



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
September 18, 2019**

**Present:**

Karin Elmer, Chair  
Jim Battis, Vice Chair  
Susan Ruch, Treasurer (6:10)  
Mike Fimbel  
Janet Langdell  
Sarah Marchant  
Tim Tenhave  
Tamara Sorell

**Absent:**

Mary Ann Melizzi-Golja

**Staff:**

Jay Minkarah, Executive Director  
Sara Siskavich, Assistant Director

**1. Call to Order:**

Elmer called the Executive Committee meeting to order at 6:01 p.m.

**2. Business**

a. Minutes: July 17, 2019

Elmer requested a motion to approve the June 19, 2019 Executive Committee meeting minutes. Siskavich relayed Ruch's prior observation that Elmer, as Chair, called the meeting to order rather than Ruch. Langdell requested her name spelling be corrected. Fimbel moved to approve the minutes, as amended, seconded by Langdell. The motion passed 7-0-0.

b. July/August Dashboard

Minkarah reviewed the July/August Dashboard and financial reports. He noted that four accounts, including NHDOT, are over 60 days. At the request of Tenhave, Minkarah clarified that receivables in the dashboard represent invoice payments not yet received by NRPC. Quarterly billing will be reflected in next month's Profit and Loss which will bring the draw-down of several grants (e.g. EPA healthy communities, EDA) more in line with the fiscal year. The working budget reflects several increases on the funding site, and overall the budget is in a good place.

The dashboard shows two months of staff training and activities since the Executive Committee did not meet in August. Highlights include the GACIT meetings, the Rail Roundtable hosted by NRPC, Minkarah's participation in two WSMN AM radio programs, one on passenger rail and another on HHW and the EPA Toxics Free grant, as well as a site visit to Alene Candle in Milford

to discuss workforce recruitment and transportation issues. The web stats reflect a slight uptick in social media engagement.

Battis moved to approve the Dashboard and Financials and place them on file for audit, seconded by Ruch. The motion passed 8-0-0.

c. Commissioner Outreach

Minkarah reviewed the effort to survey current commissioners for appointment history and preferred contact history. We will follow-up with non-responders, and once that information gathering is complete the next step will be to reach out to towns to address vacancies. Town admin staff, planning boards, and selectboards would all be appropriate recipients of the follow-up communication depending on the community.

d. Proposed Bylaw Amendments

Minkarah reviewed proposed NRPC bylaw changes included in the agenda packet. Now that the Nashua MPO is designated as a transportation management area (TMA), NRPC must include Nashua Transit on the MPO policy board to be in compliance with federal requirements. The NRPC Full Commission is designated as the MPO Policy Board according to NRPC bylaws, but the Full Commission's membership does not include NTS. The second area of proposed change, more editorial in nature, involves striking the outdated schedule of Commissioner term expirations.

Langdell pointed out that adding a seat on the policy board for NTS essentially constitutes an additional vote for the City of Nashua, as NTS is not a regional transit service provider. Further discussion followed regarding the nature of this requirement, procedure regarding amending the bylaws of the Commission, and the upcoming MPO/TMA compliance review in October. Consensus was expressed to adopt gender-neutral language, for example, using "Chair" or "Chairperson," in the amended bylaws.

### **3. Old Business**

Other project updates included ongoing traffic counting, upcoming CMAQ funding round, the NTS expansion study, master plans for Hudson and Litchfield, and Hudson RSMS.

### **5. Personnel Policies**

NRPC personnel policies were last updated and adopted in 2017. As a result of the NRPC office move, language in the travel reimbursement section now needs to be updated. Other sections related to personnel classifications should also be revisited to ensure consistency throughout the document. Minkarah will forward proposed changes ahead of the next meeting.

Langdell inquired about NRPC's direction with respect to economic development planning. Discussion followed regarding Minkarah's participation in the Souhegan Valley Chamber's roundtable luncheon, a result of Milford's interest in getting more out of their chamber

membership. Bon Terrain in Amherst is another area of the region that could benefit from a comprehensive planning exercise; Amherst's master plan should outline a vision for the area, after which a more formal role for NRPC might be defined.

Minkarah briefly updated the group on the progress of the regional housing needs assessment and regional plan.

Fimbel informed the group that he will be stepping down from the Executive Committee. Selectman Berry has been appointed as a new Mont Vernon Commissioner, and Fimbel will remain an alternate and remain active in NRSWMD. He offered to help with Executive Director evaluations and expressed thanks to the new Executive Committee members. On behalf of the Executive Committee Elmer expressed thanks to Fimbel for his many years of service.

## **5. Adjourn**

With a motion from Battis, seconded by Ruch, the meeting adjourned at 6:45 p.m. The next regular Executive Committee meeting will be October 16, 2019 at 6:00 p.m.