nonpublic session per NH RSA 91-A:3 (a)**

At 7:21 pm Elmer accepted a motion by Ruch, seconded by Langdell, to enter into non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...* Roll call vote:

Jim Battis - yes	Janet Langdell - yes	Susan Ruch – yes
Tamara Sorell – yes	Karin Elmer – yes	Venu Rao - yes
Tim Tenhave – yes	Sarah Marchant – yes	Kim Queenan – yes

At 8:10 pm, Elmer accepted a motion by Ruch, seconded by Battis, to exit non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Jim Battis - yes	Janet Langdell - yes	Susan Ruch – yes
Tamara Sorell – yes	Karin Elmer – yes	Venu Rao - yes
Tim Tenhave – yes	Sarah Marchant – yes	Kim Queenan – yes

At 8:10 pm, Battis moved, seconded by Langdell to seal the minutes of non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Jim Battis - yes	Janet Langdell - yes	Susan Ruch – yes
Tamara Sorell – yes	Karin Elmer – yes	Venu Rao - yes
Tim Tenhave – yes	Sarah Marchant – yes	Kim Queenan – yes

**7. Adjourn**

With a motion from Battis, seconded by Ruch, the Executive Committee adjourned at 8:12 pm by a vote of 9-0-0.

Next Meeting: September 16, 2020