



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 20, 2020**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Tamara Sorell Tim Tenhave Janet Langdell	Susan Ruch, Treasurer Sarah Marchant	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director Gregg Lantos, MPO Coordinator	

1. Call to Order

Elmer called the meeting to order at 6:06 pm. She then took attendance by roll call.

2. Public Hearing: Approval of Amendment #4 to the adopted Nashua Metropolitan Area 2019-2022 Transportation Improvement Program (TIP) and the 2019-2045 Metropolitan Transportation Plan (MTP) (Action Required)

At 6:07 Battis motioned, followed by Langdell, to open the public hearing for Approval of Amendment #4. The motion passed 5-0-0.

Lantos briefly summarized the nature of the amendment as described in the agenda packet memo. In contrast to the previous one, this is a simple amendment with a clear benefit to the region.

Seeing no questions, Elmer accepted a motion at 6:08 by Battis, seconded by Langdell, to close the public hearing.

Tenhave requested confirmation that the meeting was properly noticed and that phone lines were open to any members of the public who wished to participate. Minkarah answered both questions affirmatively.

The motion passed 5-0-0.

3. Business

a. Minutes: April 15th (Action Required)

Tenhave moved to accept the minutes. Battis seconded. The motion passed 5-0-0.

b. April-May Dashboard (Action Required)

There is a jump in outstanding receivables due to NHDOT's lag time in processing. CD's continue to ratchet up but we anticipate wanting to shift some of those funds in the July timeframe as one of the CDs will be expiring. Staff activities were down as several meetings and events were cancelled due to OVID-19; key activities included economic strategy sessions for Nashua and the MA/NH Transportation Think Tank.

The major uptick in web stats is attributable to increased messaging including more posts that resonate with our audience and staff resharing our messages on town pages.

In terms of the budget narrative, we have a healthy balance, and payables went up moderately. The working budget reflects a downward adjustment in both revenue and expenses. The Profit and Loss is through April and reflects 83% of the fiscal year. We are high on the 3000 NHDOT relative to the adopted budget; and local contracts show the usual variability. The Balance Sheet shows a positive delta and total assets in line with where we would want it to be.

Tenhave asked if the current skillset of staff meets the current needs. Minkarah answered in the affirmative but referenced pressure on staff posed by COVID.

Battis moved to accept the dashboard and financials and place them on file for audit. Langell seconded. After no further discussion, the motion passed 5-0-0.

c. Draft FY 2021 Budget

Minkarah presented a draft of the FY2021 budget as an informational item. The budget is balanced because of an ambitious goal to draw down the EPA Brownfields grant by at least 70% before the next grant round opens so that we are eligible to reapply. Due to the extraordinary conditions under which member communities are operating we may wish to defer a proposed increase in dues. We anticipate a drop in total grants, however, employee-related expenses are also down including staff training which reflects fewer anticipated conference opportunities due to the pandemic and lower training and travel costs.

The proposed budget will change as there are still several relatively small state and local contracts we are waiting such as a contract for Wilton master plan updates. We continue to pursue federal grant opportunities such as new EDA funding.

At the request of Sorell, Minkarah reviewed the impacts of COVID-19 on project work so far. The shift to remote meetings has resulted in an increase in staffing needed to run a meeting effectively. Master plan projects have slowed, and projects such as CTAP Commute Smart and the NTS on-board survey are on pause. We've not yet quantified these costs, but fortunately, we have been able to remain billable by re-ordering work and shifting project scopes.

d. Audit RFP (Action Required)

4. Nonpublic Session in accordance with 91-A:3 (j) – consideration of confidential commercial and financial information (if needed).

After discussion, at 6:58 Elmer accepted a motion by Battis, seconded by Langdell, to enter into non-public session pursuant to 91-A:3 (j) – consideration of confidential commercial and financial information. The motion passed unanimously according to the following roll call vote:

Jim Battis - *yes* Janet Langdell - *yes*
Tamara Sorell - *yes* Karin Elmer - *yes*
Tim Tenhave - *yes*

At 7:10 Elmer accepted a motion by Battis, seconded by Langdell, to exit non-public session pursuant to 91-A:3 (j) – consideration of confidential commercial and financial information. The motion passed unanimously according to the following roll call vote:

Jim Battis - *yes* Janet Langdell - *yes*
Tamara Sorell – *yes* Karin Elmer - *yes*
Tim Tenhave - *yes*

At 7:10 Tenhave moved to seal the minutes of non-public session pursuant to 91-A:3 (j) – consideration of confidential commercial and financial information, until a contract is in place. After a second by Langdell, the motion passed unanimously.

For the record Tenhave stated the outcome of the non-public session: the NRPC Executive Committee authorizes the Audit Review Subcommittee, including Minkarah, to enter into negotiations with the preferred firm, and to report back after negotiation for final determination to the Executive Committee.

5. Old Business

a. Covid-19 Planning

NRPC is anticipating a June 1 office reopening though most staff will probably be telecommuting at least part-time. We are still formulating our policies related to the governor’s and CDC’s guidance. We have the option to offer additional private workspaces to staff. We will also require staff to self-attest that they are illness-free each day they report it. Staff must clean their own workspaces each day, and the building is undergoing additional sanitation in the common areas. We would need to find out if the building is considering any changes to the building’s air circulation. We will also have a discussion with our janitorial service on additional sanitizing within the office suite. There was a general discussion about minimizing the sharing of office equipment like keyboards.

b. Annual Forum

We’ve not yet vetted potential new autumn dates with the venue. With fall looking generally uncertain it is perhaps advisable to push the event until January before legislature gets involved in session, but the decision depends in part on the potential loss of our deposit. If we do a fall

event, we might also consider budgeting for a second event later in the year. The Executive Committee decided to defer these decisions to a later date.

c. TMA/MPO Governing Body Composition and d. NRPC 501(c)(3)

The special Full Commission meeting went well, and we will bring these items forward for vote at the next commission meeting. Tenhave asked that we circulate the documents more widely to encourage review. Both he and Commissioner Battis shared them with their bodies but we need to be more direct. Minkarah confirmed we sent the items to the Town administrators, but we will do a wider mailing with the updated drafts before the June Commission meeting.

6. Transportation Programs

a. UPWP Updates

Lantos reported a “mixed bag” of project updates, some of which may prompt scope changes in the UPWP. Initiatives such as HPMS traffic counts are progressing as directed by the NHDOT but specific studies such as turning movement counts to support the Merrimack Exit 12 interchange study would not be valid under current conditions. We are looking forward to continuing road surface management studies, and our congestion management mandates can be advanced with alternative data sources. The Intelligent Transportation Systems plan should be able to progress without delay, but the interregional transit study that examines usual bi-state commuting patterns is entirely on hold, as is our transportation demand management initiatives. The Ten-Year Plan (TYP) solicitation process is underway to sub allocate a total of \$6.175M biennially for local projects.

7. Other Business

a. Project Updates

b. Executive Committee Membership

There was a discussion about recruitment strategies for the existing Executive Committee vacancies. A call for volunteers should be made prior to the next Full Commission meeting.

8. Adjourn

With a motion from Battis, seconded by Tenhave, the Executive Committee adjourned at 7:49 by unanimous vote.

Next Meeting: June 17, 2020