



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, October 19, 2022, 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 the link below:
<https://us02web.zoom.us/j/88969845610?pwd=dVZMUkFaS1gzem02OWJSSStjemhrQT09>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: September 21, 2022 (**Action Required**)
 - b. September/Oct Dashboard (**Action Required**)
 - c. Annual Forum – set date
 - d. Executive Director Evaluation Process
 - e. NRPC Statement of Strategy
3. Transportation Programs
 - a. TYP Project Solicitation
 - b. FY24-25 UPWP
 - c. Other UPWP updates
4. Other Business
 - a. New Contracts
 - b. Pending Grants
 - c. Staff Updates
 - d. Other
5. Adjourn

Next Meeting: November 16, 2022



**DRAFT MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
September 21, 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 Kim Queenan, Vice-Chair Jim Battis, Treasurer Camille Correa Venu Rao	Janet Langdell	Karin Elmer Dave Hennessey Tamara Sorell	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:06 pm.

2. Business

a. Minutes: August 17, 2022 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of August 17, 2022, as amended, Rao seconded. The motion passed 6-0-0 by roll call vote:

Battis – Yes	Rao – Yes	
Correa – Yes	Tenhave – Yes	
Langdell – Yes	Queenan – Yes	

b. Nonpublic Minutes: August 17, 2022 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Battis to accept the nonpublic minutes of August 17, 2022, as amended, and Rao seconded. The motion passed 5-0-1 by roll call vote:

Battis – Yes	Rao – Yes	
Correa – Yes	Tenhave – Yes	
Langdell – Abstain	Queenan – Yes	

c. August/September Dashboard (Action Required)

Minkarah reviewed the Dashboard. Accounts receivable is significantly higher. The Audit is a bit behind, but we have set dates for the auditor's to be in the office. Commute Smart is focused on Rideshare and Donna now attends these meetings. They are working on the Agile Mile app to assist with rideshare. Professional development included a population projection training and NRPC will likely send out the

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regional projections to our member communities. They will play a role in the Regional Housing Needs Assessment and Long-Range Transportation Plan.

Pending Grants - Submitted a 604B grant application for an update to the Souhegan River Advisory Plan with a focus on water quality. Still working through the paperwork for the Regional Planning Grant and just received the paperwork for the EPA Grant. The CEDR grant was approved by the G and C today.

The working budget has no new updates as we were focused on financials. For the year end financials, the EDA Grant is complete, while the Merrimack River Corridor Management plan has carried over into this year. The Hudson CR has no contract, so it appears significantly over budget. The Nashua Sidewalk Assessment was not included in the annual budget, so it does not show a drawdown. The UPWP was expended at just under 90%, so there is an additional \$113k allocated to FY 23. Expenses came in at just under 94%, so at the end of the year the budget reflects a small positive amount.

July – August profit and loss and balance sheet does not show any outliers so far in the year.

At the request of Tenhave, Battis moved to accept the FY 23 dashboard, end of year financials for 2022 and financials for July-August and place on file, with a second by Correa. The motion passed by roll-call vote 6-0-0:

Battis – Yes	Rao – Yes	
Correa – Yes	Tenhave – Yes	
Langdell – Yes	Queenan – Yes	

d. NRPC Reserve Fund Accounts (Action Required)

It is recommended that \$200,000 are moved from the Bar Harbor checking account and invested into NH Public Deposit Investment Pool. This will offer a higher yield rate and can be transferred out at any time if needed.

Battis made a motion to move \$200,000 into the PDIP, seconded by Rao.

The motion passed by roll-call vote 6-0-0:

Battis – Yes	Rao – Yes	
Correa – Yes	Tenhave – Yes	
Langdell – Yes	Queenan – Yes	

3. Transportation Programs

a. TYP Project Solicitation

NRPC has received requests for projects that would far exceed the available budget so it will be a very competitive process.

b. Other UPWP Updates

The Hudson town wide project and RSMS are continuing.

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4. Other Business

a. **New Contracts – The** Milford Community Engagement effort will provide feedback and assist in the start of their Master Plan, as well as the Hudson Master Plan. NRPC has been providing extra planning administrative support for Wilton, Milford and Lyndeborough as well as an audit of the Hollis Subdivision Regulations.

b. **Pending Grants**

Safe Streets and Roads for All grant was submitted collectively from the RPCs.

c. **Other**

Tenhave and Rao are still working on evaluating the Executive Director's Evaluation form and process. Battis inquired about the status of the 501c3. Kate will be playing a key role in this process, and we will setting up a meeting to move forward.

5. Adjourn

At 6:47 pm, Battis motioned to adjourn Queenan seconded.

The motion passed by roll-call vote 6-0-0:

Battis – Yes	Rao – Yes	
Correa – Yes	Tenhave – Yes	
Langdell – Abstain	Queenan – Yes	

The next Executive Committee meeting will be October 19, 2022

NRPC FY 2023 DASHBOARD

Aug-22	
TD Checking	
Beginning Balance	\$193,009.33
Deposits & Credits	
Payments	
Ending Balance	\$193,167.99
Bar Harbor Checking	
Beginning Balance	\$375,101.65
Deposits & Credits	
Payments	
Ending Balance	\$332,765.86
Wednesday, August 31, 2022	
Accounts Payable	\$89,379.55
Accounts Receivable	\$430,245.05
Oversight Activities	
Line of credit (\$75,000) activated?	No
BHB CDs	\$66,595.68
Audit Status	Underway

MEMORANDUM

TO: Executive Committee

FROM: Kristin Wardner, Administrative Assistant

SUBJECT: 2023 NRPC Annual Forum

DATE: October 13, 2022

To secure Labelle Winery for the 2023 NRPC Annual Forum, I am looking for input on the date selection. Please discuss and provide your first choice and a backup in case it is needed. The past forum was held on Wednesday, May 11th, which was chosen based on the minimal conflict with regional select board and planning board meetings.

Following are the date choices and known conflicts:

- Wednesday, May 3rd
 - Amherst Planning Board
 - Lyndeborough Board of Selectmen
 - Wilton Planning Board (work session)
- Thursday, May 4th
 - Nashua Planning Board
- Wednesday, May 10th
 - Hudson Planning Board
- Thursday, May 11th
 - Merrimack Town Council



Executive Director Performance Evaluation Process

Comments on the draft form:

The draft form shows a different approach than the current form. The approach includes four aspects:

- 1.) Cover the duties of the Director to the Commission and the Staff in 2 Goals. This is very important but want to keep it to two goals and not make that the sole focus for the Director.
- 2.) Then focus the Director to 1 and optionally up to 2 more Goals for the calendar year. This is where the Executive Committee can be a bit agile and adjust for the challenges of the upcoming year.
- 3.) This approach introduces others on the Staff to the evaluation process. It will provide the Executive Committee and Director some feedback we have not been getting with the old form and process. This feedback can help to further the Director's professional development and give the EC insight on successes or concerns we won't normally see.
- 4.) The last aspect is related to how the Commission can help the Director develop professionally. The new form introduces 1 or 2 development goals the EC can approve and encourage the Director to complete. Supporting the Director's development will provide our communities with an even more valuable Director who can then further support the overall goals of the Commission and MPO.

Summary of Process:

The Director's evaluation process is intended to include the Director (ED), Executive Committee (EC), and up to three members of the Commission's staff.



Executive Director Performance Evaluation Process

When including staff, it is encouraged to include the Assistant Director, Finance Director, and at least one other member of the staff. The intent for including staff member is to get an all-around view (360 degrees) of the Director's performance from the staff's perspective as they engage with the Director on a regular basis.

The process commences each calendar year in January and completes by September.

Throughout the year, the Executive Committee is encouraged to provide unsolicited feedback to the Director.

Timeline:

January:

(Early) The Chair of the EC will solicit feedback from the Director and Staff Members on the Director's performance using the approved evaluation form from May of the previous year. Feedback from the Director and Staff members to be returned to the Chair by the first week in February and then shared with the rest of the EC prior to the February EC meeting.

At the EC meeting in January, the EC will draft 1 to 3 specific goals for the Executive Director to achieve for that calendar year. Reaching a draft at this meeting will allow the EC to individually think over the goals for a month before approving and give the ED an indication of what the EC is thinking for that year. ED input on these goals is expected during this January discussion. That input should include draft Development goals for the ED and an understanding of any budgetary impacts to achieve those goals.

February:

At the EC meeting in February, the EC will complete discussion of the 1 to 3 specific goals for the ED and approve them. This provide the ED with the specific goals for that calendar year and can then be acting on them.



Executive Director Performance Evaluation Process

Also at that meeting, the Chair will ask the EC members to write up and provide their evaluation of the ED on the form from the previous year. Those inputs to be provided to the Chair by the March EC meeting. The EC can use the inputs from the ED and staff in their own evaluation.

March:

At the EC meeting in March, the Chair will confirm all comments have been received from the EC members.

The Chair will then pull the comments together, summarize the comments for the EC's overall evaluation, and provide both the summary and individual EC member comments to all members of the EC. This to be completed by the end of March.

The Chair will also schedule a non-public meeting in April to review all comments and hopefully conclude the ED's evaluation preparation. The meeting may coincide with the April EC meeting. Subsequent non-public meetings may be needed if no conclusion is reached at the first.

April:

The EC will hold its non-public meeting to complete preparation of the ED's evaluation and decide on any changes to the ED's compensation as appropriate. Follow-on non-public meetings may be scheduled if necessary with the goal to complete the activity in April.

May:

(Early) The Chair will discuss the ED's evaluation on the prior year's performance, goals for the current year, and compensation with the ED. Impacts to the budget by any changes to the ED's compensation and potentially from the ED's development goals (conference fees, college level courses, etc.) will be discussed so they can be rolled into next fiscal year budget proposal for the full Commission.



Executive Director Performance Evaluation Process

July:

Any compensation changes for the ED take effect for the first pay period of the new fiscal year.

September:

(Early) The Chair and ED discuss current calendar goals. Discussion to include progress, any suggested changes or updates, and review any questions that may arise. If changes are desired, the EC will review those at their September meeting and may adjust the goals for that calendar year at that time.



Executive Director Performance Evaluation

Evaluation Year: _____

Name of Reviewer: _____

Date of Review: _____

Ratings: Below is an explanation of the rating values to be used.

- **Exceptionally Satisfied = Outstanding** - Exemplary performance far exceeding expected performance. This rating is reserved for performance deserving special recognition. Comments are required for this rating.
- **Very Satisfied = Exceeds Expectations** - Performance generally exceeds the level normally expected. Performance is consistently above average and is never less than satisfactory.
- **Satisfied = Meets Expectations** - Generally performance is satisfactory in both quantity and quality of work. Performance may occasionally exceed or fail to meet expectations.
- **Unsatisfied = Below Expectations** - Unacceptable performance requiring immediate attention. Performance consistently fails to meet performance standards. Failure to make improvement may result in termination. Comments are required for this rating.
- **Cannot Assess = Not Applicable (NA)** – Do not have sufficient insight to provide a rating.

Note: Comments are requested or required for each Goal.



Executive Director Performance Evaluation

1. Organizational Responsibilities					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
How satisfied are you that the Executive Director has successfully fulfilled their duties to manage the operations of the Commission and MPO as outlined in Article IX of the Bylaws of the NRPC?					
Reviewer Comments:					



Executive Director Performance Evaluation

2. Personnel Responsibilities					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
How satisfied are you that the Executive Director has successfully managed the Commission and MPO staff including but not limited to hiring, morale, compensation, and professional development?					
Reviewer Comments:					



Executive Director Performance Evaluation

3. Specific Goal for this Year 1					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee with Director input will decide on and include a specific performance goal for this rating year.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

4. Specific Goal for this Year 2					
Optional Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee with Director input will decide on and include a specific performance goal for this rating year. This is optional and at the discretion of the Executive Committee.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

5. Specific Goal for this Year 3					
Optional Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee with Director input will decide on and include a specific performance goal for this rating year. This is optional and at the discretion of the Executive Committee.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

6. Development Goal for this Year 1					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee will review and approve a specific development goal for the Director. Director input strongly encouraged as this is intended to increase the skill level or gain new skills for the Director. Approval of this goal by the Executive Committee includes approval for any expenses that could be incurred.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

7. Development Goal for this Year 2					
Optional Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee will review and approve a second optional and specific development goal for the Director. Director input strongly encouraged as this is intended to increase the skill level or gain new skills for the Director. Approval of this goal by the Executive Committee includes approval for any expenses that could be incurred.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

Overall Assessment of the Executive Director					
	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	
<i>Executive Committee will provide an overall rating of the Director. All other reviewers may but are not required to provide an overall rating.</i>					
Overall Comments (required , Reviewers may include any detail as it relates to the Director's performance and/or development):					
Summary of Performance (optional):					
Affirmation of Strengths and Achievements (optional):					



Executive Director Performance Evaluation

Discussion of Gaps (optional):

Suggestions for Professional Development (optional):

Scoring Subcommittee - Initial Scores & Ranking						Scorers					
Muni.	Project Name	Project Type	Project Description	Cost (2022 Dollars)	1	2	3	4	Ave.	Rank	
Merrimack	Rehabilitation and safety improvements for the Bridge over Souhegan River bridge on DW Highway	Asset Management & Bike/Ped	US3/DW Highway over Souhegan River	\$2,200,000	4.17	8.20	6.05	7.13	6.39	1	
Merrimack	Naticook Road/Camp Sargent Road triangle intersection safety improvements	Highway Improvements	Naticook Road/Camp Sargent Road triangle intersection	\$401,000	2.51	4.97	5.25	5.13	4.46	2	
Amherst	NH122 & Merrimack Rd Roundabout and sidepath	Highway Improvemets	Roundabout at theintersectionof NH122 & Merrimack Rd	\$854,000	3.65	4.24	4.17	5.57	4.41	3	
Nashua	West Hollis Street Corridor Improvements	Highway Improvements & Bike/Ped	West Hollis Street in Nashua between Riverside Drive and the Hollis Town Line	\$11,620,000	3.27	4.49	5.04	4.82	4.41	4	
Hudson	Bridge/sidewalks to Benson Park (This is Hudson's #3 priority)	Bike/Ped	Route 111, Ferry Street/Burnham Road and Central Street. Taylor Falls/Veteran Memorial Bridge to Benson Park.	\$2,850,000	3.68	4.48	4.15	5.02	4.33	5	
Hudson	Derry Road Sidewalk Completion (This is Hudson's #1 priority)	Bike/Ped	Route 102 (aka Derry Road) sidewalks from residential neighborhoods to Hills Garrison Elementary School, Rogers Memorial Library and Alvirne High School.	\$2,565,000	4.40	3.17	4.94	4.68	4.30	6	
Pelham	Old Bridge Street Sidewalk Expansion & Pedestrian Bridge over Beaver Brook	Bike/Ped	Old Bridge Street from Marsh Road to NH Route 38, with crossing of Beaver Brook	\$1,966,000	4.38	3.97	3.54	5.03	4.23	7	
Litchfield	NH 3A/Corning Road Intersection	Highway Improvements	Intersection of NH 3A and Corning Road	\$1,001,000	3.79	4.80	3.98	4.28	4.21	8	
Amherst	Baboosic Greenway Segment - Amherst South 04	Bike Ped	Along the eastern side of Boston Post Rd between River Rd & Homestead Rd, with two spurs that provide direct access to Souhegan High School and Amherst Middle School.	\$3,753,000	4.91	3.63	4.58	3.58	4.18	9	
Amherst	Baboosic Greenway Segment - Amherst North 03	Bike Ped	Sidepath along the north of Amherst St (NH 122) from NH101 intercnage to Courthouse Road	\$1,237,000	5.02	3.70	3.23	3.58	3.88	10	

Amherst	Baboosic Greenway Segment - Amherst North 01	Bike Ped	Shared use path along the abandoned Manchester & Milford Branch rail bed from the Bedford/Amherst T/L to Walnut Hill Rd in Amherst	\$1,869,000	4.91	3.75	2.75	3.98	3.85	11
Litchfield	Pinecrest Sidewalk Extension	Bike/Ped	On Pinecrest Road (between Hildreth Drive and Albuquerque Avenue	\$1,118,000	3.77	3.67	3.22	4.20	3.71	12
Amherst	Baboosic Greenway Segment - Amherst South 02	Bike Ped	Shared-use path along the Milford and Manchester Branch rail bed, generally alongside Beaver Brook, between Boston Post Rd and Merrimack Rd.	\$4,108,000	4.58	3.83	2.75	3.58	3.69	13
Amherst	Baboosic Greenway Segment - Amherst South 01	Bike Ped	Shared use path along the Milford and Manchester Branch rail bed from a midblock crossing at Amherst St (NH 122) south to Boston Post Rd, with a short sidepath along Boston Post Road to connect NH 122.	\$1,007,000	4.58	3.17	2.75	3.98	3.62	14
Amherst	Baboosic Greenway Segment - Amherst South 03	Bike Ped	Shared use path between Merrimack Rd and Boston Post Rd (along Beaver Brook, the Souhegan River, Fairway Dr, and River Rd.)	\$961,000	4.68	2.86	3.33	3.58	3.61	15
Amherst	Baboosic Greenway Segment - Amherst South 05	Bike Ped	Between Boston Post Rd at Davis Witty Rd and the Buck Meadow conservation & recreation land.	\$2,755,000	3.55	3.85	2.85	3.58	3.46	16
Hudson	Lowell Road Safe Crossings (This is Hudson's #2 priority)	Bike/Ped	Route 3A (Lowell Road). Improved crosswalk equipment at intersection of Lowell Road and Central Street. Crosswalk beacons and curb bump-outs on Lowell Road at Winn Avenue and Roosevelt Avenue.	\$322,000	2.82	3.27	3.50	4.20	3.45	17

Total: \$40,587,000

Regional Allocation: \$7,393,412

\$33,193,588

Scoring Subcommittee - Proposed Project Ranking				Estimated cost						
Muni.	Project Name	Project Type	Scope	Federal (2034)	Local (2034)	Total (2034 Dollars)	Total (2022 Dollars)	Initial Rank	Town Priority	Proposed * Rank
Merrimack	US3/DW Highway over Souhegan River (Chamberlain Br)	Asset Management & Bike/Ped	Rehabilitation and safety improvements for the Bridge over Souhegan River bridge on DW Highway	\$2,319,764	\$579,941	\$2,899,705	\$2,200,000	1	n/a	1
Amherst	NH122 & Merrimack Rd Roundabout and sidepath	Highway bike -ped	Roundabout at the intersection of NH122 & Merrimack Rd	\$900,490	\$225,123	\$1,125,613	\$854,000	3	5 or 6	2
Hudson	NH/102 Derry Rd sidewalks	Bike-ped	Route 102 (aka Derry Road) sidewalks from residential neighborhoods to Hills Garrison Elementary School, Rogers Memorial Library and Alvirne High School.	\$2,704,634	\$676,159	\$3,380,793	\$2,565,000	6	1	3
Litchfield	NH3A/Corning Rd Intersection improvements	Highway Improvements	Intersection of NH 3A and Corning Road	\$1,055,493	\$263,873	\$1,319,366	\$1,001,000	8	n/a	4
Merrimack	Naticook/Camp Sargent	Highway Improvements	Naticook Road/Camp Sargent Road triangle intersection safety improvements	\$422,830	\$105,707	\$528,537	\$401,000	2	n/a	5
Total:				\$7,403,211	\$1,850,803	\$9,254,014				
Biennial Allocation:				\$7,393,412						
Available Balance:				-\$9,799						
Next Two Priorities										
Pelham	Old Bridge Street Sidewalk Expansion & Pedestrian Bridge over Beaver Brook	Bike-ped	Old Bridge Street from Marsh Road to NH Route 38, with crossing of Beaver Brook	\$2,073,026	\$518,256	\$2,591,282	\$1,966,000	7	1	6
Amherst	Baboosic Greenway Segment - Amherst North 03	Bike-ped	Sidepath along the north of Amherst St (NH 122) from NH101 interchange to Courthouse Road	\$1,304,340	\$326,085	\$1,630,425	\$1,237,000	10	1	7

\$10,780,576

* Pending TTAC Discussion