



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 September 22, 2021**

In-Person Public Meeting with Zoom Attendance Option

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

1. Call to Order

Marchant called the meeting to order at 6:04 and took attendance by roll call.

2. Business

a. Minutes: August 18, 2021

After no discussion, Battis moved to approve and file the minutes of August 18, 2021, as presented. Queenan seconded the motion, which passed by roll-call vote:

Battis – yes Elmer – yes Tenhave – yes
 Queenan – yes Sorell – yes Marchant - yes

b. Aug-September Dashboard

Minkarah reviewed the Dashboard, Profit and Loss, and Balance Sheet. The Budget Narrative has an error in stating Bar Harbor balance is down \$85K. The Dashboard header has a typo and should be corrected to FY22. The ARPA-Funded Housing Needs Assessment is still under Pending Grants, but we are now under contract, and the working budget in the next monthly dashboard report should reflect that new project.

Notable staff activities include August HHW and the school bus initiative which is gaining steam. Minkarah briefly discussed the formation of Collaborative Economic Development Regions (CEDRs) which are new economic development districts started as an offshoot of a statewide economic development plan.

Relative to the Ten Year Plan (TYP), the Nashua Region’s projects include safety improvements along Rt 101 and Nashua’s proposed connection along the riverfront and extension of the Rail Trail. NRPC commends Wilton for submitting projects under both TYP and the Transportation Alternatives Program (TAP). The GACIT TYP Hearing in the Nashua Region will be at Merrimack Town Hall.

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

Battis – yes	Elmer – yes	Tenhave – yes
Queenan – yes	Sorell – yes	Marchant - yes

3. Transportation Programs

Major transportation updates will follow at the Full Commission mtg. The transit expansion analysis is particularly compelling in that it suggests regional expansion could operate in a way that pays for itself. There will be a brief update of the Bike and Ped plan which is being presented for adoption. There's a pending contract extension relative to the CTAP TDM project—waiting to hear about it going on an upcoming GACIT agenda for approval. NRPC is watching the potential merger of CSX and Pan Am. We've not officially commented on the docket, but this should be discussed at the full Commission meeting.

4. Project Updates

Non-transportation project updates include the Covid19 Economic Development recovery project—a more in-depth update is planned for the December Full Commission. There are two more Household Hazardous Waste events this season, and energy aggregation is going out to bid.

5. Pending Projects

We are in talks with the United Way about doing a Safe-Routes to School type project. Minkarah briefly revisited the new Regional Housing Needs Assessment project as previously discussed.

6. Staff Updates

NRPC has hired a new regional planner to help with various outstanding projects including the Housing Needs Assessment. We are also evaluating our needs for administrative help and whether we could support a position right now.

7. Other Business

No other business was brought forward for discussion.

8. Adjourn

At 6:37, Elmer moved, with a second to by Tenhave, to adjourn. The motion passed.

The next Executive Committee meeting will be October 20, 2021