



**APPROVED MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 May 18, 2022**

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 Jim Battis, Treasurer Dave Hennessey Karin Elmer Janet Langdell Venu Rao	Kim Queenan, Vice-Chair Tamara Sorell Camille Correa		Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

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

2. Business

a. Minutes: April 20, 2022

On page 2 under section D, date should be April 6, not March 16. Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of April 20, 2022, as amended. Hennessey seconded. The motion passed 6-0-3 by roll call vote:

Battis - Yes	Hennessey - Yes	Roa - Abstain
Correa -Yes	Langdell - Abstain	Sorell - Yes
Elmer - Abstain	Queenan - Yes	Tenhave - Yes

Need to vote on the April 6th nonpublic minutes at the next meeting.

b. March-April Dashboard

Minkarah reviewed the Dashboard.

TD Bank did not have a lot of activity. The Bar Harbor account has had a significant increase. No significant change to the CDs.

Staff Activities - Capital Corridor Financial Plan meeting – the capital costs have increased since the last study from \$350 million – \$530 million. Likely a willingness from Nashua and Manchester to pay for a station, but not more. The bill to stop the project was defeated in the House. If the federal match shifted from 50% to 80% it would be significantly more feasible. Hennessey noted parallels with the expansion line to Wells and Brunswick, Maine. Would be a significant benefit to tourism. Could also be similar to the extension of the MBTA to Rhode Island. Proposed for 16 trips daily. The consultants need

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to factor in weekend service. CSX purchase is underway and this could facilitate the rail with trail extension to Wilton.

HHW Collection in Milford last Saturday, next one in June then a break until August.

NRPC did receive the Brownfields grant for \$500,000 to continue our efforts in the region. Anticipate a \$100,000 grant for the development of a Regional Plan, also received verbal confirmation that we will receive \$31,000 for a CEDR Grant. There are 2 Hazard Mitigation grants waiting for approval from G and C in June.

Working Budget – does not have significant changes as we are close to the end of the fiscal year.

Tenhave asked why the TD account had dropped by \$90. Minkarah will look into this.

Profit and Loss – End of March, 75% through the year. EPA Brownfields line items are largely charged down. Regional Housing Needs is at 25%, HHW is on target for this point in the year. Total grants are at 52%, largely as the Housing Needs Assessment has not been charged as heavily. Hudson Circuit Rider is higher as there is no fixed contract. Geoportal project is almost complete. UPWP at 66%, continues to be a challenge to charge down due to low staffing levels. Expenses are largely on target. Net positive for the month, but still negative for the year. Elmer noted this is from March. Minkarah noted we are 2 months behind on the P and L. Hennessey noted there are tiered CDs with a return of 1.25% at Fidelity. Accounts receivables are fairly high.

At the request of Tenhave, Elmer moved to accept the Dashboard and Financial Reports of April 2022 and place on file, with a second by Langdell. The motion passed by roll-call vote 9-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Yes	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

c. Draft FY23 Budget

This is the first take on the FY23 budget. The Executive Committee will vote to accept at the June Executive Committee meeting. The goal is to have a final budget adopted by the Commission at the June meeting.

Revenue – Dues stay the same. 9011 is the EPA grant that is ending. The 9012 EPA grant is an estimate of \$125k of the \$500k will be expended in FY23. Most of the funds will be allocated to consultants. NRPC will use about 75k over the three-year period.

Grants – Regional Housing Needs Assessment show 60k remaining for FY 23. Robinson Pond will roll over. HHW has less funds due to one less event next year. The Ledge Street School Project will carry over about 25% of the total grant amount, at \$10,500. The Regional Plan Update includes 50% of funding for FY 23. Grants will see a significant increase next year.

Local Planning Contracts – Lyndeborough CR is new and is included in the following FY. The bulk of the Nashua Sidewalk Project will be expended in FY 23, to inventory the entire sidewalk network in the City of Nashua. Local planning contracts have a significant increase largely due to the Nashua Sidewalk Project

State Contracts

The UPWP line items are split between FY 22 and FY 23 at varying levels. The Mobility Manager funding is a new addition. A significant increase due to some carryover and the addition of the Mobility Manager position.

Expenses - For most of these categories the amounts are constant. IT has increased due to a change in the format of the service contract. The model he is shifting to provides a menu of service options charged per device. This will allow NRPC to shift from one staff person to a service and provide redundancy.

There is a significant increase in salaries as we will be adding an additional Transportation Planner.

Hennessey asked if we should include a line item for professional services, in the event we need to hire consultants / temporary agency temporarily. Recently hired a very part-time modeler at 20 hours per month. Elmer suggestion staff attend the NHPA conference and network.

d. FY23 Strategic Goals

Langdell would like to have another conversation about the connection between the Executive Director's goals and the goals of the agency. Tenhave would like to see more support under energy, specifically infrastructure to support EV chargers. Should address zoning changes, subdivision guidelines, etc. Langdell noted there will be funding opportunities for EV Infrastructure. Roa would like to see a small set of goals that are measurable and linked to funding, rather than this larger document which is aspirational. Langdell asked about the SPARK site. Minkarah noted we want to maintain and continue to support this via BEA funds and an allocation of local dues. Minkarah and Pattison will move it forward.

Land Use section notes that NRPC will not actively pursue RFPs but instead will seek to support community assistance when requested. NRPC is not as equipped to respond to these as it takes away time from other efforts.

Hennessey noted the need to strengthen relationships with member communities. Outreach is very important. We should create some brochures that tell our story and what we offer members. Langdell notes we are missing the emphasis on NRPC being a member organization. Go out and meet with member communities. The goal is to improve the connection and increase the outreach to communities in collaboration with the commissioners. Goal should be - NRPC will meet with all the PB and BOS in the region. Hennessey noted that there should be clear expectations for board members to meet with their town boards to relay information. Could be as simple as setting up a meeting with member commissioners once a month rotating through the towns, which would cover the region within one year.

Suggestion to consider an agenda item at the June/September Commission meeting to discuss outreach to our communities and/or a strategic planning session. Could also hold a separate meeting to discuss commissioner needs. The Executive Committee could prep for this effort and hire a facilitator.

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Tenhave would like to address employee retention and what are we doing to improve this. What are the best retention policies, how do we retain people. Pay, flexibility, time, office culture is very important. Minkarah would like to add a floating holiday/personal day. Tenhave noted an award system where staff can nominate others for the awards. Hold stay interviews asking why do you stay at the organization. Langdell asked Minkarah to develop a plan and budget for employee appreciation for adoption at the June meeting.

6. Other Business

- a. **New Website** – On Friday we will send out an email to Commissioners to review the site before it goes live.

7. Adjourn

At 8:31 pm, Battis motioned to adjourn Hennessey seconded.

The next Executive Committee meeting will be June 15, 2022