



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, November 20, 2019 6:00 pm

WHERE: NRPC Conference Room

AGENDA

1. Call to Order
2. Business
 - a. Public Hearing: Approval of FY 2019 – 2022 Transportation Improvement Program Amendment #2/Metropolitan Transportation Plan Minor Update **(Action Required)**
 - b. Minutes: October 16th, 2019 **(Action Required)**
 - c. Oct-Nov Dashboard **(Action Required)**
3. Old Business
 - a. TMA/MPO Governing Body Composition
 - b. Proposed Personnel Policy Amendments **(Action Required)**
 - c. NRPC 501(c)(3)
4. Transportation Programs
 - a. TMA Certification Review
 - b. UPWP Updates
 - c. TYP updates
5. Other Business
6. Adjourn

Next Meeting: December 18, 2019



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 16, 2019**

Present:

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

Absent:

Karin Elmer, Chair

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

1. Call to Order

Battis called the Executive Committee meeting to order at 6:05 p.m.

2. Business:

a. Minutes: September 18th, 2019 (**Action Required**)

Ruch moved to approve the minutes seconded by Tenhave. The motion passed 6-0-1 with abstention from Melizzi-Golja.

b. Sept-Oct Dashboard (**Action Required**)

Minkarah reviewed the highlights on the financial dashboard. Both payables and receivables are running high reflecting end-of-quarter billing activity that will persist into next month. Our line of credit has not been activated, the CD balances continue to climb, and we retain about five months of operating expenses on hand.

At the request of Tenhave, Minkarah briefly reviewed the strategy to split available cash in two checking accounts to ensure all funds are covered by FDIC.

Langdell requested the date on the dashboard be corrected.

Minkarah reviewed key staff activities including attendance at the Radically Rural event in Keene, a transportation-themed event at the Nashua Library, kickoff of the Wilton Economic development project, panel participation in an EPA Soak Up the Rain webinar, attendance at GACIT hearings, and partnership at the E (Entrepreneurship) for All Summit.

Langdell suggested a representative from E for All could be invited to speak at the next Full Commission meeting.

There are no substantial changes needed to the working budget.

After briefly reviewing web stats and social media activities, Sorell requested clarification on commissioner engagement in social media. All commissioners are encouraged to engage, share, and retweet NRPC content.

The Profit and Loss reflects reaching the 27% mark of the fiscal year. Some significant projects are just kicking in, including Brownfields and EDA. Federal contract drawdown will accelerate; Solid waste spending is on target. Local project drawdown is more variable; state projects (e.g. OSI, NHDOT) are on target. Overall income is at 21.75%. Balance sheet totals are in line with expectations.

At the request of Langdell, Minkarah discussed the nature of the 3100 versus 600 transit expansion studies.

At the request of Battis, Ruch moved to approve the Dashboard and Financials as amended and place them on file for audit, seconded by Langdell. The motion passed 7-0-0.

c. TMA/MPO Governing Body Composition

Minkarah circulated copies of the RSA enabling legislation for New Hampshire regional planning commissions, a Memorandum of Understanding between NRPC and NHDOT establishing NHDOT's vote on the MPO Policy Board, and language from the Federal Register defining the makeup of MPO policy boards for TMAs under the passage of Map-21 which requires the inclusion of regional transit providers. The group then discussed the implications of 1) continuing the status quo, no structural change(s), 2) adding an additional voting seat for NTS and possibly SVTC to the Full Commission which would continue to function as the MPO Board, or 3) forming an MPO Policy Committee as a committee of the Full Commission. Discussion followed regarding the possible MPO Committee membership scenarios, what its meeting schedule could be, and what that change would mean for the Executive Committee which, under current bylaws, functions as the MPO board when the Full Commission does not meet.

In light of the complexities of these proposals, the Executive Committee decided to devote the bulk of their next meeting to working out details with the goal to provide a recommendation to the Full Commission in December. The agenda for this working session will be circulated to the Full Commission and all will be encouraged to participate.

d. Proposed Personnel Policy Amendments (**Action Required**)

Minkarah reviewed the substantive proposed edits to the personnel policy, including clarifying language defining regular part-time employment to 20+ hours/week and then using the term “regular part-time” consistently throughout the document, and also proposed edits to the telecommute policy; group discussion ensued. At the request of Tenhave, Minkarah agreed to revisit the section of the policy dealing with appropriate work dress, as it is currently gender-binary. In light of this feedback, Minkarah agreed to bring forward another clean copy of policy for approval next month.

e. NRPC 501(c)(3)

Marchant had requested this agenda item, as she sees a 501(c)(3) as a mechanism by which private funding may be channeled for expansion of regional transportation services. At the request of Battis, she explained that the tax code does not allow for the City to create a 501(c)(3), and Minkarah added that the formation of a 501(c)(3) could allow for great NRPC access to new funding streams such as foundation grants, agency partnerships and fiscal sponsors.

Discussion turned to the use of NRPC’s legal budget for an inquiry to our counsel on the feasibility and structure of a 501(c)3. Langdell added that careful attention should be given to the mission of this entity and what outcomes it will aim to achieve, and from there, a governance structure can be defined. After more discussion, particularly around the potential makeup of the entity’s board makeup relative to the Full Commission, the group reached consensus to authorize Minkarah to pursue advice on the matter from outside legal counsel.

3. Old Business (none)

4. Transportation Programs

a. TMA Certification Review

Minkarah briefly reviewed the agenda for the upcoming two-day TMA certification review on October 23-24, 2019 and in particular the input opportunity afforded to the public from 6:00-8:00 Wednesday October 23. Commissioners are invited to attend.

b. UPWP Updates

Minkarah reviewed the progress on the NHDOT Ten-Year plan, ridership estimates to support cost scenario planning for the NTS Transit Expansion study, and added we are still busy maximizing traffic counting as conditions allow, so counts by special request can be done.

c. CMAQ updates

Unlike prior funding rounds, this time all qualified projects will be funded by NHDOT; NRPC has supported the effort by provided CMAQ analysis to confirm project qualification, but a full project scoring will not need to be done.

5. Other Business

a. RPC Commissioner Convening

Sorrell indicated that she will be attending along with Dave Hennessey, and as a new commissioner she looks forward to the opportunity to learn as much as she can.

6. Adjourn

With a motion from Ruch, seconded by Tenhave, the meeting adjourned at 7:42 p.m.

Next Meeting: November 20th, 2019

NRPC FY 2019 DASHBOARD

Oct-19	
TD Checking	
Beginning Balance	\$248,777.38
Deposits & Credits	\$105.65
Payments	\$0.00
Ending Balance	\$248,883.03
Bar Harbor Checking	
Beginning Balance	\$150,100.22
Deposits & Credits	\$162,563.28
Payments	\$136,889.00
Ending Balance	\$ 87,959.38
Thursday, October 31, 2019	
Accounts Payable	\$573.95
Accounts Receivable	\$203,219.03
Oversight Activities	
Line of credit (\$75,000) activated?	No
BHB CDs	\$268,173.38
Audit Status	In-process

Key Statistics	
Staff Activities Oct/Nov	
Souhegan Valley Chamber Presentation - Jay & John Complete Street Advisory Committee- Matt, Sabrina Nashua Rail Committee Meeting - Jay & Gregg Hudson Community Television - Jay NH GIS Advisory Council - Sara Nashua UZA/TMA Certification Review & Public Hearing (Oct 23-24) Last 2019 HHW Collection (Nov 2) - Mason, Derek, John Statewide LTS Meeting - Ryan & Matt GACIT Meeting - Jay & Gregg Site Visits to Greenfield & Orange Mass - Jay, John & Wilton reps Site Visits to Milford & Peterborough - Jay & John SCC Meeting - Matt & Mason GIS Talk at Antioch - Andrew NTS Staff Meeting - Ryan EforAll Meeting in Manchester - John NTS On-Board Evaluation - Derek TTAC - Jay, Gregg, Matt & Sabrina NNECAPA Conference (11/13-15) Jay & Matt NHMA Annual Conference (10/13 & 14) - John Nashua Manchester Stormwater Coalition - Andrew NH 3A/Sagamore Bridge safety meeting w/NHDOT - Gregg	
Staff Education & Training - Oct/Nov	
October 1-31, 2019 Web Stats	
Channel	Reach
e-newsletter	441 Recipients/148 Opens
Facebook	7,857 Total Post Reach
Twitter	3,315 Tweet Impressions
Group Email	121 Recipients/38 Opens
NRPC Website	2,163 Unique Users
MapGeo	1,346 Unique Users

Budget Narrative	
TD/BH BankBalance/Cash on hand:	We continue to have a healthy balance that supports about five months of operating expenses.
Payables and Receivables:	One account between 61 and 90 days, one over 90 days.

FY19 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$15,900
Federal Contracts	\$154,533	Dues & Subscriptions	\$22,500
Grants	\$258,582	Employee Benefits	\$164,956
Local Planning Contracts	\$86,878	GIS	\$18,000
Other Income	\$7,800	Insurance	\$11,740
State Contracts	\$996,857	IT	\$5,500
		Legal	\$2,500
		Marketing, Outreach, An	\$10,000
		Office Expenditures	\$16,750
		Other Expenditures	\$70,075
		Professional Services	\$427,485
		Rent & CAM	\$86,515
		Salaries	\$744,919
		Staff Development	\$10,000
		Travel & Meeting Exp	\$14,150
		Utilities	\$13,068
Total revenues:	\$1,667,650	Total Expenses:	\$1,634,058
Pending Grant Applications	\$0	Delta	\$33,592

Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual - EC
July through October 2019

	TOTAL				
	Oct 19	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Income					
2000 Local Dues					
Local Dues Match	(7,392.06)	(29,952.62)	0.00	(29,952.62)	100.0%
2000 Local Dues - Other	13,583.33	54,336.32	163,000.00	(108,663.68)	33.34%
Total 2000 Local Dues	6,191.27	24,383.70	163,000.00	(138,616.30)	14.96%
Federal Contracts					
9011 EPA Brownfields	0.00	0.00	98,000.00	(98,000.00)	0.0%
9055 EDA	0.00	2,208.34	37,963.00	(35,754.66)	5.82%
9082 Hazard Mit	0.00	0.00	18,570.00	(18,570.00)	0.0%
Total Federal Contracts	0.00	2,208.34	154,533.00	(152,324.66)	1.43%
Grants					
6300 NRSWMD	30,571.94	96,895.82	241,450.00	(144,554.18)	40.13%
7516 NH Housing-GIS Support	0.00	2,391.60	4,648.00	(2,256.40)	51.45%
9025 EPA Healthy Communities	0.00	3,967.78	12,484.00	(8,516.22)	31.78%
Total Grants	30,571.94	103,255.20	258,582.00	(155,326.80)	39.93%
Interest Income	617.63	2,450.01	6,000.00	(3,549.99)	40.83%
Local Planning Contracts					
2142 Hudson MP	934.69	1,894.70	19,378.00	(17,483.30)	9.78%
2150 Mason CR	1,448.05	3,680.22	5,000.00	(1,319.78)	73.6%
2176 Hollis Asset Mgmt Support	0.00	1,550.00	3,000.00	(1,450.00)	51.67%
2250 Litchfield CR	637.43	3,738.92	18,000.00	(14,261.08)	20.77%
2361 MVD	0.00	318.75	3,000.00	(2,681.25)	10.63%
2534 Nashua Ped/Bike Study	0.00	0.00	14,500.00	(14,500.00)	0.0%
2554 Pelham Master Plan	0.00	0.00	2,000.00	(2,000.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	2,000.00	0.00	100.0%
2565 Pelham MS4 Field Support	0.00	187.50	2,000.00	(1,812.50)	9.38%
2610 Wilton CR	2,208.28	8,707.65	18,000.00	(9,292.35)	48.38%
Total Local Planning Contracts	5,228.45	22,077.74	86,878.00	(64,800.26)	25.41%
Other Income					
8000 Pubs/Map Sales	0.00	60.00	1,800.00	(1,740.00)	3.33%
Other Income - Other	0.04	0.04			
Total Other Income	0.04	60.04	1,800.00	(1,739.96)	3.34%
State Contracts					
1000 NH OSI	0.00	6,512.20	11,111.00	(4,598.80)	58.61%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	12,355.22	42,065.68	72,000.00	(29,934.32)	58.43%
200 POLICY & PLANNING	7,528.11	23,172.00	173,250.00	(150,078.00)	13.38%
300 PUBLIC INVOLV & COORD	3,658.18	12,456.13	52,200.00	(39,743.87)	23.86%
400 PLAN SUPPORT	23,717.40	108,692.47	270,450.00	(161,757.53)	40.19%
500 TECHNICAL ASSIST & SUPPORT	16,094.22	69,858.03	156,119.00	(86,260.97)	44.75%
600 NASHUA TRANSIT EXP. STUDY	0.00	0.00	28,105.00	(28,105.00)	0.0%
3000 DOT Highway Planning - Other	0.00	0.00			
Total 3000 DOT Highway Planning	63,353.13	256,244.31	752,124.00	(495,879.69)	34.07%
3100 Transit Expansion	3,691.13	11,904.09	27,000.00	(15,095.91)	44.09%
3250 LTS - RPC	1,070.73	2,211.29	6,767.00	(4,555.71)	32.68%
3500 DOT 5310 SVTC	0.00	46,382.45	190,039.00	(143,656.55)	24.41%
3505 DOT/5310 Formula	0.00	0.00	0.00	0.00	0.0%
4430 CTAP Phase III TDM - CNHRP	669.04	2,570.16	16,000.00	(13,429.84)	16.06%
Total State Contracts	68,784.03	325,824.50	1,003,041.00	(677,216.50)	32.48%

Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual - EC
July through October 2019

	TOTAL				
	Oct 19	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Total Income	111,393.36	480,259.53	1,673,834.00	(1,193,574.47)	28.69%
Expense					
Depreciation	226.28	905.12	0.00	905.12	100.0%
Annual Forum	0.00	0.00	5,000.00	(5,000.00)	0.0%
Audit	3,200.00	7,200.00	15,900.00	(8,700.00)	45.28%
Bank Service Charges	0.00	0.00	250.00	(250.00)	0.0%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	2,580.52	10,360.31	10,000.00	360.31	103.6%
Employee Benefits					
C Dental Insurance	595.79	2,459.21	7,507.00	(5,047.79)	32.76%
C Health Ins.	4,920.30	20,328.52	71,535.00	(51,206.48)	28.42%
C HSA Contribution	0.00	0.00	3,750.00	(3,750.00)	0.0%
C LTD Insurance	110.54	442.16	1,386.00	(943.84)	31.9%
C Retirement 401	1,525.76	6,485.05	22,600.00	(16,114.95)	28.7%
C Retirement 457	0.00	0.00	0.00	0.00	0.0%
C STD Insurance	198.95	796.09	2,750.00	(1,953.91)	28.95%
Total P/R Taxes (Indirect)	4,276.86	19,070.19	57,383.00	(38,312.81)	33.23%
Total Employee Benefits	11,628.20	49,581.22	166,911.00	(117,329.78)	29.71%
Equipment Maintenance	0.00	0.00	1,750.00	(1,750.00)	0.0%
GIS	1,471.99	5,887.96	18,000.00	(12,112.04)	32.71%
Insurance	664.29	2,657.16	11,740.00	(9,082.84)	22.63%
Internet Access/Telephone	752.92	2,952.87	6,840.00	(3,887.13)	43.17%
IT Service	272.56	1,294.51	5,500.00	(4,205.49)	23.54%
Janitorial	225.00	900.00	3,600.00	(2,700.00)	25.0%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	307.50	697.00	0.00	697.00	100.0%
Marketing and Outreach	0.00	0.00	5,000.00	(5,000.00)	0.0%
Misc	321.20	746.21	4,130.00	(3,383.79)	18.07%
Office Expenses	1,212.28	6,470.69	16,750.00	(10,279.31)	38.63%
Payroll Expenses	0.00	0.00			
Postage	140.75	587.89	2,000.00	(1,412.11)	29.4%
Printing	493.00	1,972.00	6,500.00	(4,528.00)	30.34%
Professional Services	24,755.50	119,864.50	427,485.00	(307,620.50)	28.04%
Recruiting	0.00	0.00	0.00	0.00	0.0%
Rent & CAM	7,150.00	28,600.00	86,515.00	(57,915.00)	33.06%
Reserve Fund	0.00	0.00	21,730.00	(21,730.00)	0.0%
Total Salaries	58,714.49	228,597.40	750,102.00	(521,504.60)	30.48%
Small Equipment	170.00	3,946.06	5,950.00	(2,003.94)	66.32%
Staff Development	933.12	2,714.30	10,000.00	(7,285.70)	27.14%
Travel					
Meeting Expenses (Lunch etc.)	175.84	526.78	2,300.00	(1,773.22)	22.9%
Mileage & Travel	1,628.54	4,020.43	10,850.00	(6,829.57)	37.06%
Vehicle Exp (Gas,Rep,Ins,ect.)	40.65	142.89	1,000.00	(857.11)	14.29%
Total Travel	1,845.03	4,690.10	14,150.00	(9,459.90)	33.15%
Utilities	1,089.00	4,356.00	13,068.00	(8,712.00)	33.33%
Total Expense	118,153.63	484,981.30	1,616,371.00	(1,131,389.70)	30.0%
Net Income	(6,760.27)	(4,721.77)	57,463.00	(62,184.77)	(8.22%)

Nashua Regional Planning Commission - FY 2020

Balance Sheet

As of October 31, 2019

Oct 31, 19

ASSETS

Checking/Savings

1 NOW Account xx5715	248,883.03
Bar Harbor Bank & Trust xx1485	87,959.38
BHBT - 13 Mo CD xx3688	64,432.42
BHBT - 19 Mo CD xx3662	203,740.96
Petty Cash	<u>200.00</u>

Total Checking/Savings 605,215.79

Accounts Receivable

Accounts Receivable	<u>203,219.03</u>
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Total Accounts Receivable 203,219.03

Other Current Assets

FP Mailing Postage Account	<u>199.60</u>
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Total Other Current Assets 199.60

Total Current Assets 808,634.42

Fixed Assets

Accum Depr	-33,342.48
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Vehicle	21,828.00
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Fixed Assets - Other	<u>19,421.94</u>
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Total Fixed Assets 7,907.46

Total Fixed Assets 7,907.46

Other Assets

Prepaid Expense	<u>21,868.12</u>
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Total Other Assets 21,868.12

TOTAL ASSETS 838,410.00

Nashua Regional Planning Commission - FY 2020

Balance Sheet

As of October 31, 2019

Oct 31, 19

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 573.95

Total Accounts Payable 573.95

Credit Cards

Bank of America -CC 2,984.92

Total Credit Cards 2,984.92

Other Current Liabilities

Accrued Vaca Payable **offset 29,073.09

E United Way Withheld 10.00

Local Dues 108,666.68

P/R Liabilities - Other

C HSA Contributions 4,375.00

E Dental Insurance Withheld 164.32

E Health Insurance Withheld 504.83

E HSA Contributions -4,375.00

E STD Insurance Withheld 34.84

Total P/R Liabilities - Other 703.99

Retainers

Retainer-2245 Litchfield CIP 442.55

Retainer-6300 HHW 23,432.40

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 43,874.95

Total Other Current Liabilities 182,328.71

Total Current Liabilities 185,887.58

Total Liabilities 185,887.58

Equity

Retained Earnings 628,171.10

Vacation Bene Payable ** offset 29,073.09

Net Income -4,721.77

Total Equity 652,522.42

TOTAL LIABILITIES & EQUITY 838,410.00

ATTACHMENT 2**MEMORANDUM**

TO: NRPC Commissioners
FROM: Matt Waitkins, Transportation Planner
SUBJECT: **2019 – 2022 TIP Amendment #2**
DATE: November 13, 2019

The Nashua Regional Planning Commission (NRPC) has received from the New Hampshire Department of Transportation (NH DOT) Amendment #2 to the adopted Nashua Metropolitan Area 2019 – 2022 Transportation Improvement Program (TIP). The NRPC is amending the TIP to account for changes to projects within the Nashua region and to maintain consistency with the Statewide TIP (STIP). The NRPC is also amending the 2019 – 2045 Metropolitan Transportation Plan (MTP) project list and fiscal constraint analysis to maintain consistency with the amended TIP project list.

ANALYSIS:

The proposed amendments to the projects in the Nashua region are primarily administrative in nature and are necessary to ensure that the TIP and STIP reflect the anticipated project schedule and maintain fiscal constraint requirements. There are no changes in project scope. NH DOT has confirmed that fiscal constraint has been maintained.

The NRPC, as the designated Metropolitan Planning Organization (MPO) for the Nashua Region, is holding a public comment period on proposed Amendment #2 to the adopted Nashua Metropolitan Area [2019 – 2022 Transportation Improvement Program](#) (TIP). The NRPC is amending the TIP to account for changes to projects within the Nashua region and to maintain consistency with the Statewide TIP (STIP). This process is being conducted in accordance with the Public Involvement Process for Transportation Planning (PIP) adopted by the Nashua MPO for the development of the TIP and MTP; the PIP meets Federal and State requirements and satisfies the FTA's Program of Projects requirements for public involvement activities and time established for public review and comment.

On July 20, 2013, all of New Hampshire became unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (NAAQS). On April 6, 2015, the 1997 8-Hour Ozone NAAQS was revoked for all purposes, including transportation conformity. A February 2019 decision of the U.S. Court of Appeals for the District of Columbia Circuit restored transportation conformity for the 1997 ozone NAAQS is now applicable in the Boston-Manchester-Portsmouth (SE) NH "Orphan Area" (South Coast Air Quality Management District v. EPA). Therefore, NRPC is required to demonstrate conformity for the 1997 ozone NAAQS for its TIP and MTP.

In addition, on March 10, 2014, the U.S. Environmental Protection Agency approved a limited maintenance plan to address Carbon Monoxide (CO) for the City of Nashua satisfying the need for future regional CO emission analyses. Also, all other transportation conformity requirements under 40 CFR 93.109(b) continue to apply, including project level conformity determinations based on carbon monoxide

hot spot analyses under 40 CFR 93.116. The Metropolitan Transportation Plan and Transportation Improvement Plan meet all applicable conformity requirements under the conformity rule.

The NRPC is also amending the [2019 – 2045 Metropolitan Transportation Plan](#) (MTP) project list to maintain consistency with the amended TIP project list. The proposed changes to projects do not substantially impact the fiscal constraint analysis performed for the adopted MTP. The [MTP minor update project list](#) is available online for download.

Written comments may be submitted through **Tuesday, November 19th, 2019** via email to mattw@nashuarpc.org or via US mail to: Matthew Waitkins, NRPC, 30 Temple Street, Suite 310, Nashua, NH 03060. A Public Hearing will be held on **Wednesday, November 20th, 2019** at 6:00 PM at the Nashua Regional Planning Commission, located at 30 Temple Street, Suite 310, Nashua, NH 03060. Written comments may also be submitted for consideration at the public hearing.

Note: Nashua Transit System, which is the FTA Section 5307(c) applicant, has consulted with the MPO and concurs that the public involvement process adopted by the MPO for the development of the TIP satisfies the public hearing requirements that pertain to the development of the Program of Projects for regular Section 5307, Urbanized Area Formula Program, grant applications, including the provision for public notice and the time established for public review and comment.

NRPC placed a legal notice on the NRPC website. Public comments were accepted through November 19th, 2019; the attached comments were received by the Town of Merrimack. A Public Hearing will be held on Wednesday, November 20th, 2019 at the Nashua Regional Planning Commission at 6:00 PM at the NRPC office, 30 Temple Street, Suite 310, Nashua, NH 03060.

A complete copy of the proposed TIP Amendment, with fiscal constraint documentation, is available online for download [2019-2022 S/TIP Amendment 2](#). The MTP project list and fiscal constraint analysis will be amended upon the approval of the TIP Amendment.

RECOMMENDATION:

Action is required from the NRPC Commissioners to approve the proposed Amendment #2 by the Nashua Regional Planning Commission. NRPC staff has reviewed this amendment in consultation with the NH DOT, NH DES, US EPA, FHWA, FTA and representatives of the MPOs, and recommend approving the proposed changes in this amendment. The proposed amendment was also reviewed and discussed at the November 2019 Transportation Technical Advisory Committee (TTAC) meeting. There was not a quorum but those present recommended the approval of the proposed changes in TIP Amendment #2.

If you have any questions or comments do not hesitate to contact:

- Matt Waitkins via phone at 417-6566 or e-mail at mattw@nashuarpc.org

FOLLOWING IS A SUMMARY OF THE PROPOSED CHANGES TO PROJECTS IN THE NASHUA REGION:

- **Brookline 40662:** NH 13; Construct southbound left turn lane onto Old Milford Rd.
 - Shift \$10,000 in PE from FY2020 to FY2021
 - Increase PE in FY2021 by an additional \$80,000
 - New amount of PE in FY2021 is \$100,000
 - Increase ROW in FY2023 to \$50,000.

- Purpose of Amendment is to accommodate TYP fiscal constraint.
- **Nashua-Merrimack-Bedford 13761:** F.E.E. Turnpike widening of 2-lane sections from Exit 8 Nashua to I-293 Bedford.
 - Shift all construction funds to the children projects with the addition of 2.8% inflation.
 - Children projects are 13761A, 13761B, 13761C, 13761D.
- **Nashua-Merrimack-Bedford 13761A:** F.E.E. Turnpike widening of 2-lane sections from Exit 8 (Nashua) to Exit 10 (Merrimack).
 - This is a newly created child project. These funds are being shifted from the 13761 project with a 2.8% increase for inflation.
- **Nashua-Merrimack-Bedford 13761D:** F.E.E. Turnpike widening of 2-lane sections from north of Exit 13 to north of I-293-diverge
 - This is a newly created child project. These funds are being shifted from the 13761 project with a 2.8% increase for inflation.
- **Wilton-Milford-Amherst-Bedford 13692D:** Traffic and safety improvements consistent with the intent of the 2002 corridor study.
 - PE – Move some Final Design funds from FY2020 to FY2021.
 - Construction – Move Construction funding years.
 - Construction funds moved to later years, no actual cost change.

STATEWIDE PROJECTS:

- **PROGRAM - BRDG-HIB-M&P;** Maintenance and preservation efforts for High Investment Bridges
 - PE: Reduce FY19 funding.
 - CONST: Reduce FY19 funding.
 - CONST: adds FY 2029 & FY 2030 to 3.5 m
- **PROGRAM - PAVE-T2-REHAB;** Rehab of Tier 2 highways
 - PE: Add phase to FY 2020 through 2030.
 - ROW: Add phase from FY 2020 through 2030.
 - CONST: Decrease yearly funds by the amount added for PE and ROW for no net program increase.

NRPC/MPO Organizational Alternatives

Below is a brief summary of alternative MPO/TMA structures that NRPC could pursue to improve its consistency with federal MPO/TMA requirements. These are intended as brief outlines only and various combinations of the three may be feasible as well.

1. Maintain Status Quo

Under this scenario, we could assert that NTS is represented by City of Nashua commissioners since NTS is a City Department. We could also assume either that SVTC is not a transit provider or that it is also currently represented. We could take no action with regard to NHDES. We could also take no action regarding the status of our Commissioners as elected officials.

2. Minimum Intervention

This scenario would distinguish between the NRPC Commission and the MPO Policy Committee with the latter encompassing all NRPC Commissioners plus NHDOT, NHDES, NTS and SVTC as voting members for MPO business only and FHWA and FTA as nonvoting members. Current quarterly meetings would be retained, but the agenda would indicate which actions were Commission business only and which were MPO. Additional MPO or Commission meetings could be scheduled as needed. The officers would serve both bodies as would the Executive Committee. The Executive Committee, however, would not act on matters that are strictly MPO in nature as is the case now. This approach is largely similar to that taken by the other three RPCs/MPOs, though all of them meet more frequently and two of them routinely schedule distinct MPO and RPC Commission meetings. Also, this approach in itself, does not address the question of whether our Commissioners are elected officials. Further, it is important to note that the other three MPOs are not TMAs, so they are not subject to all of the same requirements.

3. Create Free-standing MPO Policy Board

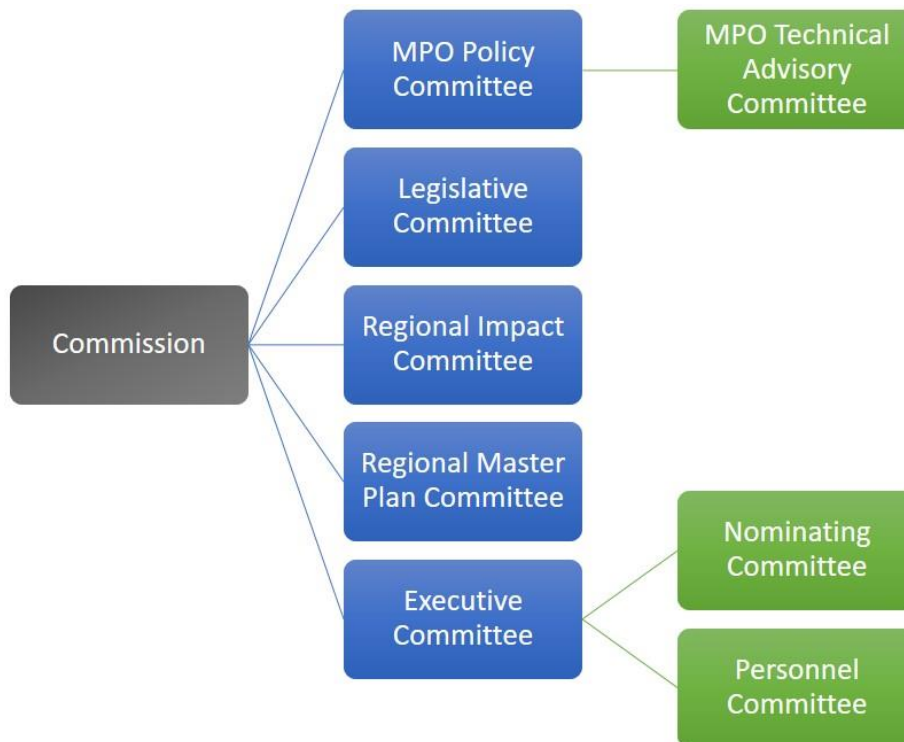
This scenario would create a new MPO Policy Committee that would include at least one elected official (or possibly a designee) to represent each municipality (ideally an NRPC Commissioner) together with representatives from NHDOT, NHDES, NTS and SVTC as voting members and FHWA, FTA and possibly others (such as the Airport) as nonvoting members. The MPO Policy Committee would exist under the NRPC umbrella but would meet separately from the Commission. The NRPC Executive Committee would continue to act on NRPC business but would not act on MPO issues such as adopting TIP/MTP amendments. Our sister MPO/TMAs in Lowell, Portland and Boston all have separate policy boards.

The following is an overview of the structure of the Rockingham RPC. Of the four NH MPOs, Rockingham's structure is the most clearly defined. I include it here because it may be instructive as to how an alternative RPC/MPO structure could work.

Rockingham RPC Governance

The RPC is governed by the full [Commission](#) – the body made up of all the appointed representatives of each of the member communities, as prescribed by [RSA 36:46](#). Per [RSA 36:48](#), the Commission has adopted Bylaws to establish a governing structure necessary to operate. The Bylaws establish an Executive Committee and delegate certain authorities to it, including the ability to execute contracts, make timely appointments, and take other actions necessary in between Commission meeting.

The Commission also establishes an [MPO Policy Committee](#) to fulfill the needs of the federal metropolitan planning process. Although created by the Commission, the Policy Committee membership is a superset of the Commission in that it includes membership from outside entities, including the NHDOT, COAST, CART and the Pease Tradeport. The Commission remains the legal entity for contract purposes, but the Policy Committee is the decision making body for all MPO transportation policy decisions.



Voting Members (Number of Votes in Accordance with RSA 36:41)

Atkinson (2)	Hampton (3)	Plaistow (2)	Cooperative Alliance for Seacoast Transportation (COAST)
Brentwood (2)	Hampton Falls (2)	Portsmouth (4)	Cooperative Alliance for Regional Transportation (CART)
Danville (2)*	Kensington (2)	Rye (2)	NHDOT Planning Bureau or Commissioner designee
East Kingston (2)	Kingston (2)	Salem (4)*	NHDOT Bureau of Rail and Transit or Commissioner designee
Epping (2)	New Castle (2)	Sandown (2)	NHDES Air Resources Division
Exeter (3)	Newfields (2)	Seabrook (2)	Pease Development Authority
Fremont (2)	Newington (2)	South Hampton (2)	Rockingham Planning Commission
Greenland (2)	Newton (2)	Stratham (2)	University of New Hampshire Wildcat Transit
Hampstead (2)	North Hampton (2)		

*Non-member municipalities are entitled to 1 voting representative

Non-Voting Members

Federal Highway Administration (FHWA)	Southern New Hampshire Planning Commission
Federal Transit Administration (FTA)	Southern Maine Planning Commission
Federal Aviation Administration	Merrimack Valley Planning Commission
Federal Railroad Administration	Maine Department of Transportation
NHDOT – Aeronautics Division	Massachusetts Department of Transportation
NHDOT – District VI	New Hampshire Office of Energy and Planning
Nashua Regional Planning Commission	Northern New England Passenger Rail Authority
Strafford Regional Planning Commission	