



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, August 16, 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: June 21, 2023 (**Action Required**)
 - b. June-Aug Dashboard (**Action Required**)
 - c. Social Media/Website Statistics
 - d. Banking Proposal (**Action Required**)
3. Statement of Strategy Update: Discussion with Robin Leblanc
4. Other Business
5. Adjourn

Next Meeting: September 20, 2023



**DRAFT MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
June 21, 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 Karin Elmer Dave Hennessey Tamara Sorell Camille Correa		Jim Battis, Treasurer Venu Rao	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:01 pm.

2. Business

a. Nonpublic Minutes: April 19, 2023 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Elmer to accept the nonpublic minutes of April 19, 2023, as amended, Queenan seconded. The motion passed 7-0-0 by roll call vote.

Tenhave – Yes	Queenan - yes	Hennessey - yes
Elmer - yes	Langdell - yes	
Sorell – yes	Correa - yes	

b. Minutes: May 17, 2023 (Action Required)

Changes:

- Page 1, Section 2 “At the staff meeting, the CREATION OF vision and mission”
- Throughout, remove the absent board members from the roll call tables, update the motion passed summaries accordingly.
- 3b “Forum WAS very successful”
- 3c Change Mobility Management to - SVTC to 5310 RCC
- 3d Langdell AND BATTIS
- 4 add a second roll call vote table, consistent with the one in this section under the sealing of the minutes.

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June 21, 2023

- 6 remove ROLL CALL VOTE 7-0-0.

Seeing no further discussion, Tenhave accepted a motion from Elmer to accept the nonpublic minutes of April 19, 2023, as amended. Hennessey seconded. The motion passed 6-0-1 by roll call vote.

Tenhave – Yes	Queenan - Abstain	Hennessey - Yes
Elmer - Yes	Langdell - Yes	
Sorell – Yes	Correa - Yes	

c. May/June Dashboard (Action Required)

Minkarah reviewed the Dashboard. The financials are not available yet. The account balances are up to date, as is the working budget.

Staff Activities – Spring walk at Bensons Park and Ice Cream trip to Haywards. Minkarah attended the Zoning Atlas Mini Retreat, staff attended Synchro staff training, and lots of outreach for the Wilton HOP grant. All of the CMAQ grants for the region will be included in the 10-year plan.

At the request of Tenhave, Hennessey moved to accept and file the May/June dashboard, with a second by Elmer. The motion passed by roll-call vote 7-0-0:

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

d. Recommendation to Commission to approve FY24 Budget (Action Required)

Brownfields is a 5-year grant. For the Regional Plan we have included only 50k for FY24. 6300 HHW, includes a significant increase, due to an extra event this year. Some years we host 5 events, and some 7 events. In FY 24 we will host 7 events. The overall reduction in grants is due to the Regional Plan funding being split over FY24 and FY25.

Local Planning Contracts - The Hudson Circuit Riding contract will end, as they have hired a new planner. 2603 Wilton HOP Grant shows the remainder for FY 24. Looking at approximately a 50k increase in local planning contracts. Other interest income will increase due to the transfer of funds to NHPDIP. The NHDOT budget has a significant increase in the next 2 year funding period. The total budget has increased about 200k. This funding source has been stagnant for the last 12 years. Overall there is a 187k increase over FY23.

Expenses - Benefits have increased as well as dues and subscriptions. Professional services have increased largely due to HHW increases. The amount allocated to the reserve fund for FY 24 will be reduced. Salaries have increased due to an additional position and overall wage increases.

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At the request of Tenhave, Hennessey moved to recommend that the Commission approve the FY 24 Budget, with a second by Elmer. The motion passed by roll-call vote 7-0-0:

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

e. Recommendation to Commission to approve FY25 Dues Allocation (Action Required)

Overall, the total dues amount is the same, however due to the formula there are some small changes for towns. No increases proposed for FY 25. At the request of Tenhave, Langdell moved to recommend approval of the FY 25 Dues Allocation as proposed in the FY 24 Budget, with a second by Queenan . The motion passed by roll-call vote 7-0-0:

Tenhave – yes	Queenan - yes	Hennessey - yes
Elmer - yes	Langdell - yes	
Sorell – yes	Correa - yes	

f. Slate of Officers and Executive Committee Membership (Action Required)

Tenhave appoints the Executive Committee as the nominating committee for the slate of officers. Correa’s and Hennessey’s terms extend until 2024, however Hennessey’s base appointment expires in November. Bettis’s seat on the EC is open, Rao has left the EC and Commission, and Sorell wishes to leave the EC too. Elmer, Langdell, Queenan and Tenhave all wish to be appointed to the Executive Committee.

Jason Hennessey, from Amherst, would like to be on the EC. Michael Croteau, from Litchfield, is interested as well, however he is an alternate. There is no language in the bylaws preventing an alternate from being a member of the EC. This should be explored in the bylaws to see if this is a gap. We have 13 communities but to date have only received interest from these two candidates. Langdell suggested that we consider potential members who would be interested in the EC. It would be ideal to have an active member from Nashua.

Nominating Committee is proposing the following EC Members:

Elmer, Langdell, Queenan and Tenhave - Reappointed.

Jason Hennessey – New Appointment

Tenhave moved to recommend the above Executive Committee members, with a second by Elmer. The motion passed by roll-call vote 7-0-0:

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

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Sorell – Yes	Correa - Yes	
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Potential Future Members

Peter Howd, Will Ludt and Michael Croteau

The EC will explore the feasibility of an alternative being on the EC. EC members will reach out to potential EC members.

Tenhave - Recommend in the bylaw amendment to remove the 2 term limit, as people are elected annually.

Nominating Committee is proposing the following Slate of Officers:

Queenan would like to remain as Vice Chair of the EC

Tim Tenhave would like to remain as the Chair of the EC

Langdell will serve as the Treasurer.

Tenhave moved to recommend the above slate of officers with a second by Elmer. The motion passed by roll-call vote 7-0-0:

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

g. Slate of Directors for the NRPC Foundation (Action Required)

Officers of the EC are members of the Foundation. Battis will be replaced by Janet.

Hennessey's appointment has expired and Elmer has agreed to replace him on the Foundation Board.

Langdell moved to recommend the above slate of directors for the NRPC Foundation, with a second by Tenhave. The motion passed by roll-call vote 6-0-1:

Tenhave – Yes	Queenan - Yes	Hennessey - Yes
Elmer - Abstained	Langdell - Yes	
Sorell – Yes	Correa Yes	

5. At 6:59 pm, Elmer motioned to adjourn, seconded by Hennessey.

The next Executive Committee meeting will be held on August 16th, 2023

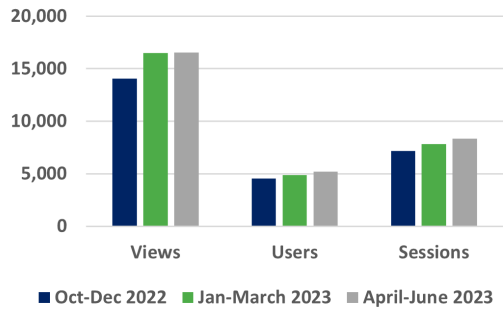
NRPC FY 2023 DASHBOARD

May-23	
TD Checking	
Beginning Balance	\$383,415.23
Deposits & Credits Payments	
Ending Balance	\$254,159.66
Bar Harbor Checking	
Beginning Balance	\$15,001.89
Deposits & Credits Payments	
Ending Balance	\$3,662.93
Sunday, April 30, 2023	
Accounts Payable	\$15,704.74
Accounts Receivable	\$268,674.66
Oversight Activities	
Line of credit (\$75,000) activated?	No
BHB CDs	\$0.00
NH PDIP	\$272,717.37
Petty Cash	\$151.77
Audit Status	Complete
Budget Narrative	
Bank Balances/Cash on hand:	\$671,286.26
Payables and Receivables:	
FY22 Working Budget	
Funding Sources	Expenses
Local Dues	Audit \$18,750
Federal Contracts	Dues & Subscriptions \$21,766
Grants	Employee Benefits \$179,618
Local Planning Contracts	GIS \$19,700
Other Income	Insurance \$9,129
State Contracts	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:	Total Expenses: \$2,027,128
Pending Grant Application Totals	Delta \$13.67

WEBSITES

nashuarpc.org

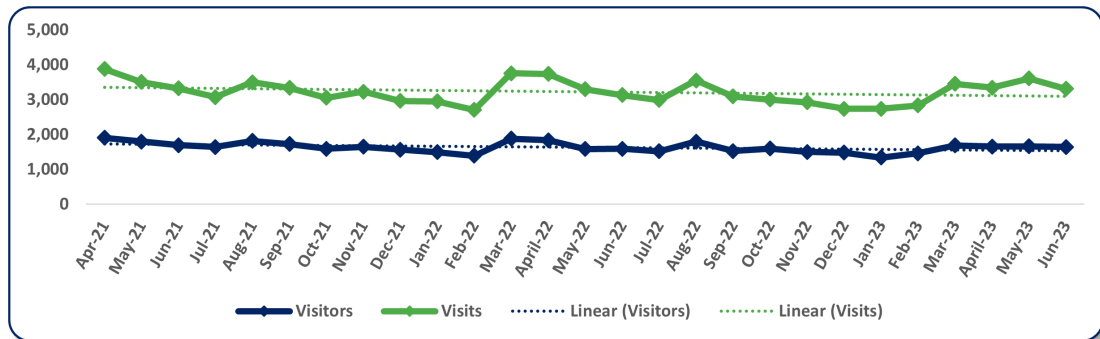
Website Stats



Top Website Page Views

Top Website Page Views		16,546 100% of total
1	/	3,464
2	/energy__environment/household_hazardous_waste_collections/index.php	1,328
3	/gis__mapping/index.php	826
4	/gis__mapping/tax_maps/litchfield_tax_maps.php	818
5	/about_nrpc/our_region__communities/envision_milford/index.php	749
6	/gis__mapping/tax_maps/mont_vernon_tax_maps.php	663
7	/about_nrpc/nrpc_staff.php	361
8	/about_nrpc/index.php	318
9	/gis__mapping/tax_maps/pelham_tax_maps.php	288
10	/about_nrpc/our_region__communities/wilton_hop_grant/index.php	267

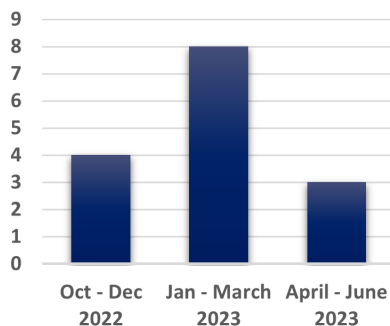
MapGeo Parcel Viewer (nrpcnh.mapgeo.io)



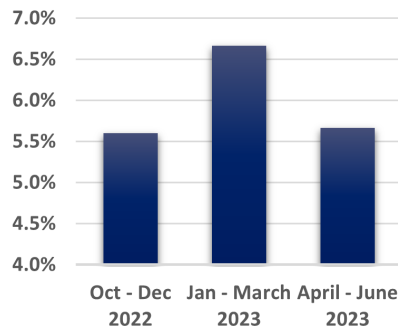
NEWSLETTER

Total Subscribers: 399

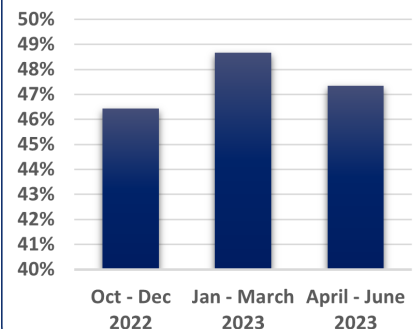
New Subscribers



Average Click Rate



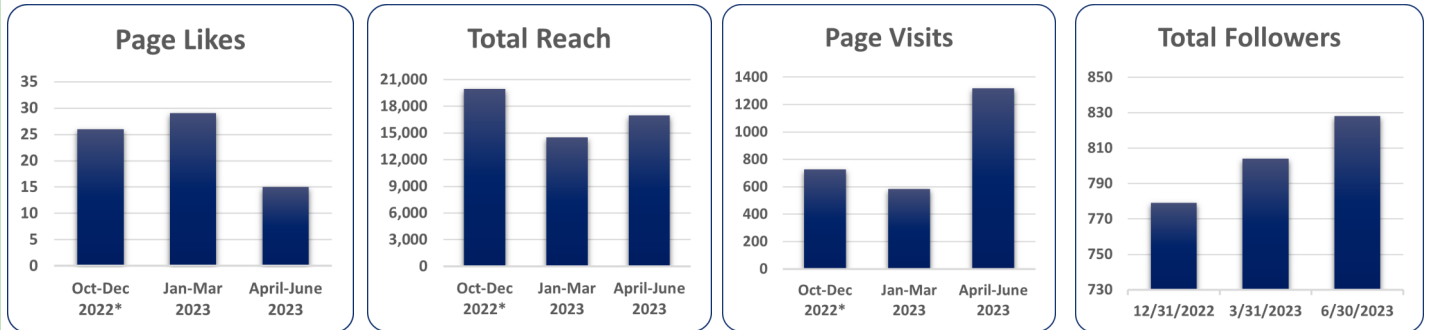
Average Open Rate



Month	Top Newsletter Content Last Quarter
April	Grants and Funding Opportunities
May	NRPC Strategic Plan Survey
June	Household Hazardous Waste Collections

FACEBOOK

Total Followers (as of 6/30/23): 828



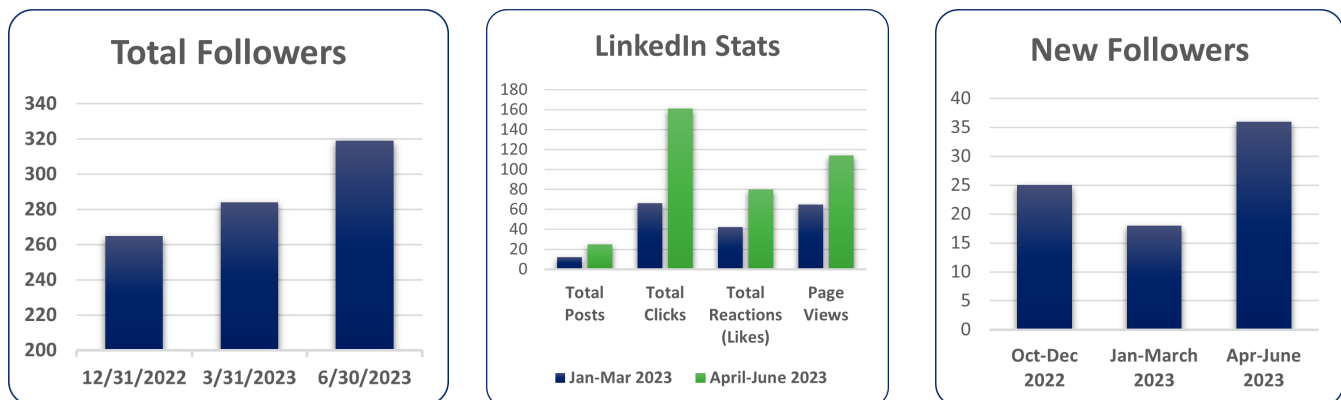
Page Likes = # of new likes of FB page
 Page Visits = # of time FB page was visited
 Total Reach = # of accounts that saw any content from page or about page

*Note: Oct-Dec 2022 numbers are inflated due to Milford Community Engagement Effort

Month	Top Posts Last Quarter
April	Hey Wilton! Did you take the survey yet? The Wilton Planning Board is seeking input from residents.....
May	SATURDAY! Don't miss out on this unique event happening 5/13 from 8-noon at 25 Crown Street, Nashua....
June	The 2023 traffic counting season is in full swing....

LINKEDIN

Total Followers (as of 6/30/23): 319



Month	Top Posts Last Quarter
April	NRPC is hiring!! See the job postings with qualifications, salary, and how to apply here: nashaurpc.org/jobs
May	Thank you to all that helped make NRPC's 38th Annual Forum at LaBelle Winery a success.....
June	The 2023 traffic counting season is in full swing....