



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
January 15, 2020**

**Present:**

Karin Elmer, Chair  
Jim Battis, Vice Chair  
Susan Ruch, Treasurer  
Tamara Sorell

**Absent:**

Sarah Marchant  
Tim Tenhave  
Janet Langdell

**Staff:**

Jay Minkarah, Executive Director  
Sara Siskavich, Assistant Director

**1. Call to Order**

Elmer called the Executive Committee meeting to order at 6:04 p.m.

**2. Business**

**a. Draft FY19 Audit Presentation: Melanson Heath**

Alyssa Simard from Melanson Heath first reviewed the Annual Financial Statements for the Year Ended June 30, 2019, beginning with the Independent Auditors' Report that indicates on page two in the opinion paragraph that this is a clean audit. Pages 4-7 in the management discussion and analysis indicates a healthy net position, in fact, the healthiest of all of the NH RPCs, with a net loss of about \$5K last year. Simard then reviewed the difference between the government-wide financial statements and the fund financial statements. She also pointed out some administrative changes to our financial reporting as a result of GASB84 and GASB87. The UPWP was selected as the basis of testing and no findings were noted, the process was very smooth.

Minkarah thanked the work of Alyssa and Kate Lafond for making the audit a success.

**b. Approval of Minutes from December 18th, 2019**

Not having a quorum, Elmer deferred the vote until the next meeting.

### **c. December-January Dashboard**

Minkarah reviewed the dashboard. Accounts payable are high, receivables are healthy, we've not activated our line of credit. Staff activities are down which is somewhat expected in December. Key activities include the NRPC holiday lunch, participation in the Nashua Workforce housing initiative, and a forum on accessible Taxi. Siskavich reviewed the future participation by the RPCs in a new project by UNH/Granit to overhaul their web portal. Siskavich also reviewed the monthly web stats—overall down, again expected for December, but noted some good traction from a few engaging social media posts. There's a small change to the working budget, reflecting a small project related to school enrollment projections for Nashua. The Profit and Loss Report now reflects a drawdown of our quarterly federal contracts and a net positive this month.

Not having a quorum, Elmer deferred the vote on the Dashboard and Financials until the next meeting.

### **d. NRPC Operating Policies Amendments**

The group deferred this item so more time can be spent for review. Minkarah will circulate a red-lined version.

### **e. 13-month CD Rollover**

Minkarah reviewed Lafond's memo regarding the maturation of the 13-month CD at Bar Harbor Bank and our current investment choices. The group consensus was to move forward with her recommendation, which is to roll over the funds into a 19-month CD with Bar Harbor Bank which offers the highest yield currently.

## **3. Old Business**

### **a. Annual Forum.**

Save-the-date emails have gone out for the April 9, 2020 Annual Forum at Labelle Winery in Amherst. Makelt Labs President Bill Schongar is now a confirmed speaker.

### **b. TMA/MPO Governing Body Composition**

NRPC is still waiting on official reporting from the review. We received additional questions in the area of Civil Rights and are compiling our response.

### **c. NRPC 501(c)(3)**

We are still awaiting the response from the attorney on our queries relative to a 501(c)(3).

#### **4. UPWP Updates**

Minkarah discussed TIP amendment 3 relative to the planned improvements on NH 101A through the NH Ten Year Transportation Improvement Plan process. NRPC sent a memo describing the proposed change which is expected to be scheduled for a vote by NRPC's Executive Committee on February 19, 2020. Since this is a substantial project change, NRPC seeks to ensure that our stakeholders in the region are aware of the proposed change and have an opportunity to provide input. NRPC would like to hear stakeholder concerns and is poised to craft a letter in response. Ruch spoke about appropriate content and tone of such as letter and offered to assist.

Minkarah updated the group on the finalization of the Transit Expansion Study and the launch of surveys to support the Locally-Coordinated Transportation Plan.

#### **5. Other Business**

Sorell asked about planned project improvements along Route 13. The EC requested an update on the NTS onboard surveys.

#### **6. Adjourn**

With a motion from Ruch, seconded by Battis, Elmer closed the meeting at 7:26 after a unanimous vote.

*Next Meeting: February 19<sup>th</sup>, 2020*