



**Approved MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**July 17, 2019**

**Present:**

Karin Elmer, Chair  
Jim Battis, Vice Chair  
Susan Ruch, Treasurer  
Mike Fimbel  
Janet Langdell

**Absent:**

Mary Ann Melizzi-Golja  
Tim Tenhave  
Tamara Sorell  
Sarah Marchant

**Staff:**

Jay Minkarah, Executive Director  
Kate Lafond, Business Manager

**1. Call to Order:**

Elmer called the Executive Committee meeting to order at 6:00 p.m.

**2. Business**

a. Minutes: June 19, 2019

Fimbel noted a spelling error on page 2. Ruch requested a motion to approve the June 19, 2019 Executive Committee meeting minutes as corrected. Langdell made a motion to approve the minutes, seconded by Elmer. The motion passed 5-0-0.

b. June/July Dashboard

Minkarah reviewed checking accounts, accounts payable, receivables, lines-of-credit, and investments. Minkarah pointed out the Bar Harbor bank account is the one primarily being used.

Staff has been busy with several activities, less than prior months as a result of vacations and holiday. Activities include EPA Brownfields New Grantee Training, two interviews "Friday's with the Fox" and Nashua Cable TV with Carl Sidel, ArcGis User seminar, and Northeast passenger Transportation conference. Minkarah indicated he attended a Governor's Advisory Commission on Intermodal Transportation (GACIT) meeting and there will be another meeting at the end of the month. Minkarah also toured Hitchiner Manufacturing in Milford with Tim Sullivan, Hitchiner is interested in NTS Expansion. Minkarah noted that Hitchiner currently runs an employee shuttle.

Langdell commented that it is great employees are using their volunteer days, perhaps in the future they can get a photo to include on NRPC's Facebook. Langdell also suggested sharing the interviews with other town's cable access and on social media. Elmer asked regarding the MPO/TMA pre-certification review meeting if there were a lot of changes. Minkarah stated yes and added as part of the certification there will be two public meetings held.

Web stats were reviewed. Website hits are down, social media post engagement is up. Minkarah noted that NRPC's Twitter account receives less engagement than Facebook.

The Profit & Loss shows that we are approximately \$10,000 below our projected revenues and over budget on the expense side. While there are a few outstanding items at this point the bottom line won't change too much. The Balance Sheet was reviewed with no comment.

At the request of Ruch, Fimbel moved to approve the dashboard and financials and place them on file for audit, seconded by Battis. The motion passed 5-0-0.

c. Public Hearing: Possible Approval of STIP/TIP Amendment #1

Langdell moved to open the public hearing, seconded by Battis.

Minkarah provided an overview of changes in the 1<sup>st</sup> amendment to the Transportation Improvement Program, noting that none of the changes are significant. Langdell asked if these proposed amendments went to TTAC for review. Minkarah stated yes. Langdell noted that typically there is a memo from TTAC, which she feels is helpful to have. Battis asked what meant by environmental commitments. Minkarah indicated that he could find out more information pertaining to that.

Battis moved to close the public hearing, seconded by Fimbel.

d. Possible Approval of STIP/TIP Amendment #1

Ruch made a motion to approve the STIP/TIP Amendment #1 as presented, Langdell seconded. The motion passed 5-0-0.

e. Discussion of Marketing Strategy

Minkarah asked what direction the Executive Committee wants to go in, what is the goal? Battis would like to get information out to the communities in the region. Landel agreed communities in the region should better know what we do and the value of NRPC. Ruch agreed that many don't know what NRPC does. Various outreach strategies were discussed. It was agreed that a multi-faceted strategy should be developed and implemented on an ongoing basis because of the turnover that occurs in town government.

This discussion led into NRPC Commission Membership Lists which is listed as Other Business on the agenda. Minkarah relayed that the list on file needs updating. A strategy is being developed to obtain accurate contact information from commissioners and appointments from towns. This too will be an ongoing effort to keep up to date and accurate information.

Minkarah distributed information from Publicinput.com and described how the web-based platform could assist NRPC in outreach efforts. Langdell asked the cost of the subscription. Minkarah stated \$12,000 per year, NRPC has requested that DOT fund half through the UPWP. Ruch asked about the process used to vet companies that provide this type of service. Minkarah described that a few companies were reviewed via their websites. Publicinput.com is used by Rockingham Planning Commission. Minkarah and Assistant Director, Siskavich were provided a

demonstration of publicinput.com and they were very impressed with the capabilities. Discussion ensued regarding how NRPC could pass the benefits of the outreach services on to communities within the region.

### **3. Transportation Programs**

#### **a. FY 18-19 UPWP Updates**

Minkarah noted that the current NTS Transit Feasibility Study will conclude 12/31/19. A new NTS study will commence in January as part of the UPWP. Minkarah noted that NRPC is currently conducting tons of traffic counts. Minkarah noted that the Regional Housing Needs Assessment and the Regional Plan update are to be done this year. Langdell asked regarding the focus of the Regional Housing Needs Assessment update. Minkarah explained that statistics will be updated and there is a public outreach component. Minkarah commented that as for the Regional Plan update, he wants it to be more visual, to give it life.

### **4. Other Business**

It was agreed that the Executive Committee will not hold a meeting in August.

### **5. Adjourn**

The meeting adjourned at 7:45 p.m. The next regular Executive Committee meeting will be September 18, 2019 at 6:00 p.m.