



**APPROVED MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 December 16, 2020
 Public Meeting via Zoom**

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

1. Call to Order

Battis called the meeting to order at 6:05 pm. Subsequently Ruch arrived and continued as meeting chair.

2. Business

a. Minutes: October 21, 2020

Sorell requested her misspelled name be corrected. Ruch will provide via email the timestamps regarding the non-public session.

Battis moved to approve the minutes subject to the additions and amendments as discussed. Sorell seconded the motion. The motion passed unanimously by rollcall vote:

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

b. Non-Public Minutes: October 21, 2020

Ruch tabled this agenda item until the next in-person Executive Committee meeting.

c. October/November and November/December Dashboard and Financials

Minkarah reviewed the November/December Dashboard and Financials, noting that they supersede those of October/November.

Balances: TD Bank balance steady, try to keep it at \$250,000. Payables and receivables are at where they usually are. CDs have increased slightly. Auditors are due to present to the Executive Committee in January. We’ve not activated the line of credit.

Pending Grant Opportunities: NRPC has received a Notice of Intent to Fund from the EDA for a COVID19 economic recovery plan. We've also submitted a full application to the NHDES 604(b) program for a watershed plan on Robinson Pond in Hudson.

Staff Activities & Training: Highlights include cross-border coordination on Merrimack River issues, the NH-MA Transportation think tank, and the well-attended Souhegan Valley Rail with Trail webinars.

Working Budget: There are no changes of any consequence.

Balance Sheet & Profit and Loss: Minkarah noted the percentages usually noted on the Profit and Loss are omitted. We need to draw down Brownfields, HHW is on target, as is total grants. Local planning grants are much more varied, and some time-and-materials contracts such as Wilton circuit rider are over their budgeted amounts, but we've received approval to continue billable work.

The UPWP is on target, total resources are just ahead of where we expect. Expenditures are just a litter higher than revenue. Dues and Subs are up because of the renewal of Public Input survey software.

Minkarah gave a brief update of the status of the audit and final HHW season status.

Sorell motioned, with a second from Tenhave, to accept and place on file for audit the Dashboard and Financials of October/November and November/December. The motion passed unanimously by rollcall vote:

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

3. Transportation Program Updates

Lantos will cover the status of the Ten-Year Project submittals and cover the new round of TAP funding. Projects that have been most successful under that opportunity involve safety and alternative transportation. We have the approval of a revised Memorandum of Understanding governing the Nashua TMA and our partnering MPOs. The next UPWP is in draft form, the scope of which will include treatment of emerging transportation technologies and also the creation of a volunteer driver network as recommended in the Locally-Coordinated Plan.

4. Other Business:

Caleb Cheng has joined the Land Use group. Minkarah briefly reviewed his professional background. There was a brief discussion about his status as a Massachusetts special employee.

Adjourn

Battis moved to approve the minutes subject to the additions and amendments as discussed. Sorell seconded the motion. The motion passed unanimously by rollcall vote:

Ruch – yes
Battis – yes

Marchant – yes
Elmer – yes

Sorell – yes
Queenan – yes

Tenhave – yes
Rao – yes

The next regular Executive Committee meeting will be January 18, 2021.