



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, April 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. FY23 Audit: ***(Action Required)***
3. Business:
 - a. Minutes: March 20, 2024 ***(Action Required)***
 - b. Nonpublic Minutes: March 20, 2024 ***(Action Required)***
 - c. March-April Dashboard ***(Action Required)***
 - d. Executive Director Goals
 - e. NRPC Officers for FY25
4. Other Business
5. Adjourn

Next Meeting: May 15, 2024



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 March 20, 2024
 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 Camille Correa Karin Elmer Kermit Williams	Jeff Gowan Jason Hennessey – <i>initially then in person</i>		Jay Minkarah, Executive Director Kate Lafond, Assistant Director	

1. Call to Order

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

2. Business

a. Minutes: February 21, 2024

The committee reviewed the minutes and noted the following corrections: “Karen” should be “Karin”

Berry moved to accept the minutes of February 21, 2024, as amended; Queenan seconded. The motion passed 9-0-0 by a roll call vote.

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

b. February-March Dashboard

Minkarah reviewed the Key Statistics portion of the Dashboard highlighting that Ned Connell sat in on the legislative hearing on the Ten-Year Plan. Emma Rearick gave a presentation *Identifying Hazards and Avoiding Waste in Your Garden Shed* to the Nashua Garden Club with former NRPC staffer Vince Noga. Cassie Cashin sits on the Plan NH Charette Committee and is participating in Charette info sessions. The NH MPO Safety Action Plan Steering Committee has kicked off, once the action plan is in place (approx. January of next year) communities can apply for funding. Minkarah noted that there would be outreach meetings for this effort.

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Minkarah informed the committee of two applications for congressional funding. NRPC is proposing an online toolkit for entrepreneurs, which builds off the SPARK initiative. NRPC, in conjunction with other RPC's, is proposing permanent counters on trails.

Lafond reviewed the financials with the committee starting with the Profit and Loss through February. Berry questioned the Local Dues Match. Lafond noted that the local dues are billed in July, the revenue is collected but deferred and accrued monthly to spread out the revenue over each month of the fiscal year. Lafond explained that many of NRPC's grants have a local match which is funded by the local dues, on the P&L the local match reduces the dues revenue. Lafond highlighted that Interest Income is substantially higher than anticipated, this is largely due to the NHPDIP rate which is currently over 5%. Lafond continued that once cash flows have stabilized she will propose moving funds back to NHPDIP. Lafond went on to review the Balance Sheet noting that the fiscal year through February is at a small loss, which is typical at this point as NRPC carries a significant amount of time and expenses for projects that are billed out quarterly. Lafond discussed the outstanding accounts receivable, indicating that when those receivables are paid the organization's cash flow will increase and stabilize.

Elmer moved to accept the February financial statements and file them for audit review, with a second by Correa. The motion passed by a roll call vote 9-0-0.

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

c. Executive Director Evaluation

The committee discussed the proposed Executive Director goals and refined them as follows:

Goal 1, outcome – will include updating policies such as the operating policies as well as an operation manual which will include all policies and procedures for critical function areas like finance and IT as well as task 'how to's' for positions such as the Administrative/Communication Assistant, and programs such as HHW and Energy Aggregation. The board asked for a list of all existing policies and procedures as well as other documents that are proposed for a master Operation & Business manual. The list is to be provided at the June meeting for review and discussion will be held at the August meeting.

Goal 2, bullet point 2 - PFA's and MS4 will be included as workshop, seminar, or program topics. Adding more information on the NRPC website regarding PFAs & MS4 is a suggested goal/outcome. Goal 2, bullet point 3 - the Stormwater Coalition will be listed as an entity to partner with.

Goal 3, bullet point 1 – and EV Infrastructure Plan will include information regarding maintenance

Goal 4, it should be noted that this goal is part of a strategic plan goal. Hosting a workshop about grant writing is a suggested goal/outcome, this could help gauge interest in an assistance program.

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The committee asked Minkarah to redraft his 2024 goals based on the discussion and present a final draft for approval at the next meeting.

3. Project Updates

a. Annual Forum

Minkarah noted that the theme for this year's forum is water quality, he has confirmed a DES Commissioner and the CEO or COO of Pennichuck Water as speakers. Minkarah and the committee discussed options for a 3rd speaker including the potential for a consultant perspective relating to PFAs or stormwater.

b. Special MPO/Commission Meeting

Minkarah indicated the need to have another special MPO/Commission meeting in April due to a TIP amendment and the timeframe in which the amendment needs to be adopted. Discussion ensued regarding the state's timeline and the inconveniences of having multiple special meetings including the possibility of not having a quorum.

c. Other

Minkarah informed the committee that the auditors will present the FY23 audit at their April meeting. It was noted that Tenhave would not be present at the April meeting and Queenan would chair both the Executive Committee and MPO/Commission meetings in April.

Minkarah also informed the committee that Nicole Kingsbury who is now a part-time Project Accountant will come on board full-time as of May 1st as Finance and Benefits Administrator.

4. Non-Public Session per NH RSA 91-A:3 II (a) Personnel Matter

Tenhave moved to enter non-public session per NH RSA 91-A:3 II (a), with a second by Hennessey. The motion passed 9-0-0 by a roll call vote at 9:00 p.m.

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

The Executive Committee returned to public session at 10:03 p.m.

5. Other Business

6. Adjourn

The meeting adjourned at 10:05 p.m. with a motion by Elmer, seconded by Tenhave.

Draft Executive Director Goals for 2024

Goal 1 Develop a comprehensive set of Operational and Business Practices to document financial processes and other essential organizational functions as a guide for staff and the Executive Committee to ensure operational continuity. **Outcome:** Operational and Business manual completed.

Goal 2 Enhance NRPC's role as a resource for issues related to water quality and supply including enhanced technical assistance capacity, access to educational materials and deepened relationships with partner organizations.

- Complete the Souhegan River Corridor Management Plan and Robinson Pond Watershed Management Plan in 2024. **Outcome:** Plans completed and submitted to Communities and NHDES.
- Sponsor at least one workshop, seminar or program on water resources management and protection with an emphasis on issues related to MS4 compliance and/or PFAS. **Outcomes:** Workshop held, number of participants, communities represented, participant feedback/response.
- Partner with the NHDES, a Local River Advisory Council, Southern New Hampshire Stormwater Coalition, or other regionally-based organization to advance at least one new water resource protection initiative. **Outcomes:** Initiative undertaken, stakeholder engagement, community feedback/response.
- Enhance availability of water quality and supply related information and materials on the NRPC website including information on MS4 and PHAS.

Goal 3 Advance energy planning to increase access to alternative energy sources, reduce energy costs for municipalities, residents, and businesses, and reduce energy-related carbon emissions.

- Develop an EV Infrastructure Plan for the region to include guidelines for implementation, deployment, and maintenance. **Outcomes:** Plan completed, presented at TTAC and/or Commission meeting, submitted to communities.
- Sponsor at least one workshop, program or seminar on energy policy, energy aggregation or alternative energy. **Outcomes:** Workshop held, number of participants, communities represented, participant feedback/response.

Goal 4 Launch a grant funding information and assistance program including technical assistance and enhanced online resources consistent with NRPC's 2023 Statement of Strategy priorities.

- Develop and maintain an online database of relevant grant information which includes information such as eligible kinds of projects, funding amounts and due dates. **Outcomes:** Number of grants submitted and/or awarded, hits on website.

- Provide regular updates to communities on potential grant opportunities through NRPC newsletter, direct email, and social media. **Outcomes:** Number of grants submitted and/or awarded, number of emails sent, hits on website, social media likes & shares.
- Host a workshop on grant writing. **Outcomes:** Workshop held, number of participants, communities represented, participant feedback/response.