



## **NOTICE OF MEETING**

**WHO: NRPC Executive Committee**

**WHEN: Wednesday, February 21, 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: January 17, 2024 (**Action Required**)
  - b. Jan-Feb Dashboard (**Action Required**)
  - c. Financial Status
  - d. Executive Director Evaluation
3. Project Updates:
  - a. Transportation Planning
  - b. Other
4. Staffing Updates
5. Other Business
6. Adjourn

*Next Meeting: March 20, 2024*



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

**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 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.

<b>Tenhave – Yes</b>	<b>Williams - Yes</b>	<b>Gowan - Yes</b>
<b>Queenan – Yes</b>	<b>Correa – Yes</b>	<b>Elmer – Abstain</b>
<b>Langdell – Yes</b>	<b>Hennessey - Yes</b>	

**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

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

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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:

<b>Tenhave – Yes</b>	<b>Williams - Yes</b>	<b>Gowan - Yes</b>
<b>Queenan – Yes</b>	<b>Correa – Yes</b>	<b>Elmer – Yes</b>
<b>Langdell – Yes</b>	<b>Hennessey - Yes</b>	

**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 foundered 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.

**NRPC FY 2024 DASHBOARD**

Jan-24		Key Statistics	
<b>TD Checking</b>		<b>Staff Activities Jan-Feb</b>	
Beginning Balance	-\$26,594.96	Climate Action Plan Listening Session - Mary, Emma, Cassie, Kathy	
Deposits & Credits	\$321,470.53	NHDOT Complete Street Advisory Committee - Emma	
Payments	\$148,007.57	Greater Nashua Digital Equity Coalition (2) - Jay, Donna	
<b>Ending Balance</b>	<b>\$146,686.00</b>	NH HHW Coordinators meeting - Emma	
<b>Bar Harbor Checking</b>		SCC Meeting - Matt, Donna	
Beginning Balance	\$675.54	ReGen Valley Tech Hubs Consortium Meeting (2) - Jay	
Deposits & Credits		UWGN Governance Board - Jay	
Payments		Partnering For Performance NH - Matt	
<b>Ending Balance</b>	<b>\$675.58</b>	Nashua First IOS - NHDOT - Jay	
<b>Thursday, August 31, 2023</b>		REDC CEDS meeting - Jay	
Accounts Payable	\$7,239.55	NHLMV Stormwater Coalition - Sara, Emma	
Accounts Receivable	\$409,914.50	Interagency with DOT, & Federal agencies - Matt	
		Greater Boston CCAP Municipal Advisory Group Meeting - Mary	
		Merrimack Watershed Conservation Plan - TNC - Jay, Emma	
		Northern Middlesex Council of Govts, Federal review- Matt	
		TTAC- Matt, Jay, Tyrel, Emma, Mary, Kathy	
		TYP Public Hearing - Ned	
		Southern NH TAC meeting - Matt	
		Greater Boston CAP Steering Committee - Mary	
		RSMS presentation at Amherst Board of Selectmen - Tyrel	
		SoRLAC meeting - Emma	
<b>Oversight Activities</b>		<b>Professional Development Dec-Jan</b>	
Line of credit (\$75,000) activated?	No	OPD PLAN webinar (1/18) Emma	
Millard Bank CD	\$50,000.00	PPPP Grant NOFO Webinar (1/10) Jay	
NH PDIP	\$106,409.23	Local Solutions Webinar: Housing Shortage (2/15) Jay, Emma	
Petty Cash	\$151.77	<b>Pending Grant Applications</b>	
Audit Status	In-process	ReGen Valley EDA Grant - \$262,998	
		CDEFAQ Grant \$20,000	
<b>Budget Narrative</b>			
<b>Bank Balances/Cash on hand:</b>	\$130,641.58		
<b>Payables and Receivables:</b>			
<b>FY24 Working Budget</b>			
<b>Funding Sources</b>		<b>Expenses</b>	
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
<b>Total revenues:</b>	<b>\$2,090,596</b>	<b>Total Expenses:</b>	<b>\$2,064,338</b>
<b>Pending Grant Application Totals</b>	<b>\$282,998</b>	<b>Delta</b>	<b>\$26,258</b>