



**DRAFT MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 October 21, 2020**

**Public Meeting via GoToMeeting Call-in**

Members Present	Members Absent	Staff Present	Others Present
Susan Ruch, Chair Jim Battis, Vice Chair Sarah Marchant, Treasurer (via phone, departed 6:56) Karin Elmer Tamara Sorell Venu Rau (arrived 6:09) Kim Queenan (via phone) Janet Langdell (via phone) Tim Tenhave (via phone)		Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	William Rose, NHDOT (via phone)

**1. Call to Order**

Ruch called the meeting to order at 6:00 pm and took attendance by rollcall.

**2. Business**

**a. Minutes: September 16, 2020**

Siskavich noted Commissioner Rao listed twice in the attendance; the vote tallies should be modified accordingly.

Battis moved to approve the minutes of September 16, 2020, as amended. Sorell seconded. The motion passed 9-0-0.

**b. Non-Public Minutes: September 30, 2020**

Ruch tabled this item until the next meeting.

**c. Sept/October Dashboard and Financials**

Balances: The TD balance remains steady. We have not activated our line of credit. The cd balances slowly creep upwards. The financial audit is underway. A very large invoice for the Brownfields consultant was paid at the end of September, but reimbursement was not received until the 1<sup>st</sup> of October which resulted in a disparity between the financials and account balances.

Pending Grant Opportunities: Minkarah reviewed the new section in the dashboard related to pending grants, meaning, those for which an application has been submitted. The sizeable EDA line item is related to a COVID-19 Economic Development Recovery plan for the region. At the

request of Langdell, Minkarah reviewed the list of project partners including the local chambers of commerce, the City of Nashua, and the Town of Hudson.

Web Analytics: Siskavich introduced the new quarterly report for NRPC web analytics. The report shows performance over the recent quarter, July-September 2020, over the previous two-year baseline for NRPC websites, the e-newsletter, and social media. It also reports audience traffic, audience dynamics, and top content for each channel. In summary, web traffic remains healthy, Facebook audience, reach, and engagement are showing a significant uptick, newsletter performance remains consistent, and Twitter statistics are showing a downward trend.

Ruch requested that user locations be added to the report so that we can assess the regional coverage of our online audiences.

Staff Activities & Training: Minkarah pointed out the review of the Nashua bike-ped assessment presented at the Nashua Regional Complete Streets meeting, the momentum for the conceptual “rail to trail” or “rail with trail” along the Hillsborough rail line parallel to 101A, and NRPC’s involvement in the revival of statewide bike-ped plan. The last household hazardous waste event will be November 7 at the Crown Street location in Nashua. TTAC is rescheduled to November 18 due to the Veteran’s Day holiday. There was discussion relative to the pattern of low turnout at the Toxics Free webinars.

Balance Sheet & Profit and Loss: The balance sheet is reflective of undeposited final EDA funds. There is nothing notable to report relative to liabilities and equities. The Hudson circuit rider line item shows in red because there is no contracted amount against which we are drawing down. We are down both on projected revenue and expenses, but expenses are down proportionately more, showing a net positive.

At the request of Tenhave, there was a discussion about planning for future purchases such as IT and AV, as we are underspending on the expense side.

Battis moved to accept and place on file for audit the Dashboard and Financials of September/October 2020. Rao seconded. The motion passed 8-0-0 by rollcall vote:

Battis - yes	Langdell - yes	Elmer - yes
Sorrel - yes	Rao - yes	Ruch - yes
Tenhave - yes	Queenan - yes	

### **3. Transportation Program Updates**

#### **a. Ten Year Plan Project Submittal**

The project solicitation has gone out and projects are in. There is still \$1.9M on the table. NRPC will have a conversation with NHDOT regarding adding the Dozer Road proposed offramp to the Flatley development, which is a vetted project in the MTP.

**b. UPWP Updates**

Traffic counts and other field activities are winding down, but the transit expansion study is ramping up. RCC is examining future priorities for the group. We are participating in the statewide bike-ped project.

**4. Project Updates**

NRPC will complete a senior needs assessment project under contract for Pelham. This will be the first project of this type for NRPC.

**5. Other Business:**

John Goeman has submitted his resignation. The Executive Committee wishes him well in his new position.

**6. Nonpublic session per NH RSA 91-A:3 (a)**

At 7:08, Ruch motioned, seconded by Elmer, to enter into non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Rollcall vote:

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

At xx pm, xx moved, seconded by xx, to exit non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Rollcall vote:

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

At xx pm, xx moved, seconded by xx, to seal the minutes of non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Rollcall vote:

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

## 7. Adjourn

At xx pm, xx moved, seconded by xx, to seal the minutes of non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Sorell – yes

Rao – yes

Elmer – yes

Tenhave – yes

Queenan – yes

Battis – yes

Langdell – yes

Ruch – yes

The next regular Executive Committee meeting will be November 18, 2020.