



**APPROVED MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 January 17, 2024**

In-Person Public Meeting with Zoom Attendance Option

Members Attending In-Person	Members Attending on Zoom	Members Absent	Staff Attending	Others Present
Tim Tenhave, Chair Kim Queenan, Vice-Chair Janet Langdell, Treasurer Karin Elmer Jason Hennessey Camille Correa	Jeff Gowan Kermit Williams	Tim Berry	Jay Minkarah, Executive Director	Kate Lafond, Assistant Director

1. Call to Order

Tenhave called the meeting to order at 6:01 pm.

2. Business

a. Minutes: December 20, 2023

Langdell moved to accept the minutes of December 21, 2023; Queenan seconded. The motion passed 7-0-1 by a roll call vote.

Tenhave – Yes	Williams - Yes	Gowan - Yes
Queenan – Yes	Correa – Yes	Elmer – Abstain
Langdell – Yes	Hennessey - Yes	

b. December-January Dashboard/Financial Status

Minkarah reviewed the Dashboard. He noted that once again, updated financials are not available. He discussed the financial status of the organization with the assistance of Assistant Director Kate Lafond who had just returned to NRPC in her new role. Minkarah added that although it was not planned, it was fortunate that Lafond’s goals and the NRPC’s needs aligned upon the departure of former Assistant Director Camille Pattison. He added that the current part-time finance employee would remain on staff under Lafond’s supervision. Langdell noted that Minkarah had previously suggested that he was considering hiring another regional planner so that he could reduce his role on projects and circuit riding and devote more to administration. Minkarah acknowledged that has had considered taking that course, but that this was a better resolution.

Challenges with preparing financial reports were discussed including the need to reconcile bank statements, credit card statements and to make sure entries for receivables and expenses were made correctly. It was noted that for the first time in memory, the primary checking account had been

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overdrawn. This was a result of falling behind on sending out invoices due to challenges with the Finance position and an inability to access online banking which has since been corrected. Addressing the finances is a priority and the staff is confident that we are now on the right course.

Other activities highlighted in the Dashboard included the ReGen Valley Tech Hubs Consortium and the Climate Action Plan. He added that we had just received the contract documents for the \$100,000 Regional Plan grant so that project could move forward later this fiscal year or more likely after July 1. Hennessey moved to accept and file the December-January Dashboard, with a second by Queenan. The motion passed by a roll call vote 8-0-0:

Tenhave – Yes	Williams - Yes	Gowan - Yes
Queenan – Yes	Correa – Yes	Elmer – Yes
Langdell – Yes	Hennessey - Yes	

c. Executive Director Evaluation

Tenhave provided an overview of the Executive Director Evaluation process including the timeline. Minkarah passed out copies of possible goals that he had developed. A lengthy discussion of the evaluation form and goals followed. Tenhave suggested that the Executive Director report back on professional development activities over the prior year. Williams referenced the challenges the organization had faced due to key staff changes and stated that we need to develop a set of operational/business practices that would be formalized in a document. He added that such a document would be invaluable for the Executive Committee and for staff. Queenan agreed and added that we need to prioritize stabilizing NRPC’s finances.

Langdell stated that the 501(c)(3) appears to have floundered, adding that it needs to meet and to report back to the Executive Committee. Tenhave commented that he didn’t think the 501(c)(3) should be included in the goals. Hennessey asked whether a goal related to affordable housing should be included noting that it is a priority in the Strategic Plan. Elmer asked whether other RPCs have initiated similar evaluation processes. Discussion related to the evaluation process and goals continued. Tenhave suggested that Executive Committee members review the Statement of Strategy to identify actionable goals for the coming year. Correa referenced a Strategic Plan Report Card she was familiar with and added that she would distribute it to the group. Langdell stated that it is important to measure the impact on our communities. The importance of developing goals around energy and water resources was discussed.

3. **Other Business** – Minkarah informed the Committee that we have another TIP amendment that will need to be adopted by the end of February. This would require that we either hold a special meeting in February or move the March meeting to February. After discussion, it was agreed to move the March meeting to February. Staff will send out a notice of the change.

4. **Adjourn** - Meeting adjourned at 7:21 pm on a motion by Elmer, seconded by Queenan.