



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, December 20, 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. Business:
 - a. Minutes: November 15, 2023 (**Action Required**)
 - b. Nov-Dec Dashboard (**Action Required**)
 - c. Statement of Strategy update
3. Project Updates
 - a. NTS Long Range Plan
 - b. Locally Coordinated Plan
 - c. Climate Action Plan
 - d. ReGen Valley
 - e. Hudson Circuit Rider
 - f. Other
4. Staffing Updates
5. Other Business
6. Adjourn

Next Meeting: January 17, 2023



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 November 15, 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 Kim Queenan, Vice-Chair Janet Langdell, Treasurer Tim Berry Karin Elmer Jason Hennessey	Camille Correa	Kermit Williams	Jay Minkarah, Executive Director Matt Waitkins, MPO Coordinator Ned Connell, Senior Planner	Leigh Levine, Paul Malony, FHWA & Ari Ofsevit, FTA Katie Poirier, & Ashley Tenhave, Merrimack residents, Dawn Twombly, Merrimack DPW Robin LeBlanc, RHB Strategies Jeff Gowan, Pelham

1. Call to Order

Tenhave called the meeting to order at 6:05 pm.

2. NRPC MPO Federal Certification Public meeting

Jay Minkarah explained that this is one of two public meetings held as a part of the Certification process. The first meeting was held at the TTAC meeting on November 8. He introduced Leigh Levine, Planning and Development Manager, New Hampshire Division Office Federal Highway Administration. Leigh introduced Paul Malony from his team and Ari Ofsevit from the Federal Transit Administration (FTA) on Zoom. This was followed by a round of introductions from Executive Committee members and members of the public.

Leigh led a presentation on the Federal Certification process including discussion of reasons for the Certification process and the status of the review. He noted the purpose is to identify what is good and what could be better. For outcomes, they could certify, certify with conditions or not certify which is unlikely.

Minkarah provided an explanation of certain acronyms that were referenced in the presentation and discussion for the benefit of the public.

**DRAFT NRPC Executive Committee Minutes
November 15, 2023**

Jason asked if there were any concerns expressed at the TTAC meeting. Matt replied that there was concern expressed about the process for a Ten Year Plan (TYP) project change that had happened on 101A in 2021 without local input.

Tim added that the concern expressed about the project change that had happened on 101A happens too often. We manage the public process but have no control over what happens after that. Elmer agreed and noted that the frustration is that these decisions happen without input. Langdell agreed and noted that changes tend to happen “downstream.” Langdell cited an example of a safety improvement project on 101. This has been an issue for years. Discussion continued.

Jeff Gowan stated that his concern is not with the planning process, but with the delays that happened after a project is approved.

Merrimack residents Katie Porier and Ashley Tenhave expressed their frustration at getting traffic congestion issues on DW Highway in Merrimack addressed. Ms. Tenhave stated that the road is NHDOT controlled and has been at an LOS F since 2024, yet new developments and curb cuts continued to be approved. She asked, “at what point in time does a road that is at “F” finally get assistance?” Potential alternatives were discussed. Levine mentioned the possibility of HSIP funding for short-term improvements. Waitkins added that the first step is to request a Road Safety Audit from NHDOT. Tenhave asked Waitkins to provide some details on that program. Discussion continued.

Hennessey discussed the need to balance development demands for access to major corridors such as 101 and 101A with the needs of through traffic. Discussion continued. Levine thanked Executive Committee members and the public for their input.

3. Statement of Strategy - Discussion with Robin LeBlanc

LeBlanc reviewed the draft mission and vision statements and described each of the draft goals and strategies. Tenhave suggested moving Vision, Mission, and Strategies ahead of the background information. He also noted several other editing items that need to be addressed. Members discussed several of the strategies and potential edits to the plan. It was agreed that the draft would be sent out to the Executive Committee for a final review before forwarding the draft to the full Commission for adoption at the December Commission meeting.

4. Business

a. Minutes: October 18, 2023 (Action Required)

Tenhave accepted a motion from Hennessey to accept the minutes of October 18, 2023, Berry seconded. The motion passed 7-0 by a roll call vote.

Tenhave – Yes	Berry – Yes	Hennessey - Yes
Queenan – Yes	Correa – Yes	
Langdell – Yes	Elmer - Yes	

**DRAFT NRPC Executive Committee Minutes
November 15, 2023**

b. October-November Dashboard (Action Required)

Minkarah reviewed the Dashboard. He noted that we do have an updated balance sheet, but there were errors in the P&L so that was not distributed. The new finance manager is still working to catch up. Bank balances and cash balances are up to date through the end of October. Minkarah noted that we did make the \$50,000 transfer to a CD with Millyard Bank. He highlighted the recent Planner’s Workshop on CIPs, the TYP GACIT public hearing in Hudson, 2 staff lunches, the launch meeting of the Souhegan River Watershed Management Plan, the Climate Action Plan launch meeting, and the GACIT meeting where NRPC’s transit expansion CMAQ project was pulled. Minkarah noted that the \$24,000 Climate Action Plan funding was moved from Pending Grants to the Working Budget. Tenhave asked whether we would be reviewing updated financials again. Minkarah replied that we would. We are working to get caught up. It was noted that we are on our third finance manager since the beginning of the fiscal year.

At the request of Tenhave, Berry moved to accept and file the October-November Dashboard, with a second by Hennessey. The motion passed by a roll call vote 7-0-0:

Tenhave – Yes	Berry - Yes	Hennessey - Yes
Queenan – Yes	Correa – Yes	
Langdell – Yes	Elmer - Yes	

5. **Other Business** – Tenhave raised the need to fill the vacant Executive Committee spot. Hennessey noted that the Executive Committee can appoint members to fill a vacancy between annual meetings.

Langdell moved to appoint Gowan to the Executive Committee until the next Annual Meeting with a second by Berry. The motion passed by a roll call vote 7-0-0:

Tenhave – Yes	Berry - Yes	Hennessey - Yes
Queenan – Yes	Correa – Yes	
Langdell – Yes	Elmer - Yes	

6. **Adjourn - Meeting adjourned at 8:08 pm on a motion by Elmer, seconded by Berry.**

The next Executive Committee meeting will be held on December 20th, 2023.

NRPC FY 2023 DASHBOARD

Nov-23		Key Statistics	
TD Checking		Staff Activities Nov-Dec	
Beginning Balance	\$274,780.24	Certification Review (2 days) Jay, Matt, Ned, Ryan, Sara Audit (2 days)	
Deposits & Credits	\$87,027.80	Windham BOS Meeting - Jay	
Payments	\$157,287.94	NHLMV Stormwater Coalition - Sara, Emma	
Ending Balance	\$204,520.10	ReGen Valley Tech Hubs Consortium Meeting (3) - Jay	
Bar Harbor Checking		State Commission on Aging - Donna	
Beginning Balance	\$3,462.96	UWGN Governance Board - Jay	
Deposits & Credits		Nashua RCC - Donna, Matt, Ned	
Payments		United Way Radio Show - Donna	
Ending Balance	\$675.53	CPRG Coordination Meeting (MAPC/NHDES Projects) Jay	
Thursday, August 31, 2023		NHPA Annual Meeting - Camille	
Accounts Payable	\$7,239.55	SCC Meeting - Matt, Donna	
Accounts Receivable	\$409,914.50	Immigrant Cares Meeting - Donna	
Oversight Activities		Complete Streets Advisory Committee - Emma, Ned, Tyrel	
Line of credit (\$75,000) activated?	No	Brookline HOP - Emma & Cassie	
Millard Bank CD	\$50,000.00	NRPC Holiday Party	
NH PDIP	\$278,862.65	TTAC - Matt, Jay, Ned, Vince, Kathy	
Petty Cash	\$151.77	CPRG NH Listens Check-in - Jay, Mary	
Audit Status	In-process	Alliance for Healthy Aging Annual Meeting - Donna	
		Professional Development Nov-Dec	
		Mapbox workshop (11/16) Tyrel	
		NEPTA Annual Meeting (12/7) Camille	
		TransportNH Workshop -(12/9) Donna	
		Coordinated Access and Mobility Webinar (12/14)	
		Pending Grant Applications	
		Regional Plan Grant - \$100,000	
		CDFAQ Grant \$20,000	
Budget Narrative			
Bank Balances/Cash on hand:	\$607,257.62		
Payables and Receivables:			
FY24 Working Budget			
Funding Sources		Expenses	
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
Total revenues:	\$2,040,799	Total Expenses:	\$2,027,128
Pending Grant Application Totals	\$120,000	Delta	\$13,671