



## **NOTICE OF MEETING**

**WHO:** NRPC Executive Committee

**WHEN:** Wednesday, March 20, 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: February 21, 2024 (**Action Required**)
  - b. Feb-March Dashboard (**Action Required**)
  - c. Executive Director Evaluation
3. Project Updates:
  - a. Annual Forum
  - b. Special MPO/Commission meeting
  - c. Other
4. Nonpublic Session per NH RSA 91-A:3 II
5. Other Business
6. Adjourn

*Next Meeting: April 17, 2024*



**DRAFT MEETING MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 February 21, 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 Tim Berry Camille Correa Karen Elmer Jeff Gowan Kermit Williams	Jason Hennessey		Jay Minkarah, Executive Director	Kate Lafond, Assistant Director  Michael Croteau, Commissioner (Litchfield)

**1. Call to Order**

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

**2. Business**

**a. Minutes: January 17, 2024**

The committee reviewed the minutes and noted the following corrections:  
 Karen Elmer be added to the “Members Attending In-Person”.  
 Page 2, “foundered” should be “floundered”

Gowan moved to accept the minutes of January 17, 2024, as amended; Berry seconded. The motion passed 8-0-1 by a roll call vote.

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

**b. January-February Dashboard**

Minkarah reviewed the Dashboard, noting that at the beginning of January, the TD bank account had a negative balance. NRPC finance staff has prioritized getting accounts receivable caught up, two payments from NHDOT have been received and funds have been moved from NHPDIP to ensure sufficient cash for operations. Minkarah indicated that the funds moved from NHPDIP will be replenished when NRPCs cash flows have stabilized. Langdell asked if there were other funds transferred. Minkarah stated yes SVTC funds were transferred to NRPCs account but have since been transferred back. Langdell indicated that the SVTC board would have appreciated advanced

**DRAFT NRPC Executive Committee Minutes**  
**February 21, 2024**

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communication about this. Hennessey noted that the dashboard reflects Accounts Payable and Accounts Receivable balances from August 2023 and asked if this was a typo. Minkarah indicated no, Lafond would provide a financial update for the committee after review of the dashboard.

Staff activities highlighted in the Dashboard include:

A Climate Action Plan Listening Session was hosted at the NRPC office with staff helping to facilitate the event. This project to develop a regional climate action plan is in collaboration with the NH Listens, NH DES, and the Metropolitan Area Planning Council. The results of the Listening Session will be shared with the committee.

The United Way has received funding to develop a digital equity plan. Two meetings of the Greater Nashua Digital Equity Coalition have been held at the NRPC office and will continue monthly. Minkarah discussed with the committee definitions of digital equity and the goals of the grant the United Way received.

The ReGen Valley Tech Hubs Consortium also met twice at the NRPCs office. Minkarah indicated that the grant documents have been submitted. NRPC's role will be to provide data analysis, reporting, and community engagement to integrate ReGen Valley priorities. Minkarah discussed the vast list of stakeholders that make up the consortium including the Southern NH Planning Commission. Since the grant will span 5 years, if awarded, an increase in personnel is not currently anticipated.

NRPC staff also met with The Nature Conservancy which is updating the Merrimack Watershed Conservation Plan. They are looking for help, however there is no funding opportunity for NRPC associated with this project.

NRPC staff also participated in the Northern Middlesex Council of Governments Federal Review, attended the Ten-Year Plan hearings, and presented RSMS to the Amherst Selectboard.

**c. Financial Status**

Lafond updated the board on the financial status of the organization. All bank accounts have not been reconciled through December. Accounts receivable through December have been completed except for the December UPWP invoice which is in process this week. Accounts payable have also caught up to current as of this week. Lafond and Kingsbury will work toward having the month of January closed by the end of February which would bring the organization's finances current. Hennessey asked and Lafond confirmed that the committee would have current financial reports for review at their March meeting.

Lafond indicated that she has been working with the auditors to complete the audit of FY23. It is nearly complete, and she can schedule the audit presentation with the committee for their March meeting. Lafond noted that there will be two audit findings, one for untimely deposits and one for untimely reconciliations. Lafond indicated that she has and will continue to work with NRPC staff to reimplement internal controls that lapsed due to turnover last year.

**d. Executive Director Evaluation**

Tenhave indicated that he is in receipt of staff input and requested Minkarah's self-evaluation by Monday morning. Tenhave indicated that he would like feedback from the committee by March 12<sup>th</sup> so that he can compile all the information for review and action at the March meeting.

Minkarah reviewed his goals for 2024 with the committee. Based on the discussion from the January meeting Minkarah added outcomes for each of the goals. Langdell commented regarding the Goal 1 outcome that NRPC has an existing Operating Policy. Minkarah confirmed this and expressed his intent to work toward updating that and combining it with the "to-do" and "how-to" documentation that Lafond previously drafted and expanding on that. Elmer commented that regarding Goal 2, there may be some opportunities to dovetail this with the watershed plan mentioned earlier. Langdell suggested that Minkarah take a look at the North Country Council's grant assistance program to help inform Goal 4.

The committee agreed to finalize and set the Executive Director 2024 goals at the March meeting.

**3. Project Updates**

The committee agreed to review project updates at the full commission meeting that will follow this meeting.

**4. Staffing Updates**

Minkarah informed the committee that NRPC has hired Emilie Pray as a GIS Technician. Minkarah indicated that the addition of Pray to the NRPC team brings the organization back to being fully staffed.

**5. Other Business**

Due to the anticipated agenda at the March meeting, the committee requested that the audit presentation be pushed to the April meeting. Lafond will schedule the auditors accordingly.

**6. Adjourn**

The meeting adjourned at 6:49 p.m. with a motion by Elmer, seconded by Tenhave.

**NRPC FY 2024 DASHBOARD**

Feb-24		Key Statistics	
<b>TD Checking</b>		<b>Staff Activities Feb-March</b>	
Beginning Balance	\$146,686.00	Legislative hearing on Ten Year Plan update - Ned	
Deposits & Credits	\$117,229.79	Public Health Equity Meeting - Donna, Cassie, Mary	
Payments	\$186,961.82	LCTP/NTS plan steering committee - Matt, Donna, Mary	
<b>Ending Balance</b>	<b>\$77,135.97</b>	Nashua NAACP Meeting - Donna	
<b>Bar Harbor Checking</b>		RCC Meeting - Matt, Donna	
Beginning Balance	\$675.58	United Way Milford Library Presentation - Donna	
Deposits & Credits	\$14,621.62	UWGN Governance Board - Jay	
Payments		Nashua Garden Club presentation - Emma	
<b>Ending Balance</b>	<b>\$15,297.32</b>	Partnering For Performance NH - Matt	
<b>Wednesday, January 31, 2024</b>		Nashua Rail Transit Committee - Jay	
Accounts Payable	\$155,299.17	Commute Smart NH - Donna	
Accounts Receivable	\$661,211.82	NHLMV Stormwater Coalition - Sara, Emma	
<b>Oversight Activities</b>		Interagency with DOT & Federal agencies - Matt	
Line of credit (\$75,000) activated?	No	NTS Staff Meeting - Ryan	
Millard Bank CD	\$50,000.00	NRPC Complete Streets Advisory Comm - Ned, Emma, Tyrel	
NH PDIP	\$106,409.23	PlanNH Charrette Committee Meeting - Cassie	
Petty Cash	\$151.77	Local Emergency Planning Committee - Cassie, Emma	
Audit Status	In-process	NH MPO Safety Action Plan Steering Committee - Ned	
		RSMS mtg w/ Milford - Tyrel	
		TTAC- Matt, Jay, Tyrel, Emma, Mary, Kathy	
		Greater Nashua Digital Equity Coalition - Jay, Donna	
		<b>Professional Development Feb-March</b>	
		OPD Local Housing solutions webinar (2/22) Emma	
		Eno Center for Transportation Webinar (2/26) Donna	
		HHW Coordinator training (2/28) Emma	
		Innovations in Pavement UNH T2 webinar (3/14) Tyrel	
		Intro to Local Road Safety Plans (3/14) Matt	
		<b>Pending Grant Applications</b>	
		ReGen Valley EDA Grant - \$262,998	
		CDFAQ Grant \$20,000	
<b>Budget Narrative</b>			
<b>Bank Balances/Cash on hand:</b>	\$248,994.29		
<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	\$238,694
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>\$2,100,064</b>
<b>Pending Grant Application Totals</b>	<b>\$282,998</b>	<b>Delta</b>	<b>-\$9,468</b>