



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 19, 2018**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Mike Fimbel
Janet Langdell
Bill Boyd
Dave Hennessey

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

Absent:

Mary Ann Melizzi-Golja

By Phone:

Sarah Marchant

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:00 pm.

2. Business

a. Minutes: August 15, 2018

The Executive Committee reviewed the minutes from the August 15, 2018 meeting. The group noted sentence structure and grammatical changes for items 2b and 2c. Ruch requested a motion to approve the minutes as amended which was made by Hennessey, seconded by Boyd. The motion passed 7-0-0.

b. August/September Dashboard and Financial Reports

Minkarah noted this update would be brief. In Reinert's absence we did not have detailed financials to review, but AR/AP remain consistent. The packet dashboard contained an error in that AP/AR figures represent August month-end, not July. Oversight metrics remain healthy. The group noted a repeat uptick in website and social media activity. Elmer inquired about the status of moving reserve funds into an alternative savings vehicle. Minkarah confirmed he's still looking at CD products and would like to make more progress on that.

Hennessey made a motion to accept the Dashboard and Financials as reported, seconded by Boyd. The motion passed 7-0-0.

Minkarah presented a brief update on his meeting with Ms. Scarano from Pan Am Railways, who communicated that they are not seeking to discontinue line, but rather to extinguish Mr. Leishman's rights. As a common carrier they would be obligated to offer service to the quarry, meaning the impact would be a change in carrier and not a major shift to trucks. Minkarah requested this be put in a written communication, but he's not yet received it. Regarding the lack of participation by Pan Am in the state's freight plan, Ruch pointed out the process is public as opposed to "by invitation."

Minkarah circulated a map corresponding to the NHDOT's study of intercity bus connections primary serving rural areas. The group discussed various analysis constraints that resulted in route convergence in Concord and inadequate emphasis on east-west travel. The group agreed that the route to from Keene to Nashua must remain a study priority. Langdell requested that this information be forwarded to Lincoln Daley in Milford. Boyd noted the absence of southerly interstate routes from Keene or Nashua. In response, Marchant said their recent ridership surveys do not indicate significant unmet demand for a Lowell connection.

c. Strategic Plan Review

The group agreed to conduct an extended EC meeting in October, from 6-8, with time set aside to re-examine the strategic plan, various successes and their relative alignment, the relevance of priorities stated then versus now, and current resource constraints.

3. Non-Public Session:

6:30 pm, Elmer 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 Boyd. Member roll call vote:

Susan Ruch – yes
Karin Elmer – yes
Jim Battis – yes
Mike Fimbel – yes

Janet Langdell – yes
Bill Boyd – yes
Dave Hennessey – yes
Sarah Marchant – yes

Elmer made a motion to exit non-public session at 6:50 pm seconded by Boyd. Member roll call vote:

Susan Ruch – yes
Karin Elmer – yes
Jim Battis – yes
Mike Fimbel – yes

Janet Langdell – yes
Bill Boyd – yes
Dave Hennessey – yes
Sarah Marchant – yes

4. Other Business: Staffing Updates

Minkarah reviewed the status of hiring for: 1) Mason Twombly, the new entry-level regional environmental planner, who would provide critical backup to HHW program staffing and support for a new \$27K grant from EPA for HHW education, 2) the new part time community relations coordinator, Meredith King, who will manage email news, social media, outreach, and provide administrative support for our public meetings, and 3) a new full-time business manager, Kate Lafond, who will conduct all back-end office functions including bookkeeping, HR, and day-to-day office management.

5. Adjourn

The next regular Executive Committee meeting will be Wednesday, October 17, 2018.

Motion to adjourn was made by Elmer with a second by Boyd. The motion passed 7-0-0. The meeting adjourned at 7:03.