



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, January 17, 2024, at 6:00 pm

WHERE: NRPC Offices, 30 Temple Street, Suite 310, Nashua, NH. If you are unable to attend in-person, you may participate remotely, using this link:
<https://nashuarpc.zoom.us/j/88284199663?pwd=cGZKaE5PZEpYRXdROU5UTzhRYnU3dz09>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: December 20, 2023 (**Action Required**)
 - b. Dec-Jan Dashboard (**Action Required**)
 - c. Financial Status
 - d. Executive Director Evaluation
3. Project Updates:
 - a. Transportation Planning
 - b. Climate Action Plan
 - c. Regional Plan
 - d. Other
4. Staffing Updates
5. Other Business
6. Adjourn

Next Meeting: February 21, 2024



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 December 20, 2023**

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 Janet Langdell, Treasurer Tim Berry Jason Hennessey Camille Correa Kermit Williams Jeff Gowan	Kim Queenan, Vice-Chair	Karin Elmer	Jay Minkarah, Executive Director	Mike Croteau

1. Call to Order

Tenhave called the meeting to order at 6:04 pm.

2. Business

a. Minutes: November 15, 2023

Tenhave moved to accept the minutes of November 15, 2023; Berry seconded. The motion passed 7-0-1 by a roll call vote.

Tenhave – Yes	Berry – Yes	Gowan - Yes
Queenan – Yes	Correa – Yes	Williams - abstain
Langdell – Yes	Hennessey - Yes	

b. November-December Dashboard

Minkarah reviewed the Dashboard. He noted that due to continued staffing challenges, updated financials are not available. Challenges with invoicing, reconciliation and account access were discussed. It was noted that though certain duties of the Finance Director position such as HR and maintaining the Hours Allocation system have been shifted to other staff, the new Account Manager is part-time, and the Assistant Director position is now vacant.

Key activities highlighted included the Certification Review with FHWA and FTA, Windham BOS Meeting, and ReGen Valley Tech Hubs Consortium Meetings. Minkarah provided an overview of key projects noting that staff had kicked-off the update of the NTS Long Range Plan & Locally Coordinated Plan and the Climate Action Plan. Minkarah noted that we are participating in the ReGen Valley initiative centered on stimulating a regenerative tissue technology industry in the region and added that he is serving as a Circuit Rider for Hudson while they seek to fill the vacant town planner position.

**DRAFT NRPC Executive Committee Minutes
December 20, 2023**

At the request of Tenhave, Berry moved to accept and file the November-December Dashboard, with a second by Hennessey. The motion passed by a roll call vote 8-0-0:

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

3. **Other Business** – Tenhave noted that the Executive Director’s evaluation is coming up. Landell asked whether the 990 for the Foundation had been filed. Minkarah replied that he would check.

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

4. **Adjourn** - Meeting adjourned at 6:52 pm on a motion by Elmer, seconded by Berry.

NRPC FY 2023 DASHBOARD

Dec-23		Key Statistics	
TD Checking		Staff Activities Dec-Jan	
Beginning Balance	\$204,520.10	NRSWMD Quarterly Meeting - Emma, Jay, Cassie, Kathy	
Deposits & Credits	\$16,623.23	UWGN Community Advisory Committee - Jay	
Payments	\$247,738.29	RCC Meeting - Donna	
Ending Balance	-\$26,594.96	Lyndeborough LEOP Meeting - Cassie	
Bar Harbor Checking		ReGen Valley Tech Hubs Consortium Meeting (3) - Jay	
Beginning Balance	\$675.54	Souhegan River Plan working group - Emma	
Deposits & Credits		Partnering For Performance NH - Matt	
Payments		SCC Meeting - Matt	
Ending Balance	\$675.54	UWGN Governance Board - Jay	
Thursday, August 31, 2023		Nashua RCC - Donna, Matt, Ned	
Accounts Payable	\$7,239.55	CPRG Coordination Meeting (MAPC/NHDES Projects) Jay	
Accounts Receivable	\$409,914.50	SCC Meeting - Matt, Donna	
Oversight Activities		NHLMV Stormwater Coalition - Sara, Emma	
Line of credit (\$75,000) activated?	No	Interagency with DOT, & Federal agencies - Matt	
Millard Bank CD	\$50,000.00	ReGen Valley Tech Hubs weekly meetings - Jay	
NH PDIP	\$281,416.74	CPRG/GBCAP Steering Committee & NH Listens - Jay, Mary	
Petty Cash	\$151.77	PlanNH Charette Committee - Cassie	
Audit Status	In-process	Professional Development Dec-Jan	
Budget Narrative		DKIM webinar for bulk email senders (12/20) Sara	
Bank Balances/Cash on hand:	\$536,764.15	Pending Grant Applications	
Payables and Receivables:		Regional Plan Grant - \$100,000	
FY24 Working Budget		CDDAQ Grant \$20,000	
Funding Sources		Expenses	
Local Dues	\$171,150	Audit	\$18,750
Federal Contracts	\$150,000	Dues & Subscriptions	\$21,766
Grants	\$280,759	Employee Benefits	\$202,968
Local Planning Contracts	\$200,951	GIS	\$19,700
Other Income	\$9,000	Insurance	\$9,129
State Contracts	\$1,278,736	IT	\$17,416
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$13,500
		Office Expenditures	\$15,000
		Other Expenditures	\$127,672
		Professional Services	\$505,148
		Rent & CAM	\$100,655
		Salaries	\$977,134
		Staff Development	\$10,000
		Travel & Meeting Exp	\$11,000
		Utilities	\$12,000
Total revenues:	\$2,090,596	Total Expenses:	\$2,064,338
Pending Grant Application Totals	\$120,000	Delta	\$26,258