



## **NOTICE OF MEETING**

**WHO:** NRPC Executive Committee

**WHEN:** Wednesday, October 18, 2023, 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/89527817370>

## **AGENDA**

1. Call to Order
2. Statement of Strategy – Discussion of update status with Robin Leblanc
3. Business:
  - a. Minutes: September 20, 2023 (**Action Required**)
  - b. Sept-Oct Dashboard (**Action Required**)
  - c. Staffing Updates
4. Nonpublic Session per NH RSA 91-A:3 II (j) Consideration of confidential commercial or financial information that is exempt from public disclosure under RSA 91-A:5 XI.
5. Other Business
6. Adjourn

*Next Meeting: November 15, 2023*



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

**In-Person Public Meeting with Zoom Attendance Option**

<b>Members Attending In-Person</b>	<b>Members Attending on Zoom</b>	<b>Members Absent</b>	<b>Staff Attending</b>	<b>Others Present</b>
Tim Tenhave, Chair Kim Queenan, Vice-Chair Janet Langdell, Treasurer Tim Berry Camille Correa (arrived late) Karin Elmer Dave Hennessey		Jason Hennessey Kermit Williams	Jay Minkarah, Executive Director  Camille Pattison, Assistant Director	Michael Croteau

**1. Call to Order**

Tenhave called the meeting to order at 6:02 pm.

**2. Business**

**a. Minutes: August 16, 2023 (Action Required)**

Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of August 16, 2023, as amended, Berry seconded. The motion passed 4-0-2 by voice vote.

<b>Tenhave – Yes</b>	<b>Berry - Yes</b>	
<b>Queenan - Yes</b>	<b>D. Hennessey - Abstain</b>	
<b>Langdell - Yes</b>	<b>Elmer - Abstain</b>	

**b. August-September Dashboard (Action Required)**

Minkarah reviewed the Dashboard. No new financials and we have not made the transfer to NH PDIP. Kickoff for Nashua Fair Housing Assessment. UNH is kicking off a Digital Equity effort and will have approx. 250k in federal funds available for each region to pursue some of these initiatives. We will be developing a committee to move this effort forward. Langdell mentioned potential assistance for people with disabilities. D. Hennessey raised the issue of a lack of funding from cable companies as customers wane. Staff conducted block assessments in the Tree Streets to assess housing conditions. The HHW August event was in Pelham and had high attendance.

Two staff outings, one to Wells ME, and a goodbye luncheon for our intern Liam.

Professional Development – Right to Know Law, which is timely as we have had a few recent requests.

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

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New Grant from CDFA for about 20k. These are federal ARPA funds and must go through Cheshire County then NRPC will be a sub-recipient. These funds are to develop a project related to housing, where entities could later apply for funding.

At the request of Tenhave, D. Hennessey moved to accept and file the August-September dashboard, with a second by Berry. The motion passed by voice vote 7-0-0:

<b>Tenhave – Yes</b>	<b>Berry – Yes</b>	<b>D. Hennessey - Yes</b>
<b>Queenan – Yes</b>	<b>Correa - Yes</b>	
<b>Langdell - Yes</b>	<b>Elmer - Yes</b>	

**c. Statement of Strategy Update: Discussion with Robin LeBlanc**

Zoom event is scheduled for 9/28/23 to obtain input from the Commission.

**d. Staffing Changes**

- a. Susan Hickey has started as our new Finance Manager. No overlap with the previous staff person. This has been a challenge with the new NH DOT invoicing process.
- b. Kathy Kirby, is our new Administrative and Communications staff member.

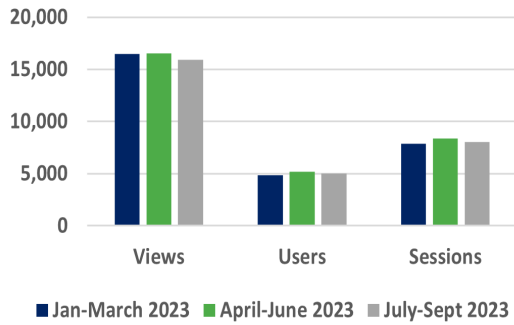
**4. Other Business**

**5. Adjourn - Meeting adjourned at 6:43 pm on a motion by Elmer, seconded by Berry.**

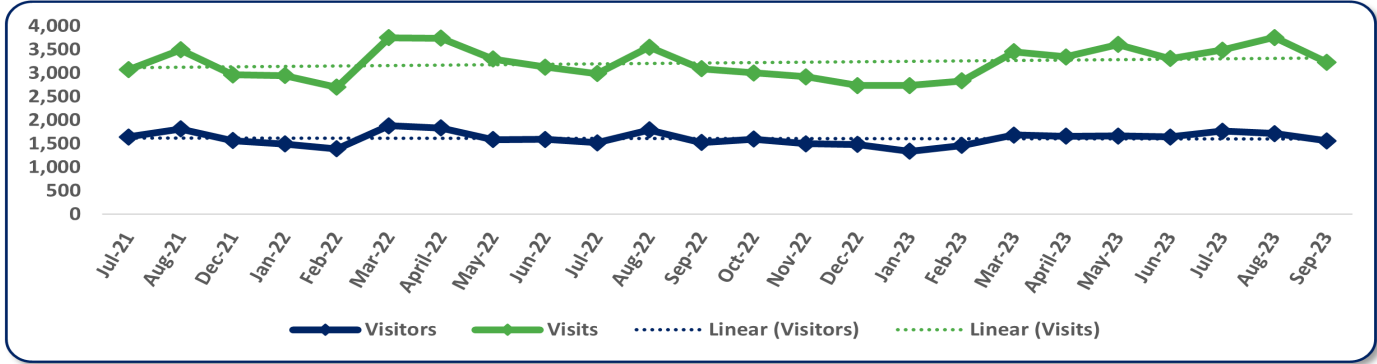
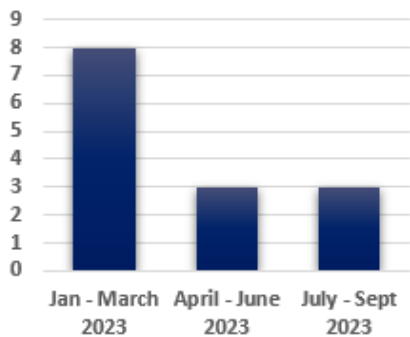
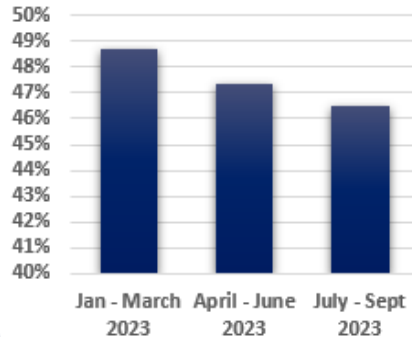
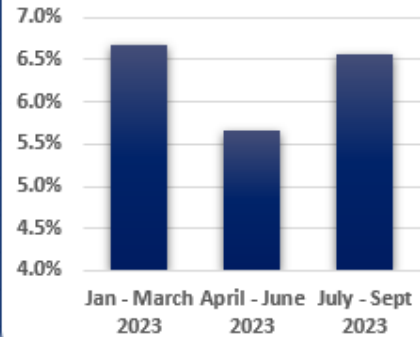
*The next Executive Committee meeting will be held on October 18th, 2023.*

**NRPC FY 2023 DASHBOARD**

Sep-23		Key Statistics	
<b>TD Checking</b>		<b>Staff Activities Sept-Oct</b>	
Beginning Balance	\$231,989.13	NHDOT Vulnerable Road User (VRU) stakeholder meet - Jay	
Deposits & Credits		NRSWMD September Quarterly Meet - Emma, Jay, Kathy	
Payments		Hudson Road Safety Audit - Ned	
<b>Ending Balance</b>	\$403,083.75	United Way's Volunteer Driver Program @ NRPC - Donna	
<b>Bar Harbor Checking</b>		NH Forum on Broadband Providers and Digital Equity - Sara	
Beginning Balance	\$3,462.96	Nashua Rail Transit Committee meet - Jay	
Deposits & Credits		MVPC <> NRPC Merrimack River talk - Emma, Jay	
Payments		Baboosic Greenway Committee Meet@NRPC - Matt, Vince	
<b>Ending Balance</b>	\$3,463.02	Nashua Transit Center Open House - Camille, Donna	
<b>Friday, June 30, 2023</b>		UWGN Governance Board - Jay	
Accounts Payable	\$15,704.74	Nashua RCC - Donna, Matt, Ned	
Accounts Receivable	\$431,200.87	Partnering for Performance NH - Matt, Ned	
		Interagency meeting - Matt, Ned	
		Greater Nashua Transportation Forum - Camille, Donna	
		NHLMV Stormwater Coalition - Sara, Emma	
		RPC Directors meeting - Jay	
		NEPTA Board meeting - Camille	
		TTAC - Matt, Ned, Vince, Tyrell, Emma, Caleb, Kathy	
		RPC Directors Meeting - Jay	
		HHW Event in Nashua: Emma, Tyrell, Cassie, Vince	
<b>Oversight Activities</b>		<b>Professional Development Sept-Oct</b>	
Line of credit (\$75,000) activated?	No	Webinar Inclusive Transportation (9/19) Camille	
BHB CDs	\$0.00	MapGeo webinar (9/19) Sara	
NH PDIP	\$277,339.83	AARP Livable Communities Training (9/28) Camille, Emma	
Petty Cash	\$151.77	Safer Streets Ahead Webinar - Vince	
Audit Status	Complete	Creating Foundation for Quality Asset Data (9/28) Matt	
		<b>Pending Grant Applications</b>	
		Regional Plan Grant - \$100,000	
		CMAQ - \$960,000	
		CDEAQ Grant \$20,000	
		CPRG Subaward - \$24,000	
<b>Budget Narrative</b>			
<b>Bank Balances/Cash on hand:</b>	\$512,943.69		
<b>Payables and Receivables:</b>			
<b>FY24 Working Budget</b>			
<b>Funding Sources</b>		<b>Expenses</b>	
Local Dues	\$163,000	Audit	\$18,750
Federal Contracts	\$117,092	Dues & Subscriptions	\$21,766
Grants	\$378,482	Employee Benefits	\$179,618
Local Planning Contracts	\$205,417	GIS	\$19,700
Other Income	\$11,930	Insurance	\$9,129
State Contracts	\$1,164,878	IT	\$20,016
		Legal	\$1,200
		Marketing, Outreach, Annual Forum	\$13,000
		Office Expenditures	\$24,000
		Other Expenditures	\$117,526
		Professional Services	\$528,577
		Rent & CAM	\$98,000
		Salaries	\$939,158
		Staff Development	\$10,000
		Travel & Meeting Exp	\$15,000
		Utilities	\$11,688
<b>Total revenues:</b>	<b>\$2,040,799</b>	<b>Total Expenses:</b>	<b>\$2,027,128</b>
<b>Pending Grant Application Totals</b>	<b>\$1,084,000</b>	<b>Delta</b>	<b>\$13,671</b>

**WEBSITES**
**nashuarpc.org**
**Website Stats**


Top Website Page Views		9,119 100% of total
1.	/	4,650
2.	Nashua Regional Planning Commission homepage	2004
3.	Household Hazardous Waste Collections	565
4.	GIS & Mapping	246
5.	NRPC Staff	140
6.	About NRPC	99
7.	Job Openings	78
8.	Agendas and Minutes	73
9.	NRPC Covid 19 Regional Economic Development Recovery Plan	59
10.	Tax Maps	48

**MapGeo Parcel Viewer (nrpcnh.mapgeo.io)**

**NEWSLETTER**
**Total Subscribers: 400**
**New Subscribers**

**Average Open Rate**

**Average Click Rate**


Month	Top Newsletter Content Last Quarter
July	2023 Transportation Survey
Aug	Not applicable
Sept	Not applicable

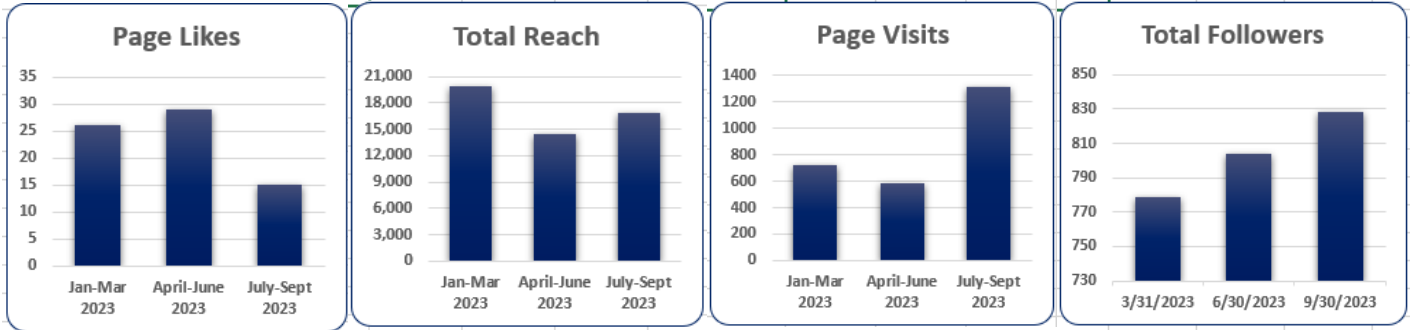
# FACEBOOK

**Total Followers (as of 9/30/23): 853**

Page Likes = # of new likes of FB page

Page Visits = # of time FB page was visited

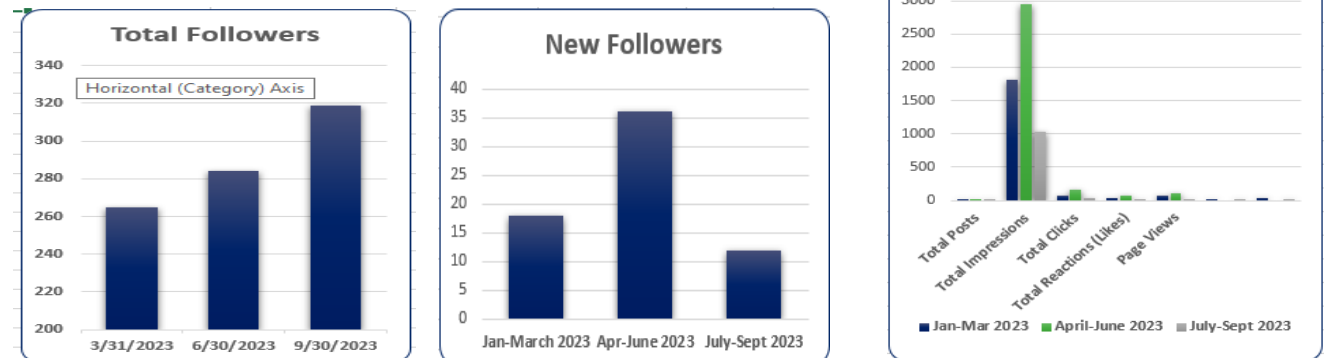
Total Reach = # of accounts that saw any content from page or about page



Month	Top Posts Last Quarter
July	Mark your calendar! There are TWO Household Hazardous Waste Collections coming up in August:
August	Studying housing issues is a core function of NH's Regional Planning Commissions (RPCs) and in 2023
September	HAZARDOUS WASTE COLLECTIONS - CHANGE OF VENUE!

# LINKEDIN

**Total Followers (as of 9/30/23): 340**



Month	Top Posts Last Quarter
July	Thank you to all that took the time to complete the 2023 Transportation Survey...
August	Studying housing issues is a core function of NH's Regional Planning Commission...
September	N/A

# Top Tweets

# TWITTER

July	There's still time to take the survey!
Aug	N/A
Sept	HAZARDOUS WASTE COLLECTIONS—CHANGE OF VENUE!

