



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 19, 2018**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Dave Hennessey
Sarah Marchant
Bill Boyd (by phone)
Janet Langdell

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

Absent:

Mike Fimbel
Mary Ann Melizzi-Golja

1. Call to Order:

Elmer called the Executive Committee meeting to order at 6:05 pm with an attendee roll-call.

2. Business

a. Minutes: October 17, 2018

The Executive Committee reviewed the minutes from the October 17, 2018 meeting. Marchant made a motion to approve the minutes, seconded by Hennessey. The motion passed 6-0-1 with abstention from Boyd.

b. Non-Public Minutes: October 17, 2018

The Executive Committee reviewed the non-public minutes from the October 17, 2018 meeting. Marchant made a motion to approve the minutes, seconded by Hennessey. The motion passed 6-0-1 with abstention from Boyd. The Executive Committee declined to unseal the non-public minutes.

c. October/November Dashboard and Financial Reports

Minkarah updated the Committee on the unfortunate departure of Meredith King due to sudden illness, then turned to a review of the Dashboard financials. Deposits are up, as we work to bring billing back on schedule. The financial audit underway, and we have not activated the line of credit. Key meetings include the NNECAPA, NEARC, and NHMA conferences. Minkarah attended the Entrepreneurship for All event in Lowell and NRPC is now a partner.

Another significant update is the decision to reinstate the potential Keene to Nashua bus line in the formerly-discussed statewide transit planning.

The group discussed broadening NRPC's marketing exposure by way local public access programming, especially if channels are willing to share NRPC's recorded content that is broadly relevant. The group also examined the idea of NRPC assisting communities as they re-examine their cable franchise agreements in light of internet streaming and other alternatives. Boyd indicated Merrimack has interest in providing public town-wide wi-fi. Hennessey pointed out that broadband access is inextricably linked to economic development.

Battis moved to approve the Dashboard and Financials as reported, seconded by Hennessey. The motion passed 7-0-0.

d. Transfer of Checking and Money Market Accounts

Minkarah reviewed aspects of current proposals for interest-bearing products at both TD and Bar Harbor banks for NRPC, and potentially also SVTC and NRSWMD. After discussion, Hennessey make a motion to authorize Minkarah to transfer NRPC funds to Bar Harbor Bank, seconded by Marchant. The motion passed 7-0-0.

e. Set Annual Forum date

The group agreed on February 21 and March 28 as potential dates for the Annual Forum. The group discussed potential themes and speakers for the event.

3. Office Lease Update:

NRPC is in final lease negotiations and will make a public announcement quickly after an agreement is finalized.

4. Transportation Programs

The MPT public comment process is open; we anticipate plan adoption at the Full Commission meeting. The Transit Expansion project and 10-year plan process will be emphasized in the new year. There is also a potential new CTAP project that is slated for approval at by Governor and Council. Those that attended the last TTAC meeting acknowledged NHDOT Commissioner Sheehan's sobering financial forecast.

5. Strategic Plan Review

Minkarah circulated a modified draft implementation table from the 2016 strategic plan that illustrated progress towards goals. The group agreed an introductory class on NRPC for new Commission reps would be valuable as well as more planning roundtables in partnership with OSI. Emphasis on staff training opportunities should also be reinforced. Ruch requested outstanding items also be enumerated in the draft table.

5. Adjourn

The meeting adjourned at 7:55 pm with a unanimous vote as moved by Elmer and seconded by Marchant. The next regular Executive Committee meeting will be Wednesday, December 19 at 6 pm.