



**APPROVED MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 March 17, 2021**

**Public Meeting via Zoom**

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff Present</b>	<b>Others Present</b>
Susan Ruch, Chair Jim Battis, Vice Chair Sarah Marchant, Treasurer Karin Elmer Janet Langdell Kim Queenan Tim Tenhave Tamara Sorell	Venu Rao	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

**1. Call to Order**

Ruch called the meeting to order at 6:04 pm and took attendance by rollcall.

**2. Business**

**a. Minutes: February 24, 2021**

Langdell requested Page 3, Section 3 be revised to say, “AND a proposal for funding of an enhanced volunteer driver network.” Seeing no further discussion, Ruch accepted a motion from Langdell, seconded by Battis. The motion passed 8-0-0 by roll call vote:

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

**b. February/March Dashboard**

Balances: There has been little movement in the bank balances. Payables are up slightly, though receivables are significantly down as we do not have many invoices outstanding. We have not accessed our line of credit, CDs are moving up slightly, and the audit is complete.

Staff activities included the Ten-Year Plan (TYP) meeting with DOT, the RCC meeting focused on enhanced funding for a mobility manager, and the OSI legislative monitoring group. Transportation Alternatives Program (TAP) grants are due on Friday. There are seven applications coming out of our region. We have kicked off the electric school bus initiative with a meeting with First Student. The Public Health region is kicking off its Community Health Improvement Plan (CHIP). Staff trainings were down relative to last month.

Pending Grant Opportunities: We are iterating with the NHDES on several water quality applications. EPA Brownfields is still pending but we might not hear before May.

Working Budget: Main change is the COVID-19 Recovery Grant, which is reflected as additions on both the revenue and expense. We also just picked up a small project to do a Natural Resource Inventory for Pelham.

Profit and Loss and Balance Sheet: The reports reflect 67% of the fiscal year and total resources at 68.7% Brownfields is being drawn down aggressively. EDA and EPA Healthy Communities are now closed out. Hazard Mitigation is going strong. DOT is on target, but the CTAP project will likely not advance much this fiscal year and will come in under budget. HHW is on target with two more events planned for the year. In summary, total federal grant drawdown exceeds target, whereas local contracts vary up and down as usual. On the expense side, dues and subscriptions are up as is most, but not all, areas of spending.

Tenhave noted office equipment underspending and asked about plans to address this, perhaps with additional equipment purchases. Jumping ahead to agenda item 5.c, A/V Equipment, Siskavich summarized the open Request for Proposals to implement expanded audio-visual (A/V) capabilities, specifically cameras and audio microphones, in the large conference room. NRPC seeks to accommodate both onsite and remote participants simultaneously in eventual public meetings that occur in this room. Our budget for this project is approximately \$15K.

Siskavich also pointed out that NRPC upgraded our Zoom conferencing software from a single Pro seat, which was being shared across all staff, to a small business package which allocates individual licenses to all staff. This allows us to host simultaneous meetings, avoids the security and password management pitfalls of a shared license, and gives us additional functionality such as live captions. The cost is approximately \$200 per staff person per year is about equal to the unexpended FY21 budget for in-person meeting expenses.

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

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

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

Recent TAP process has revealed the demand for project funding vastly outpaces what is available; the submittals alone in our region are five times more than what is available statewide. The RPCs are going to make a unified call to the NHDOT who has the flexibility to restore funds to the program.

The Transit expansion project is progressing well; Caleb Cheng’s ties to the Lowell area and the University specifically have been an asset to the effort.

A key new initiative right now as planned in the UPWP is an update to the regional bicycle and pedestrian plan, particularly along key corridors.

#### **4. Project Updates**

NRPC is presenting Master Plan proposals in Pelham and Amherst.

At the request of Tenhave, Minkarah provided an update on the Merrimack Brownfields site, the Phase II assessment of which depends on the completion of the Quality Assurance Project Plan (QAPP) that is complicated by the issue of PFAS. We are also waiting on the QAPP on the Nashua Nimco site.

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

##### **a. 501(c)(3) Update**

There was a brief discussion of some outstanding administration relative to the 501. There remains the need to fill remaining board seats, particularly persons-at-large.

##### **b. Staffing Update**

Minkarah announced that Camille Pattison will be returning to NRPC on a temporary, part-time basis starting June 1. She will be the staff lead on the EDA COVID Recovery plan. We will very likely be hiring an intern to assist with this project and others over the summer.

Siskavich mentioned NRPC joining the Multi-State Information Sharing and Analysis Center (MS-ISAC) which will help improve our cybersecurity posture through focused threat prevention, protection, response, and recovery. NRPC joins many New Hampshire local governments in this multi-state initiative. Ruch requested that more information about MS-ISAC be shared out.

##### **c. A/V Update**

Agenda Item covered during the Dashboard and Financials review.

#### **6. Adjourn**

At 6:50, Ruch accepted a motion from Battis, seconded by Tenhave to adjourn. The motion passed unanimously:

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

*The next Executive Committee meeting will be April 21, 2021*