



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
January 16, 2019**

Present:

Jim Battis
Dave Hennessey
Sarah Marchant
Janet Langdell
Karin Elmer
Susan Ruch

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

Others

Sheryl Burke, Melanson-Heath
Alyssa Simard, Melanson-Heath

Absent:

Bill Boyd
Mary Ann Melizzi-Golja
Mike Fimbel

1. Call to Order:

Ruch called the Executive Committee meeting to order at 5:57 pm.

2. Business

a. Draft FY18 Audit Presentation – Melanson-Heath

Minkarah introduced Sheryl Burke and Alyssa Simard from Melanson-Heath with the reminder that that our grants require audited financials. Burke and Simard then presented draft *Annual Financial Statements for the Year Ended June 30, 2018* and the *Independent Auditors' Reports Pursuant to Government Auditing Standards and Uniform Guidance for the Year Ended June 30, 2018*. While management is ultimately responsible for implementing accounting according to government accounting principals and associated controls, as auditors, they are hired to review and test those controls.

Overall NRPC is in a good financial position compared to some early years, as reflected in the Statement of Net Position. As illustrated in the Income Statement and Statement of Activities, total revenues and expenses were slightly down compared to the prior year. The majority proportion of all total receivables owned by NHDOT is a risk to consider. The M-H representatives then briefly reviewed the Statement of Revenues (SAR) which is required due to the level of government funds we expend. They noted that there is a new federal online clearinghouse where the results of these audits are available. In conclusion, they noted that the financial statements for the year ended in conformity with accounting principles generally accepted in the U.S. with no major findings.

Marchant moved to accept the draft NRPC Annual Financial Statements and the Independent Auditors Report for Year Ended June 30, 2018, with a second by Elmer. The motion passed 6-0-0.

b. Minutes: December 19, 2018

The Executive Committee reviewed the minutes from the December 19, 2018 meeting. Battis made a motion to approve the minutes, seconded by Hennessey. The motion passed 3-0-3 with abstentions by Langdell, Elmer, and Ruch.

c. December/January Dashboard and Financial Reports

Minkarah updated the group on status of accounts both at TD and Bar Harbor, with a goal to complete the transition within the next month. Until then both institutions will remain on the dashboard.

Minkarah then reviewed the P&L and balance sheet, and indicated CAM is high due to deposits on the new office space.

After further discussion on some key meetings, Marchant moved to approve the Dashboard and Financials as reported and to put them on file for audit, seconded by Battis. The motion passed 6-0-0.

3. Old Business

a. Office space

The 30 Temple fit-up is in process. We've chosen surface finishes and are working on contracts for the migration of phone and IT equipment. After we inventory furniture and determine what to move and what's not needed, we'll look to offload extra furniture to a surplus service. The target move is April 1 or earlier with the goal to minimize staff down days. The March Commission meeting will likely be in Merrimack. As the library is booked, Marchant will check into back-up meeting spaces at the City.

Discussion turned to NRPC's recording capabilities. The audio and visual requirements to support pre-recorded online webinars, live-televised or taped Commission meetings, and speaker presentations were discussed. Siskavich pointed out that NRPC's GoToMeeting subscription could support a staff-person recording a webinar or other online presentation from within a controlled audio environment such as a small office. Otherwise, NRPC will consider these needs when gathering conference room A/V quotes.

b. Annual Forum:

We are set for Forum speakers and the program will include discussion on connected and autonomous vehicles. Save the Dates have gone out, and we are working on invitation list scrubbing so that both an electronic and paper invitation will go out. Registration will be handled on Eventbrite.com.

c. NHARPC Report

Minkarah summarized the discussion at NHARPC surrounding a proposed LSR to re-align RPC boundaries according to Executive Council Districts. After discussion and debate, the NHARPC took a vote, the results of which did not indicate support for the proposal. The sponsoring legislator has since withdrawn the LSR. The NRPC Executive Committee then considered adding discussion of several other upcoming bills to the next Full Commission meeting.

d. Recycling Roundtable

NRPC will be hosting a Regional Recycling Roundtable on Wednesday, January 23 at noon at the NRPC Offices at 9 Executive Park Drive in Merrimack. The agenda is focused on challenges and opportunities in the recycling industry. RSVPs are required.

4. Transportation Programs

a. UPWP: The FY20-21 draft of the UPWP is in progress, which will include budget and narrative revisions. The UPWP is due back to NHDOT mid-February.

b. TYP: NRPC has submitted Ten-Year plan projects to NHDOT on-time.

c. NTS: G&C approved a contract extension to end of calendar year 2019, and charrette and workshop planning is in full swing.

d. LTS: NRPC and 3 other RPCs are going under agreement with Rockingham RPC and to conduct regional level-of-service (LTS) analysis for bike and ped.

5. Other Business

NRPC is signed up for the Souhegan Valley Chamber Community Health and Wellness Fair on Saturday February 2 from 11AM-2PM.

Stephen Meno has left NRPC for a new opportunity at New Hampshire Cooperative Extension, leaving a new vacancy we need to fill. The group discussed staff retention strategies including prioritizing support for professional development.

Laurie Radke, the current town clerk in Bedford, has been appointed Hollis town administrator.

The group discussed the federal shutdown. The EPA Healthy Communities grant is the only NRPC project affected; NRPC's UPWP funds are committed, and thus unaffected. Unlike other transit authorities in NH, Marchant reported that NTS has the backing of the City and will remain solvent.

6. Adjourn

The meeting adjourned at 7:30 pm with a unanimous vote as moved by Marchant and seconded by Battis.

The next regular Executive Committee meeting will be Wednesday, February 20 at 6 pm.