



**APPROVED MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 August 18, 2021**

In-Person Public Meeting with Zoom Attendance Option

Members Attending In Person	Members Attending On Zoom	Members Absent	Staff Attending	Others Present
Susan Ruch, Chair Jim Battis, Treasurer Kim Queenan Karin Elmer Tamara Sorell	Tim Tenhave Sarah Marchant, Vice Chair Venu Rao Janet Langdell		Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

1. Call to Order

Ruch called the meeting to order at 6:02.

2. Business

a. Minutes: June 16, 2021

Queenan noticed an error in the document heading. With no further discussion, Battis moved to accept the Executive Committee minutes of June 16, 2021, as amended. Elmer seconded the motion. The motion passed 8-0-1 by rollcall vote:

Rao – yes	Langdell – yes	Ruch- yes
Queenan – yes	Battis – yes	Tenhave – yes
Marchant – yes	Elmer- yes	Sorell - abstain

b. June – August Dashboard

Balances: Payables are up from the prior month; receivables reflect invoices for NRPC and NRSWMD dues; we’ve not activated the line of credit; CDs continue to creep up; FY21 annual audit will start in September.

Staff activities: We continue the pattern of hosting outside groups for meetings, e.g. NHHFA public hearing. Other highlights include the planning board basics webinar, and attendance at the Capitol Corridor stakeholder meeting, meetings on transit and infrastructure by Senator Hassan; July GACIT hearing, electric school bus initiative, and virtual public input training.

There was a discussion relative to NRPC’s representation at NHARPC; we should circulate a call for volunteers.

HHW participation seems to fluctuate from event to event. Ruch requested we recognize Sally Hyland who is retiring.

Pending Grant Opportunities: There are no pending grant applications.

Profit and Loss and Balance Sheet: We are only one month into the FY, so the CR contracts are somewhat off-balance due to their calendar-year cycle and we expect to see a pattern of “noise” as is usual in local planning projects; the NHDOT contract is on track, total resources are slightly low. Dues and subs are high based on some pre-paid expenses, Rent and Cam is high because we pay in advance, and salaries are high reflecting the hiring of interns. Expenses do exceed revenues, but this is not terrible for July.

Working Budget: The dashboard is mislabelled; it should read FY22.

Quarterly Web Analytics: There was a downward trend in audience traffic month-to-month between April-June which is a typical pattern compared to past years; overall, however, the 3-month average audience traffic is up overall compared to 2-year averages. The audience geographic distribution is exceedingly consistent quarter to quarter. The top content continues to be HHW and GIS.

On the newsletter, the stats reflect some housecleaning concerning contacts that have not opened a newsletter for many years. That aside, net audience dynamics remain in the positive, and clicks are 100% up compared to historic trends reflecting more clickable content being included in the emailing, though there were no single or few links that proved to be disproportionately popular.

For social media, Facebook performance continues to be healthy, partly driven by some paid ads relative to HHW events. Twitter is still down, though better than last quarter. A placeholder is included for the new NRPC LinkedIn page, more to come.

Battis moved, with a second from Elmer, to accept and place on file for audit the Dashboard and Financials of June-August 2021. The motion passed unanimously by rollcall vote:

Rao – yes	Langdell – yes	Ruch- yes
Queenan – yes	Battis – yes	Tenhave – yes
Marchant – yes	Elmer- yes	Sorell - yes

c. FY21 Year-End Financials

Minkarah reviewed the year-end Profit and Loss. The aggressive drawdown of the brownfields grant, about \$29K, was deliberate. NRSWMD incurred additional covid and event costs; Total grants are at 73.5%, local planning, variable, some 100% over budget. Circuit riders may go over, but that’s due to their calendar year cycle. Map sales and interest are down. For expenditures, dues and subs in high particularly because a NHDOT data subscription was inadvertently omitted from the adopted budget. Salaries are low reflecting changes in personnel; legal came in high due to work on the 501 foundation. Office expenses are high due to investment in AV equipment. Meeting expenses and mileage, and other travel is quite low, as would be expected. Total expenses come in 103.66%; net income comes in at approximately \$30K for the year.

On the balance sheet, we see an increase of \$140K in total assets. Payable s are high, but overall there’s not a lot of variation.

Tenhave asked about the status of projects in play now that Brownfields is winding down and hasn’t been renewed. Minkarah described that Marjan Corbin needs additional characterization because the site is complicated by PFAS for which we don’t have adequate funding to determine the origin of the

contamination. The most significant Ultimate Nimco site is also short of funds due to the need for an extensive Phase II assessment.

Elmer moved, with a second from Battis, to accept and place on file for audit the FY2021 Year-End Financials. The motion passed unanimously by rollcall vote:

Rao – yes	Langdell – yes	Ruch- yes
Queenan – yes	Battis – yes	Tenhave – yes
Marchant – yes	Elmer- yes	Sorell - yes

3. Transportation Programs

Minkarah updated the Commissioners on the Transit Expansion Feasibility study, the regional Bike/Ped Plan, the new Volunteer Driver Feasibility Study with RCC oversight, the pending contract extension for the transit demand management (TDM) analyses using the CommuteSmart framework, RSMS projects in Merrimack and Lyndeborough, and new traffic studies in Amherst Village and F.E. Everett Turnpike (FEET) Exit 12.

At the request of Kyle Foxx in Merrimack, Minkarah is considering the potential to do a traffic diversion study if a 100-year flood event were to affect the FEET.

Sorell requested clarity around the potential consequences of New Hampshire’s reluctance to change interstate exit numbers.

4. Project Updates

The EDA Economic Recovery project is well underway. Langdell asked that we set up a project website with some of the preliminary materials. Sorell requested that in addition to business impacts, the project should also capture impacts to households to the degree possible based on available data.

On the environmental end of things, Household Hazardous Waste events are progressing. Participation has been hard to predict. We are due to renew energy aggregation agreements in September. In response to Langdell’s question relative to recruiting more participants into the program, Minkarah clarified that we are past the initial outreach stage now.

New projects including an annual update of the capital improvement plan for Pelham, a new Litchfield conservation plan, a buildout study for Amherst, and a new circuit-riding contract for Lyndeborough.

5. Pending Projects

The new NH Office of Planning in BEA is spearheading the use of Cares Act Funding to update regional housing needs assessments. In particular, a methodology around Fair Share analysis must be done in a consistent and defensible way.

Another potential opportunity is that Shaheen may be supportive of using earmarked funding in support of housing and regional plans.

6. Staff Updates

The summer interns have departed, and Cassie Mullen has resigned to pursue a position with New Hampshire Housing Finance Authority. Ruch will write a letter thanking Mullen for her commitment to NRPC.

7. Other Business

Elmer, Battis, and Sorell have scheduling conflicts with the September 15th Executive Committee and Full Commission date. We will push the meeting to September 22 to help ensure an in-person quorum.

Several commissioners volunteered to explore options for a bigger venue for the September 22 meetings to facilitate social distancing. Any alternative location would need to offer support for hybrid-meeting AV equipment.

Minkarah is working on a draft application for the Directors of the NRPC Foundation. Peter Howd has expressed interest in coming on board alongside Dave Hennessey as the second Commissioner-at-Large. The Community Member-at-Large seat is the only one now vacant.

There was a general discussion about the Annual Forum, e.g. whether it could be reimagined as a virtual event, or an outdoor in-person event, or some sort of hybrid meeting, and whether scheduling it during another season of the year would offer any advantages.

8. Adjourn

At 7:52, Battis moved, with a second by Elmer, to adjourn. The motion passed.

The next Executive Committee meeting will be September 22, 2021