



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 20, 2019**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Dave Hennessey
Mary Ann Melizzi-Golja
Bill Boyd
Janet Langdell
Mike Fimbel (arrived 6:05pm)

Absent:

Sarah Marchant

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director
Gregg Lantos, MPO Coordinator

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:03 pm.

2. Business

a. Public Hearing: Adoption of the Nashua MPO 2019-2022 Transportation Improvement Program and the 2019-2045 Nashua Regional Metropolitan Transportation Plan.

At 6:04, Elmer motioned to open the public hearing, seconded by Hennessey. The motion passed 7-0-0.

Lantos began the hearing with a discussion of the major revisions made to the MTP since the adoption of the draft at the December Full Commission meeting (attached). He then reviewed the added components to the 2019-2022 TIP and project changes from the Draft 2019-2022 TIP including project financials (also attached).

At the request of Langdell, Lantos qualified that these changes have been made in response to the public comments received, represented by submittals by City of Nashua staff as well as those expressed at the December MTP hearing.

Ruch requested clarification on the description language change involving the Hollis St improvements.

At the request of Boyd, Lantos briefly reviewed the Nashua MPO's air conformity requirements. Since the region is in attainment, we don't have to do emission analysis, however we are required to do planning-level conformity determinations, and remain ready to do air emissions if necessary, as our planning assumptions and model up-to-date.

At 6:13 Boyd moved to close the public hearing, seconded by Hennessey. The motion passed 8-0-0.

Boyd moved to approve the Nashua MPO 2019-2022 Transportation Improvement Program and the 2019-2045 Nashua Regional Metropolitan Transportation Plan, seconded by Elmer. Fimbel requested discussion on procedure. Minkarah clarified that the MTP draft was adopted in December, but some changes were necessary. Lantos added the TIP just takes projects from the MTP. With no further discussion, the motion passed 8-0-0.

b. Adoption of MPO Regional Safety Targets for 2019

Lantos then turned to the attached memo and slide regarding the updated safety targets for 2019. Robust discussion ensued regarding the meaning of the 5-year moving average and the appropriateness of “targets” based on the extrapolation of negative trends. The group’s consensus was that safety target-setting is conceptually valid and worthy, but that “forecast” was a more appropriate term than “target” for the present analysis. While not defending it, Lantos reminded the group that the methodology is endorsed by the NHDOT and meets federal requirements. Minkarah added that the Commission has leeway to adopt alternative methodology and still meet the federal mandate.

After further discussion, Boyd moved to adopt the regional safety targets, as presented, seconded by Elmer. The motion passed 8-0-0.

c. Minutes: January 16, 2018

At the request of Fimbel, Siskavich clarified that the last sentence of section 3.C should read “The Executive Committee then considered...”. Elmer moved to approve the minutes of January 16, 2019 as amended, seconded by Battis. The motion passed 7-0-1 with abstention by Boyd.

d. Jan/Dec Dashboard

Minkarah reviewed the balances at TD and Bar Harbor; both institutions will be represented on the Dashboard until the DOT account is transferred over, likely no later than April. It has been a busy period overall in terms of staff activities, including the resurrection of the regional bike-ped group, the well-attended Recycling Roundtable, GIS Brownbag, and a staff field trip to 30 Temple. Web stats are up across the board. Revenue is slightly up reflecting the need to draw down certain grants as a result of staff turnover. Several grant apps are pending including a Healthy Food Finance opportunity in partnership with the Nashua Food Council.

On the P&L and Balance Sheet, the DOT took a slight dip as the January invoice was kicked back for revision, otherwise we would be on target. The bump in Rent/Cam reflects the 30 Temple pre-payment. Expenses are a little low on average. At Boyd’s request Minkarah and Siskavich summarized the EPA Healthy Communities and NHDES Source Water grants, respectively.

Langdell motioned to accept the Dashboard and Financials and to place them on file for audit, seconded by Boyd. The motion passed 8-0-0.

3. Old Business

a. NRPC Office Move

Minkarah relayed that the NRPC physical relocation will take place March 25-26, those the space may likely be ready the 2nd week of March. An office surplus service will be on-site at 9 Executive Park March 8 to take our surplus furniture. Staff have been actively working with AV, phones, website, and IT providers to ensure a smooth transition.

Discussion turned to the March Commission meeting, which will be held at the Merrimack location. There is no scheduled speaker yet, but a discussion on various pending legislation is on the agenda. At the request of Langdell, Minkarah agreed to circulate the NHARPC pending legislation tracking spreadsheet.

b. Annual Forum:

The group discussed various logistics of the Annual Forum planned for Feb 21. A record turnout is expected.

4. Transportation Programs

a. UPWP: NRPC has submitted the UPWP draft to NHDOT. NRPC is also contemplating the fact that contracts greater than a \$10K threshold now require G&C approval.

b. TYP: The NRPC's emphasis is on dialogue on the current projects and going forward we would like to revisit the ranking strategy. Statewide uniformity across RPCs is in the collective best-interest, so any changes would be made by RPC consensus.

5. Other Business

a. New Staff

John Goeman has joined the staff as a Regional Planner III to fill the spot left vacant by Stephen Meno. On 2/26, Sabrina Pedersen will be joining NRPC as our new part-time Community Relations Coordinator. Both represent great additions to the NRPC staff.

b. Commissioner Updates

Fimbel gave kudos to the NRPC Live Maps GIS website. He then mentioned the upcoming 10-minute segment on Chronical featuring Rt 13 between Milford and Mont Vernon, including a visit to the Mont Vernon General Store.

Melizzi-Golja mentioned recent news about Flatley's potential involvement in new ramps onto Rt 3 to relieve congestion on Spitbrook Rd., Nashua; she expects clarifying information will be forthcoming.

At Langdell's request, Minkarah reviewed some of the recent achievements around regional economic development planning. While there have been several significant "wins," including several grants and regional roundtables and training opportunities, notable "to-do" items include the articulation of a regional economic vision, as well as a thorough exploration of the feasibility of the NRPC leading the formation of a CEDs. At Hennessey's request, NRPC will compile a review of recent work in this area, to further this conversation.

6. Adjourn

The meeting adjourned at 7:51 pm with a unanimous vote as moved by Boyd and seconded by Langdell.

The next regular Executive Committee meeting will be Wednesday, March 20, 2019 at 6 pm.