



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 January 20, 2021
 Public Meeting via Zoom**

Members Present	Members Absent	Staff Present	Others Present
Susan Ruch, Chair Jim Battis, Vice Chair Karin Elmer Janet Langdell Kim Queenan Tim Tenhave	Tamara Sorell Venu Rao Sarah Marchant, Treasurer	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director Gregg Lantos, MPO Coordinator	William Rose, NHDOT

1. Call to Order

Ruch called the meeting to order at 6:03pm.

2. Business

a. Minutes: December 16, 2020

Battis requested that it be noted explicitly when Ruch entered the meeting and resumed the duties of chair. With no other discussion, Elmer moved to approve the minutes as amended, seconded by Battis. The motion passed by roll-call vote:

Ruch – yes	Tenhave – yes	Langdell– abstain
Battis – yes	Elmer – yes	Queenan – yes

b. Non-Public Minutes: August 19, September 30 & October 21, 2020

Ruch requested that we table the non-public minutes until the next in-person meeting. Elmer concurred as long as minutes are prepared. Tenhave agreed that there is no deadline under which the non-public minutes must be approved. Langdell requested the meeting agendas be modified accordingly.

c. December/January Dashboard and Financials

Balances: TD Bank balance is stable \$250K; there is not a lot of flux in the Bar Harbor account. Payable are down due to the payment cycle. Receivables are up slightly. We’ve not activated our line of credit, and CDs edge up ever-so-slightly. We continue to reserve five months in operating expenses.

The audit reports came into NRPC today; they will be presented at the February meeting.

Ruch requested Lafond and the management team be acknowledged for their proficient handling of fiscal side of the house during the public health emergency.

Pending Grant Opportunities: NRPC has several pending NHDES applications; not yet received EDA Covid-19 recovery plan proposal notice-to-proceed.

Staff Activities & Training: Notable activities include the quarterly solid waste meeting; the Office of Strategic Initiatives visited us for an all-hands meet and greet/roadshow session; NRPC assisted the Nashua Master Plan by facilitating breakout sessions during their zoom outreach. Friends of Souhegan Valley trail continues to be active—an upcoming meeting with CSX is an encouraging development.

Working Budget: Essentially no change since last month.

Web Analytics: Siskavich reviewed October-December web analytics, which now includes brief treatment of audience geography. Only 40 percent of users coming from within the region, which much coming from Manchester and Concord. Relative to population, there are more users from Amherst than average. Because of challenges tying IP addresses to specific towns, audience geo is only available for the main NRPC website using Google analytics. Web stats are down for the quarter which is typical for the holiday season; the nashuarpc.org web stats are also affected by the now-enabled bot/spider filtering. Newsletter clicks are down, reflecting less clickable content overall offered during the period. Regarding social media, again a downturn, but the Souhegan Valley trail post was a record-high for engagement. Twitter is still trending downward. The NRPC LinkedIn page has been resurrected.

Profit and Loss and Balance Sheet: Little to note, UPWP on track, several projects drawing down to the 100% mark.

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

Ruch – yes

Tenhave – yes

Langdell– yes

Battis – yes

Elmer – yes

Queenan – yes

3. Transportation Program Updates

1. Draft FY22-23 UPWP

Lantos reviewed the following table which describes the draft FY 22-23 Unified Planning Work Program (UPWP) scope of work contract with the NHDOT. Funding is essentially flat, and many of the priorities in the last contract remain. At the request of Langdell, Lantos clarified that feedback can be provided now or submitted subsequently.

UPWP Tasks and SubTasks	FY 2022-2023 Priority Activities
100 - MPO Administration and Training	
Task 101: Invoices and Accounting	
Task 102: MPO/TMA Program Administration	FY 20-21 UPWP Performance Report (8/21); Mid Contract Report (8/22); FY 24-25 UPWP (2/23)
Task 103: Training	SYNCRO training
Task 104: Indirect Cost Adjustments	
200 - Policy and Planning	
Task 201: Ten Year Plan	GACIT Hearings (Fall '21); TYP Project Submissions (8/22); Project Prioritization (11/22)
Task 202: Planning and Environmental Linkages	Stormwater Coalition; Environmental mitigation strategies for new MTP projects; EJ performance metrics
Task 203: Transportation Planners Collaborative	Alignment of State & Federal transportation planning processes/Update TYP development procedures
Task 204: Interagency Consultation Process (ICP)	Monthly coordination meetings between MPOs, State, Federal agencies
Task 205: Transportation Improvement Program	Periodic Amendments; Obligated Project List (12/21&22); FY 23-24 TIP Development (1/23)
Task 206: Congestion Management Process	Update of 2020 CMP Report Congestion Stats
Task 207: Intelligent Transportation System	ITS Update -carryover from current UPWP (6/22)
Task 208: Metropolitan Transportation Plan	Update all Performance Measures (Safety, Infrastructure, TTR, TAM, PTASP); MTP Major Update (12/22)
Task 209: Transportation Air Quality Conformity	Planning level AQ Conformity for TIP/MTP; Emissions modeling if required
Task 210: State Long Range Transportation Plan	Tech Assistance to State Plan Update
Task 211: Bicycle and Pedestrian Planning	Complete Streets Advisory Comm; Implement 2021 Regional Bike-Ped Plan Update
Task 212: Freight Planning	Data Collection & Analysis (Truck counts, Generation Rates, O-D patterns)
300 - Public Involvement and Coordination	
Task 301: Transportation Technical Advisory Committee	Meetings most months
Task 302: Committee Meetings	
Task 303: Public Participation Plan	Update the 2020 PPP as needed
Task 304: Public Outreach	Continue Increased Use of Survey Instruments; Targeted Outreach to Underrepresented Transp. Groups
Task 305: MPO/TMA Policy Committee Meetings	Quarterly meetings, supplemental as needed
400 - Plan Support (Data, Modeling, GIS)	
Task 401: Traffic Count Program	HPMS Counts, Regional Traffic Model Counts
Task 402: SADES Inventory	RSMS Projects (upon request); Evaluate Brookline RSMS Implementation; Infrastructure Assessments
Task 403: Geographic Information System	Supporting Data Layer for Transportation Planning

Task 404: Demographics	Census 2020 Boundary Smoothing (Spring 2022); Update Base Year & Projected Population & Employment for MTP Modeling (Summer 2022)
Task 405: Equipment and Supplies	NPMRDS Speed Data; Potential Travel Origin-Destination Data
Task 406: Regional Transportation Model	Model enhancements; Application for MTP Update (Fall 2022); Potential Model Integration with other MPOs
Task 407: Memberships, Subscriptions, Prof. Costs	
500 - Technical Assistance and Transit Support	
Task 501: Local and Regional Assistance	Transp Chapters for Master Plans; Requests for Counts, Data Analysis, Review of Traffic Impacts; Merrimack Exit 12 Interchange Study Update
Task 502: Statewide Assistance	State Coordinating Council; Data/Tech Assistance to NHDOT
Task 503: Local Public Agency Program Support	TAP, CMAQ Application Assistance & Data Analysis; Road Safety Audit Process
Task 504: Special Projects	None Anticipated (requires separate work scope)
Task 505: Regional Coordinating Council	Staff Support for RCC Meetings
Task 506: Transit Assistance	NTS Tech Assistance (e.g map updates); Implement recommendations from previous studies; Nashua Rail Committee Tech Assistance
Task 507: Transportation Demand Management	Establish Baseline of TDM Programs (e.g. surveys of employers); Evaluate Traffic Impacts of Potential TDM Alternatives
600 - FTA 5305e Transit Study	
Task 601: Public Outreach	
Task 602: Operational Analysis/Feasibility Review	

2. TAP Grants

The next round of Transportation Alternatives grants is out. Letters of interest are due in two weeks. Minkarah has talked to Litchfield about a proposed sidewalk extension on Pinecrest, and we expect to see Merrimack taking another shot. Ruch requested we send out the program outreach messaging again.

The timing of award determination is yet unknown. NHDOT is working through how much funding will be allocated and how projects will be prioritized. The online app is not up yet.

3. UPWP Updates

NRPC is preparing a Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP) update with changes to the project list, financial constraint, and a new set of performance measures. Monday 1/25 marks the start of the 30-day

public comment period, which puts the require public hearing, requiring a regular MPO meeting, on 2/24. 11 members present is required for a quorum. Elmer noted the chair must call the special meeting and a save-the-date should go out. There was discussion of recruiting another rep for SVTC.

Ruch – yes
Battis – yes

Tenhave – yes
Elmer – yes

Langdell—yes
Queenan—yes

Langdell requested that the NRPC website be promptly updated.

Lantos also noted an update to the Regional Bike/Ped plan is due by June.

4. Project Updates

The Senior Needs assessment for Pelham is underway.

5. Other Business

Ruch requested that we put all call out to the Commissioners for another NHARPC rep, as she can only participate as an alternate. Langdell will cover the January 21 meeting.

At the request of Ruch, Minkarah gave an update on the 501(c)3. We need to call a brief meeting of the founding board to appoint officers, potentially name an Executive Director, and conduct business such as establishing a bank account and authorizing NRPC as fiscal agent. We also need to solicit two at-large board members. For efficiency of conducting the meeting, Kate Lafond can pull together draft motions. This meeting can be scheduled on the 24th. Langdell requested the Foundation’s bylaws be circulated in advance.

NRPC has completed our submittal for each of our town’s annual town report.

NRPC has received Land Use handbooks and is in the process of distributing them.

NRPC responded to an RFP for a comprehensive master plan update for Pelham.

Elmer announced she is retiring from her position in Bedford, but that she will stay on as a Commissioner at NRPC.

Queenan announced she has been appointed to the Board of Selectmen. Her term is until voting day, March 9. She intends to run for the Selectboard again.

6. Non-Public Session per NH RSA 91-A:3 (a)

The Executive Committee declined to enter non-public session.

7. **Adjourn**

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

Ruch – yes
Battis – yes

Tenhave – yes
Elmer – yes

Langdell – yes
Queenan – yes

*The next Executive Committee meeting will be February 24, 2021,
immediately after the Special MPO Policy Committee meeting.*