



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 17, 2018**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Janet Langdell
Dave Hennessey
Mary Ann Melizzi-Golja
Sarah Marchant

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

Absent:

Bill Boyd
Mike Fimbel

1. Call to Order:

Elmer called the Executive Committee meeting to order at 5:58 pm.

2. Business

a. Minutes: September 19, 2018

The Executive Committee reviewed the minutes from the September 19, 2018 meeting. Marchant made a motion to approve the minutes, seconded by Langdell. The motion passed 7-0-0.

b. Non-Public Minutes: September 19, 2018

The Executive Committee reviewed the non-public minutes from September 19, 2018 meeting. Langdell asked if the questions noted in the minutes could be answered during Agenda Item 3, Non-Public Session and Minkarah affirmed. Marchant made a motion to approve the minutes, seconded by Langdell. The motion passed 7-0-0. Upon further review, the Executive Committee declined to seal the non-public minutes.

c. September/October Dashboard and Financial Reports

Minkarah reviewed the Dashboard financial metrics and noted deposits were low, but as we begin processing invoices again we can expect corrective increases in A/R. Cash flow remains healthy, and detailed financials for Q1 will be available next meeting. There are no changes to the working budget.

Regarding the past month's staff presentations, Minkarah highlighted selectmen and staff-level meetings associated with the MTP and TYP. These meetings have been focused in communities with questions that need to be addressed. There was consensus expressed that Commissioners need to be informed of these meetings and encouraged to attend.

Minkarah mentioned he attended a series of input sessions for the statewide Economic Development Plan which is due for completion in December. There was group discussion about other opportunities for staff involvement including Chamber and rotary events and IUGO, and agreement that NRPC-hosted events such as Chamber breakfasts are worthwhile.

Elmer moved to approve the Dashboard and Financials as reported, seconded by Hennessey. The motion passed 7-0-0.

d. Transportation Alternatives Program (TAP) project rankings

Minkarah briefly reviewed the NRPC's role in the NHDOT Transportation Alternatives Program funding process, which is the same as previous rounds. Four NRPC communities, Amherst, Milford, Merrimack and Nashua, applied this round and presented their project proposals to TTAC on October 10. TTAC members present were able to rank the projects, one vote per municipality. TTAC rankings were factored into the present rankings as compiled by the scoring subcommittee made up representatives from the non-applicant communities of Hollis, Brookline, and Wilton.

The Executive Committee reviewed the results of the scoring and expressed consensus that all four project proposals were worthy of funding. After discussion to the weighting of various scoring criteria and available project funding, Elmer made a motion to endorse the rankings of the TTAC TAP Scoring Subcommittee, with a second from Langdell. The motion passed 7-0-0.

Minkarah then turned the floor over to Marchant to describe transit asset management (TAM) targets for 2019. Marchant explained this was the first time that NTS was required to have a TAM that ties back to performance measures, but the exercise has been worth the effort in that it has resulted in more robust data with which to justify the replacement of stock. Hennessey made a motion to adopt the transit asset management performance measures as presented, with a second from Battis. The motion passed 7-0-0.

e. Set November meeting date

The Executive Committee set the next meeting date to Monday 11/19 at 6pm to avoid Thanksgiving scheduling conflicts.

3. Non-Public Session:

Minkarah briefly summarized the office space search to date, and while there's no hard deadline for a decision, time is needed to execute a potential move and advanced notification to existing landlord would be a courtesy.

At 6:44 pm Marchant made a motion to enter into non-public session under **RSA 91-A:3, II (d) Consideration of the lease of real property**, seconded by Langdell. Member roll call vote:

Susan Ruch – yes
Karin Elmer – yes
Jim Battis- yes
Janet Langdell—yes

Dave Hennessey—yes
Mary Ann Melizzi-Golja—yes
Sarah Marchant—yes

At 7:15 pm Elmer made a motion to exit non-public session under **RSA 91-A:3, II (d) Consideration of the lease of real property**, seconded by Langdell. Member roll call vote:

Susan Ruch – yes
Karin Elmer – yes
Jim Battis- yes
Janet Langdell—yes

Dave Hennessey—yes
Mary Ann Melizzi-Golja—yes
Sarah Marchant—yes

At 7:17 pm After brief discussion Elmer made a motion to seal the minutes of the non-public session under **RSA 91-A:3, II (d) Consideration of the lease of real property**, seconded by Langdell. Member roll call vote:

Susan Ruch – yes
Karin Elmer – yes
Jim Battis- yes
Janet Langdell—yes

Dave Hennessey—yes
Mary Ann Melizzi-Golja—yes
Sarah Marchant—yes

4. Transportation Programs

Marchant described the City’s new involvement with heading up a Census “complete count committee” to assist with outreach and encourage participation in the decennial census, particularly with respect to elderly and other hard-to-count populations. She said Nashua was contacted directly, as was Manchester. She would like to request some time at an upcoming commission meeting to describe the effort, as she would like to get support from a broad community of stakeholders including businesses in the region. Langdell and others expressed that NRPC’s engagement in the Census needs to be obvious to our communities. Siskavich reviewed briefly the Commission’s work under the Local Update of Census Addresses (LUCA) program as well as the upcoming Participant Small Area Program (PSAP).

Langdell briefly reported on Surface Transportation Board’s denial of Pan Am Railway’s application for discontinuation of Milford-Bennington Railroad Company’s operating authority on the Hillsborough Branch.

5. Other Business: Strategic Plan Review

Minkarah briefly reviewed the strategic plan outline and areas where he felt the plan still adequately described the role of the commission and its current outlook. He mentioned the NRPC’s role as central data clearinghouse is vital. Battis and others mentioned the Commission’s interest in both a communications billboard that would describe current grant opportunities and also some sort of technological whiteboard that could be used to collaborate on potential project ideas and interests. Ruch asked that the group reflect on how these goals might be achieved in light of the NRPC change in staff talent. For next meeting, Minkarah agreed to prepare a red-lined version of the plan’s implementation table that also highlights key accomplishments.

5. Adjourn

The meeting adjourned at 7:48 pm. The next regular Executive Committee meeting will be Monday, November 19 at 6 pm.