



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
May 15, 2019**

**Present:**

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

**Absent:**

Mary Ann Melizzi-Golja

**Staff:**

Jay Minkarah, Executive Director  
Sara Siskavich, Assistant Director

**1. Call to Order:**

Ruch called the Executive Committee meeting to order at 5:59.

**2. Business**

a. Minutes: April 17, 2019

Ruch requested a motion to approve the April 17, 2019 Executive Committee meeting minutes. Fimbel made a motion to approve the minutes as amended, seconded by Elmer. The motion passed 5-0-3 with abstentions from Marchant, Langdell, and Hennessey.

b. April/May Dashboard

The TD Bank account overall balanced is reduced, reflecting the larger amount now going into Bar Harbor. Accounts payable is somewhat lower but we anticipate some notable bills soon going out the door. Receivables are high, as was last month, due to the outstanding NHDOT invoice. We've not activated the credit line, CDs are showing increases, overall balances are healthy, and we maintain approximately five month's operating funds in reserve.

Web stats are up overall. Key activities include GIS outreach for Lowell Public Health, Earth Week at Oracle's Nashua location, and the HHW collection event. Minkarah noted the new section in the Dashboard specifically calling out staff professional development activities.

In terms of profit and loss, we are hitting the NHDES grant, HHW, and local planning projects hard, as the UPWP is nearly drawn down. Expenditures are very close to target, so no surprises on balance sheet.

Elmer requested clarification on the meaning of asterisks aside items on the P&L. Minkarah would have to confirm, but he thought they indicated holdovers.

Marchant moved to approve the dashboard and financials and place them on file for audit, seconded by Battis. The motion passed 6-0-0.

c. Draft FY20 Budget

Minkarah reviewed a draft of the FY20 budget proposal. Dues, OSI Targeted Block Grant, and base UPWP funding will be consistent, though we'll have an infusion of additional dollars for transit expansion. We anticipate the release of Hazard Mitigation funding for several communities. HHW numbers are estimates and they are contingent on adoption of the NRSWMD budget which will occur before the Full Commission meeting. Hudson Master Plan is the only expected new local planning project, though others are proposed.

On the expenditure side, there are very few changes. Audit amount is higher, and we estimate some increase in health plans. The jump in professional services is mainly due to the inclusion of Veolia HHW services in the NRPCX budget.

Overall, it's a tight budget. There's a small delta in reserve, which could change as we learn the status of pending grants—the status of at least some of which should be known by June.

The group discussed the Annual Forum cost. Elmer suggested we adjust the amount to be in line with known costs; Langdell suggested consideration of an alternative venue.

Due to our aggressive mindset for UPWP drawdown, we do not anticipate spending down the entire staff professional development budget.

There was discussion of the anticipated increase in NHPA dues as organizational membership is being discontinued.

There was discussion of the various shifts between tasks in the UPWP, for example, a reduction in 500 Technical Assistance and Support. This doesn't reflect a reduction in services, but a change in how tasks are categorized within the UPWP. Minkarah can share the UPWP budget detail if needed.

There is an assumed 2% across-the-board increase in salaries used just for the basis of estimation.

Marchant noted that this budget was quite favorable considering the change in office space.

### **3. Transportation Programs – FY 18-19 UPWP Updates**

The FY 20-21 UPWP has been reviewed by NHDOT and is now on its way to Governor and Council. We've also submitted our two-year indirect rate proposal which is consistent with the rate from the past two years. Our TYP priorities have been submitted and hopefully will go through intact. There is an open solicitation for federal BUILD grants and another round of CMAQ funding has been announced, both of which are competitive. For BUILD grants, 50% is

earmarked for rural areas. NRPC will make sure info is distributed to the region. Nashua likely to submit at least one CMAQ Letter of Intent (LOI). John Goeman presented the draft updated Public Participation Plan at TTAC. Field season has kicked off and it promises to be a busy traffic counting season.

Discussion then turned to the challenge of attracting attendance at the transit workshops being conducted in support of the transit expansion grant. While the Nashua Community College event was pretty good, poor turnout at the Milford event might have been, in part, due to the time (afternoon) and location (library). The group brainstormed additional key contacts and groups (e.g. Share, Plus Company, VA), alternative outreach approaches (e.g. flyers at supermarkets) to reach these audiences, and other venues such as Nashua Transit week and community suppers.

Minkarah confirmed that NRPC did in fact reach out to town leadership and local social media, but not local access TV outlets. NRPC will regroup internally and use this feedback to plan for the remaining transit workshops. This phase however must be completed by September so that we can move on to the remaining grant activities including ridership projections of potential destinations.

#### **4. Old Business –Banking Charges**

Currently Bar Harbor is our primary checking. We continue to keep close watch on the balance; funds in excess of \$250K are moved over to TD. We need this flexibility, making a money market or other fund like NHPDIP an impracticality. Kate is authorized to make this transfer via ACH, which are transparent, and management oversight of these transfers is on a monthly cycle.

#### **5. Other Business**

Matt Waitkins just celebrated 20 years at NRPC, and staff had an informal luncheon in his honor. The group discussed timing of month close and the challenge of getting financials prepared in time for the agenda packet emailing. As the Exec. Comm prefers updated financial reports, procedure will be that the agenda and available packet items should still be done on Friday, but it is acceptable to forward financials on the following Monday or Tuesday if necessary.

Discussion turned to updates of various plans including the Regional Plan, the Housing Needs Assessment, and the Locally Coordinated Transportation Plan

NRPC will host a drinking water protection workshop on June 22.

Executive Committee members shared roundtable updates.

## **6. Adjourn**

The meeting adjourned at 7:28 pm with a unanimous vote as moved by Hennessey and seconded by Fimbel. The next regular Executive Committee meeting will be June 19, 2019 at 6:00pm.