



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

Present:

Jim Battis, Vice Chair
Susan Ruch, Treasurer
Janet Langdell
Tim Tenhave
Mary Ann Melizzi-Golja
Tamara Sorell

Absent:

Karin Elmer, Chair
Sarah Marchant

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

1. Call to Order

Battis called the Executive Committee meeting to order at 6:04 p.m.

2. Business

a. Approval of Minutes from November 20th, 2019

Tenhave moved to approve the Executive Committee Minutes from November 20th, 2019, seconded by Langdell. The motion passed 5-0-1 with abstention from Sorell.

b. November-December Dashboard

The annual audit in progress, NRPC has received a draft, and the auditors will present at the January Executive Committee.

Highlights of staff activities include several all-hands staff events, the solid waste quarterly meeting, GACIT meetings, the kickoff of the Brownfields project with an environmental consultant on board, attendance at the EPA National Brownfields conference, and a funding initiative by NHDOT along several state routes, including the 101 corridor, for improvements to support electric vehicles. NRPC will pass along any available info.

There is no substantial change to the working budget, though there's a potential Master Plan update project for Amherst that NRPC would like to do, assuming the budget for it passes. On the Profit and Loss, we are at 41.67% mark with federal contracts low, many of which are quarterly. Total grants are just under 52% and there's more variability in local projects at 33.8% drawdown overall. Our drawdown is less, but even with an overall dip in expenses, we are a bit below target.

Ruch made a motion to accept the Dashboard and Financials and place them on file for audit, seconded by Tenhave. The motion passed 6-0-0.

3. Old Business

a. Annual Forum.

The date will be April 9, 2020 at Labelle Winery in Amherst. At the request of Langdell, Minkarah confirmed there would be coordination with the “The EforAll: Entrepreneurship for All” organization.

b. TMA/MPO Governing Body Composition

No change in the status of this agenda item. NRPC anticipates a certification review report from FHWA and FTA in late January that will include the topic of MPO composition.

c. NRPC 501(c)(3)

No update on this agenda item other than we’ve initiated the process.

4. UPWP Updates

Minkarah provided a brief overview changes to the 10-year plan and the presentation on transit expansion study that will be discussed in-depth at the 7:00 PM Full Commission meeting, the initiation of the locally-coordinated plan updates, and CMAQ updates. NRPC has another transit expansion study in January starting that will look at wider regional transit connections, for example, Gallager Terminal and Alewife Station.

5. Other Business

There was some general discussion on a draft Request for Proposals (RFP) for audit services. At the request of Sorell, Minkarah clarified this audit is financial only and required due to our receipt of federal grant funds. There will need to be a selection committee, the composition of which is typically a subset of the Executive Committee.

6. Adjourn

With a unanimous motion from Ruch, seconded by Langdell, Battis closed the meeting at 6:32.

Next Meeting: January 15th, 2020