



**APPROVED MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 April 21, 2021**

**Public Meeting via Zoom**

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

**1. Call to Order**

Ruch called the meeting to order at 6:05 pm and took attendance by rollcall.

**2. Business**

**a. Minutes: March 17, 2021**

Tenhave requested that his comment regarding underspending be specific to office expenses. At the request of Battis, Siskavich noted that information about the MS-ISAC initiative was communicated in the last NRPC newsletter. Several Executive Committee members requested additional grammatical corrections and wording changes in the minutes.

Seeing no further discussion, Ruch accepted a motion from Langdell, seconded by Battis, to approve the minutes as modified. The motion passed 8-0-1 by roll call vote:

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

**b. March/April Dashboard**

Balances: There is little change affecting our TD account, but Bar Harbor’s drop in balance reflects increased payables for quarterly professional services. Our receivables are also up as we are waiting for the NHDOT payments to clear.

Notable Staff activities include:

- The biweekly Community and Economic Development call with BEA (as an aside, there is a pending proposal to move the planning function of OSI into BEA).

- The Electric school bus initiative. First Student has a goal of eventually converting their fleets. Commissioner Rao will be proposing a feasibility study to SAU41 and Hollis Town meeting, that could eventually be expanded to other communities.
- Minkarah participated in a Capitol Corridor project meeting with Tyngsborough, MA including a discussion of the relative pros and cons of various possible stop locations.
- HHW: The first event went well but the numbers were somewhat lower than expected. We anticipate a possible rebound in the numbers in later events.
- Professional development activities include a regional housing initiatives roundtable webinar, Census urban areas training, Outdoor Dining, Lessons Learned PlanNH webinar with Commissioner Marchant, and the Dangerous by Design webinar.

Pending Grant Opportunities: We are still waiting on official grant paperwork for the Merrimack River Sourcewater proposal and Robinson Pond grant, which will then need to pass the G&C process.

Working Budget: Reflects an increase of \$20K on revenue and expense since the last version due to incorporation of a portion of the EDA COVID plan.

Profit and Loss and Balance Sheet: These reports reflect 75% of the fiscal year. Relative to that benchmark, total grants income now at 81%, NHDOT at 79%, total resources right about 78%. Local planning contracts vary, but they will even out over time. Hazard Mitigation funding is nearing the finish line at 95%. The balance sheet shows a change in net position of +\$50K.

Battis moved, with a second from Tenhave, to accept and place on file for audit the Dashboard and Financials of March/April. The motion passed unanimously by rollcall vote:

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

### **c. Quarterly Web Analytics**

Siskavich reviewed the January – March 2021 analytics. Website traffic is up, partly attributable to a social media outreach campaign for MapGeo. Audience geo and most popular web pages are relatively constant, though there was a spike in the number of visits relative to visitors on nashuarpc.org which was inflated by an instance of a single-day ghost spam attack in our Google analytics.

Newsletter performance is relatively constant with previous trends; however, the click rate is now much higher due to the inclusion of more clickable content overall. Audience dynamics reflect the addition of town hall administrative staff to the mailing list.

The uptick in Facebook reach and audience growth continues. This quarter’s performance is entirely organic (versus paid).

Twitter continues to decline in performance, though quarterly activity overall exceeded last quarter. LinkedIn may be a better social channel; however, we are still formulating an internal strategy for its effective use.

### 3. Transportation Program UPWP Updates

#### a. TAP Applications

Minkarah referred to the packet memo which summarized the role of the MPO and the TTAC in the Transportation Alternative Program (TAP) application process, the criteria to score projects, and the finalized project ranking largely determined by the TTAC subcommittee of members from communities who did not submit applications.

After some discussion about the particulars of the Wilton application, Ruch requested a motion to accept, approve, and endorse the TTAC's recommended rankings. After a motion by Rao, seconded by Battis, the motion passed unanimously by rollcall vote:

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

#### b. UPWP

We have received comments back from NHDOT for the FY22-23 UPWP. Of note, the NHDOT will now provide an additional \$20K to support professional engineering consulting reviews for TYP project submissions. Historically NRPC has deferred to the engineering reviews provided by the NHDOT rather than engage consultants, but SNHRPC regularly does. Regardless, all RPCs will receive these funds. As a result, NRPC might need to request project submittals earlier in the process now that we will be managing this step. Rather than individual project-specific procurements, the RFP will likely be for general on-call review services. At this point, the document will need to advance to Governor and Council once all required signature pages are complete.

The update to the regional bicycle and ped plan is ongoing and is being vetted through the Complete Streets Committee. Minkarah concurred with Langdell that because not all communities regularly attend Complete Streets additional outreach is needed.

We expect the bike-ped plan update presentation to on the June Commission agenda. The inter-regional transit expansion study will also be complete, but that presentation will be scheduled for September.

NRPC is looking forward to kicking off Road Surface Management System (RSMS) projects, first in Merrimack, and then later in Lyndeborough. These UPWP-supported projects are useful and well-received by our communities.

### 4. Project Updates

Minkarah provided brief updates on the Household Hazardous Waste program and the EDA COVID-19 recovery plan.

### 5. Other Business

#### a. 501(c)(3) Update

We do not have a response yet from the IRS. Kate Lafond is waiting for everything to be confirmed with the IRs and then submit to the State of New Hampshire, after which we can move forward with bank accounts and director's insurance.

**b. Staffing Update**

NRPC has hired two full-time summer interns. Tyler Distefano, a student at UNH, will be joining NRPC on May 3 to assist with the Covid Recovery plan project. Genna Joly, a recent Keene State grad, will be starting June 1 to work on the Merrimack RSMS and other GIS projects. Camille Pattison will be joining us on June 1 as the project manager for the Covid Recovery Plan.

**c. A/V Update**

NRPC will finalize our choice of vendor, at which point we will go under agreement for equipment installation by June 30. The discussion then turned to the format of the June Commission meeting. While the 30 Temple building is reopening to the public on May 10, Ruch postulated that widespread comfort for a completely in-person public meeting, even with masks and social distancing, would be lacking. The June meeting also has special importance and full Commissioner participation must be encouraged. The Executive Committee requested that we query the Commission membership to better gauge the willingness of the persons to return for in-person meetings.

**d. FY22 Budget**

A draft FY22 budget will be included in the May Executive Committee packet. An increase in dues is not anticipated. Ruch requested that the matter of nomination of Executive Committee officers be on the agenda for May.

The discussion turned to recruitment strategies for the vacancies on the NRPC Foundation's Board of Directors ahead of the June business meeting. There should transparent process that prioritizes recruitment of a diverse board with complementary backgrounds; the process must also avoid recruitment of Directors with any conflicts of interest.

At the request of Langdell, Siskavich will set up a web page with the bylaws of the 501(c)(3) and other relevant documents. This will be used as a general reference and a tool to facilitate future recruitment efforts.

Rao pointed out the Commission members would benefit from a review of the 501(c)(3) bylaws. Minkarah will assemble an email communication to Commissioners that would contain a review of the 501(c)(3), a synopsis of the pending re-delineation of urbanized areas because of the 2020 Census, a poll relative to in-person meetings, and links to some useful presentations and documents as discussed earlier. Siskavich will also include as many of these items as possible in the next NRPC newsletter set to go out the last week of April.

**6. Adjourn**

At 7:42 Ruch accepted a motion from Battis, seconded by Tenhave, to adjourn. The motion passed unanimously:

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

*The next Executive Committee meeting will be May 19, 2021*