



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

**Present:**

Jim Battis, Vice Chair  
Susan Ruch, Treasurer  
Janet Langdell  
Sarah Marchant  
Tim Tenhave  
Tamara Sorell  
Mary Ann Melizzi-Golja

**Absent:**

Karin Elmer, Chair

**Staff:**

Jay Minkarah, Executive Director  
Sara Siskavich, Assistant Director

1. Call to Order

Battis called the Executive Committee meeting to order at 6:05 p.m.

2. Business:

a. Minutes: September 18th, 2019 (**Action Required**)

Ruch moved to approve the minutes seconded by Tenhave. The motion passed 6-0-1 with abstention from Melizzi-Golja.

b. Sept-Oct Dashboard (**Action Required**)

Minkarah reviewed the highlights on the financial dashboard. Both payables and receivables are running high reflecting end-of-quarter billing activity that will persist into next month. Our line of credit has not been activated, the CD balances continue to climb, and we retain about five months of operating expenses on hand.

At the request of Tenhave, Minkarah briefly reviewed the strategy to split available cash in two checking accounts to ensure all funds are covered by FDIC.

Langdell requested the date on the dashboard be corrected.

Minkarah reviewed key staff activities including attendance at the Radically Rural event in Keene, a transportation-themed event at the Nashua Library, kickoff of the Wilton Economic development project, panel participation in an EPA Soak Up the Rain webinar, attendance at GACIT hearings, and partnership at the E (Entrepreneurship) for All Summit.

Langdell suggested a representative from E for All could be invited to speak at the next Full Commission meeting.

There are no substantial changes needed to the working budget.

After briefly reviewing web stats and social media activities, Sorell requested clarification on commissioner engagement in social media. All commissioners are encouraged to engage, share, and retweet NRPC content.

The Profit and Loss reflects reaching the 27% mark of the fiscal year. Some significant projects are just kicking in, including Brownfields and EDA. Federal contract drawdown will accelerate; Solid waste spending is on target. Local project drawdown is more variable; state projects (e.g. OSI, NHDOT) are on target. Overall income is at 21.75%. Balance sheet totals are in line with expectations.

At the request of Langdell, Minkarah discussed the nature of the 3100 versus 600 transit expansion studies.

At the request of Battis, Ruch moved to approve the Dashboard and Financials as amended and place them on file for audit, seconded by Langdell. The motion passed 7-0-0.

#### c. TMA/MPO Governing Body Composition

Minkarah circulated copies of the RSA enabling legislation for New Hampshire regional planning commissions, a Memorandum of Understanding between NRPC and NHDOT establishing NHDOT's vote on the MPO Policy Board, and language from the Federal Register defining the makeup of MPO policy boards for TMAs under the passage of Map-21 which requires the inclusion of regional transit providers. The group then discussed the implications of 1) continuing the status quo, no structural change(s), 2) adding an additional voting seat for NTS and possibly SVTC to the Full Commission which would continue to function as the MPO Board, or 3) forming an MPO Policy Committee as a committee of the Full Commission. Discussion followed regarding the possible MPO Committee membership scenarios, what its meeting schedule could be, and what that change would mean for the Executive Committee which, under current bylaws, functions as the MPO board when the Full Commission does not meet.

In light of the complexities of these proposals, the Executive Committee decided to devote the bulk of their next meeting to working out details with the goal to provide a recommendation to the Full Commission in December. The agenda for this working session will be circulated to the Full Commission and all will be encouraged to participate.

d. Proposed Personnel Policy Amendments (**Action Required**)

Minkarah reviewed the substantive proposed edits to the personnel policy, including clarifying language defining regular part-time employment to 20+ hours/week and then using the term “regular part-time” consistently throughout the document, and also proposed edits to the telecommute policy; group discussion ensued. At the request of Tenhave, Minkarah agreed to revisit the section of the policy dealing with appropriate work dress, as it is currently gender-binary. In light of this feedback, Minkarah agreed to bring forward another clean copy of policy for approval next month.

e. NRPC 501(c)(3)

Marchant had requested this agenda item, as she sees a 501(c)(3) as a mechanism by which private funding may be channeled for expansion of regional transportation services. At the request of Battis, she explained that the tax code does not allow for the City to create a 501(c)(3), and Minkarah added that the formation of a 501(c)(3) could allow for great NRPC access to new funding streams such as foundation grants, agency partnerships and fiscal sponsors.

Discussion turned to the use of NRPC’s legal budget for an inquiry to our counsel on the feasibility and structure of a 501(c)3. Langdell added that careful attention should be given to the mission of this entity and what outcomes it will aim to achieve, and from there, a governance structure can be defined. After more discussion, particularly around the potential makeup of the entity’s board makeup relative to the Full Commission, the group reached consensus to authorize Minkarah to pursue advice on the matter from outside legal counsel.

3. Old Business (none)

4. Transportation Programs

a. TMA Certification Review

Minkarah briefly reviewed the agenda for the upcoming two-day TMA certification review on October 23-24, 2019 and in particular the input opportunity afforded to the public from 6:00-8:00 Wednesday October 23. Commissioners are invited to attend.

b. UPWP Updates

Minkarah reviewed the progress on the NHDOT Ten-Year plan, ridership estimates to support cost scenario planning for the NTS Transit Expansion study, and added we are still busy maximizing traffic counting as conditions allow, so counts by special request can be done.

c. CMAQ updates

Unlike prior funding rounds, this time all qualified projects will be funded by NHDOT; NRPC has supported the effort by provided CMAQ analysis to confirm project qualification, but a full project scoring will not need to be done.

5. Other Business

a. RPC Commissioner Convening

Sorrell indicated that she will be attending along with Dave Hennessey, and as a new commissioner she looks forward to the opportunity to learn as much as she can.

6. Adjourn

With a motion from Ruch, seconded by Tenhave, the meeting adjourned at 7:42 p.m.

*Next Meeting: November 20<sup>th</sup>, 2019*