



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, April 19, 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. FY22 Audit: ***(Action Required)***
3. Business:
 - a. Minutes: March 15, 2023 ***(Action Required)***
 - b. March-April Dashboard ***(Action Required)***
 - c. Social Media/Website Statistics
 - d. NRPC Statement of Strategy Update
 - e. TIP Amendment Special Meeting
 - f. Executive Director Evaluation
4. Nonpublic Session per NH RSA 91-A:3 II (a)
5. Other Business
6. Adjourn

Next Meeting: May 17, 2023



**DRAFT MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 15, 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 Jim Battis, Treasurer Karin Elmer Camille Correa Dave Hennessey Janet Langdell Venu Rao - arrived 6:06	Tamara Sorell		Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:00 pm.

2. Business

a. Minutes: February 15, 2023 (Action Required)

Page 3 C. 2 add 'Queenan suggested' at the beginning of #2 and 'Tenhave noted that' prior to Langdell. Seeing no further discussion, Hennessey accepted a motion from Hennessey to accept the minutes of February 15th, 2023, as amended. Elmer seconded. The motion passed 5-0-2 by roll call vote:

Tenhave – Yes	Queenan - Yes	Battis – Abstain
Elmer - Yes	Langdell - Abstain	Correa - Yes
Hennessey - Yes	Sorell - Yes	Rao - Absent

b. February/March Dashboard (Action Required)

Minkarah reviewed the Dashboard – No change to TD Checking and Bar Harbor. The balance is reduced as receivables are down considerably. Accounts payable and receivable are pretty stable.

Staff Activities – Minkarah presented at a freight planning webinar. The RPC Directors met with the CDFA Directors about potential grant opportunities. This was an opportunity to share input on future funding opportunities. Next year they would like the RPCs to work with communities to develop future projects which benefit low-income communities.

There have been 2 input sessions on 101.

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Pending Grants - FTA 5305 – NRPC received the intent to award to update the NTS Long Range Plan and the Locally Coordinated Plan with the RCC. Funding will be integrated into the UPWP.

Working Budget – No significant changes. A small increase on the revenue side.

Profit and Loss – Almost 67% of the way through the fiscal year. The Regional Plan update has not made significant progress yet. Some work has started on the Brownfields grant. The Regional Housing Needs budget has been drawn down. Local planning grants are at various stages of completion. Elmer asked what the Wilton Code Enforcement line item was. Minkarah noted that Wilton lost their staff person so NRPC took on this role. The UPWP has been drawn down to a rate of 70%. Resources are at 58.5%. Overall, the financials are in good shape.

At the request of Tenhave, Battis moved to accept and file the February/March dashboard and budget, with a second by Queenan. The motion passed by roll-call vote 9-0-0:

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

c. Executive Director Evaluation

Tenhave is still waiting for input from some Executive Committee members. Comments need to be submitted to Tenhave by Friday 3/17/23. Tenhave asked for input on this year's goals. Queenan suggested we add municipal staff on the distribution list to Goal #4. The grant list will primarily focus on current grants. Could also include links to future grants that are forthcoming. Tenhave asked Minkarah about professional development. Minkarah would like to expand his knowledge of renewable energy, community power, EV charging, and fleet conversions. NRPC has a lack of capacity in this area. Hennessey asked what industry groups are related to alternative energy. Standard Power is a firm NRPC works with on the aggregation side as well as Clean Energy NH. Hennessey asked to have a speaker at a future Commission meeting regarding clean energy.

d. NRPC Statement of Strategy

Minkarah stated that all of the input from the Executive Committee as well as from staff was used to finalize the contract. The next step is development of a draft survey for a broad range of stakeholders. The Executive Committee will have an opportunity to provide input on the draft survey. Langdell suggested marketing this effort prior to distribution.

e. NRPC Personnel Policy Amendments

Kate has incorporated changes from the January meeting. Check the date on Appendix A for accuracy. Section 5.0 is separate from Appendix A. Effective date of March 16, 2023. At the request of Tenhave, Battis moved to adopt the revised Personnel Policies with a second by Hennessey. The motion passed by roll-call vote 9-0-0:

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

3. Transportation Updates

- a. UPWP will be finalized in May.

4. Other Business

- a. In June we need to identify roles on the Executive Committee. Tenhave asked if we want to create a more formal nominating committee.

5. Adjourn

At 6:50 pm, Elmer motioned to adjourn, seconded by Hennessey.

The next Executive Committee meeting will be April 19, 2023 at 6:00 pm.

NRPC FY 2023 DASHBOARD

Feb-23		Key Statistics	
TD Checking		Staff Activities March-April	
Beginning Balance	\$194,267.55	Nashua Rail Transit Committee - Jay Leadership Academy for Public Health Meeting - Donna Gate City Coop Meeting - Donna United Way Community Connections Meeting - Donna SCC Sustainability Meeting - Donna 2023 State of the City Luncheon - Jay NRPC Office-Wide Clean-Up Day NHARPC Meeting - Jay UWGN Governance Board - Jay CSNH Coordination Meeting - Jay Nashua Cultural Connections Committee - Donna Nashua RCC - Donna, Matt, Kristin Transportation Planners Collaborative - Matt RPC Dir & CDFA/Transformative Grant Program meet - Jay NTS Staff meetings - Ryan, Matt NRSWMD March Quarterly Meeting - Emma, Jay, Kate Nashua Local Emergency Planning Comm. - Sara, Donna Baboosic Greenway Committee Qtrly Meet - Matt, Vince Regional Leadership & Coordination Workgroup Meet - Jay Bi-weekly Community and Econ Dev Call - Jay Nashua Public Health Annual Meeting - Donna Chamber Legislative Crossover - Jay Endowment for Health Annual Meeting - Donna Partnering for Performance NH - Matt, Vince Friends of the Souhegan Valley Rail Trail - Matt RPC Directors meeting - Jay Interagency meeting - Matt MW - Zoning Atlas Pre-Briefing - Ryan, Sara BEA Invest NH Grant Program Luncheon at NRPC NHLMV Stormwater Coalition - Sara, Emma Professional Development - March-April LAPH retreat (3/14-16) Donna Micromobility Transit Webinar (3/22) Donna NHDOT Traffic Counting Workshop (3/27) Tyrel, Vince FHWA/FTA Webinar for the Updated Guidebook on Model Long-Range Transportation Plans (3/29) Jay HHW Coordinator Certificate Training (3/29 - 3/30) Vince APA National Planning Conference (4/1 - 4/4) Jay , Emma Road Maintenance 101- Pavement Management for Administrators & Elected Officials (4/12) Tyrel, Vince Water Infrastructure Funding workshop (4/14) Emma Pending Grant Applications FTA Section 5305e - \$67,920 NHDES 604 (b) grant - \$14,635 Regional Plan Grant - \$100,000 CMAQ - \$960,000	
Deposits & Credits			
Payments			
Ending Balance	\$203,834.21		
Bar Harbor Checking			
Beginning Balance	\$110,680.96		
Deposits & Credits			
Payments			
Ending Balance	\$257,544.78		
Tuesday, February 28, 2023			
Accounts Payable	\$15,003.61		
Accounts Receivable	\$163,223.81		
Oversight Activities			
Line of credit (\$75,000) activated?	No		
BHB CDs	\$66,651.53		
NH PDIP	\$202,796.79		
Petty Cash	\$200.00		
Audit Status	Complete		
Budget Narrative			
Bank Balances/Cash on hand:	\$574,596.83		
Payables and Receivables:			
FY22 Working Budget			
Funding Sources	Expenses		
Local Dues	\$163,000		
Federal Contracts	\$128,456		
Grants	\$378,482		
Local Planning Contracts	\$226,258		
Other Income	\$9,030		
State Contracts	\$1,140,120		

WEBSITES

nashuarpc.org

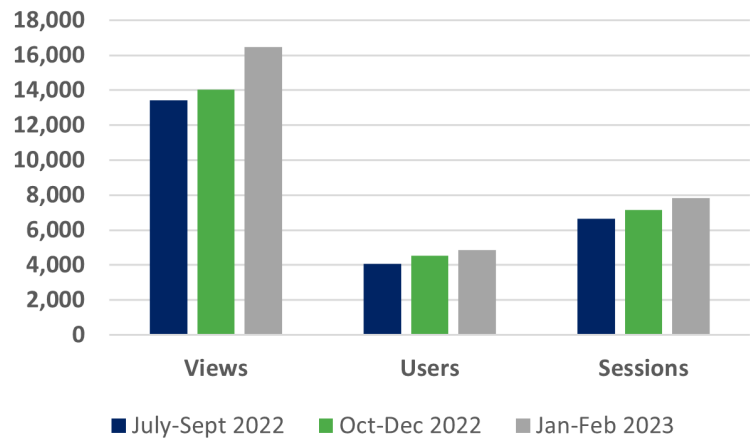
Top Pages Last Quarter

NRPC Home Page

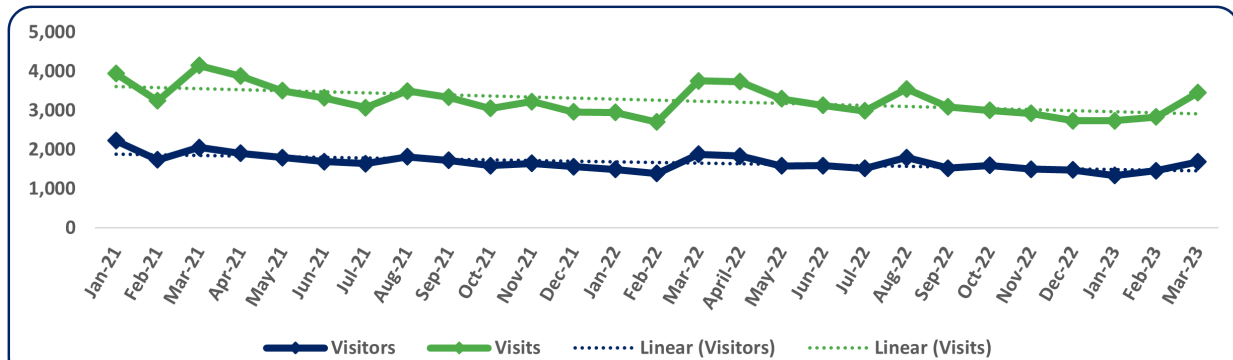
Envision Milford's Future

NH RSA 674:75 Advance Pipeline Notification

Website Stats



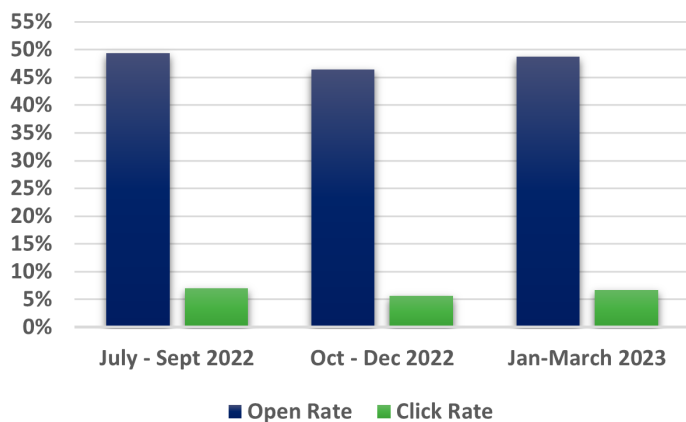
MapGeo Parcel Viewer (nrpcnh.mapgeo.io)



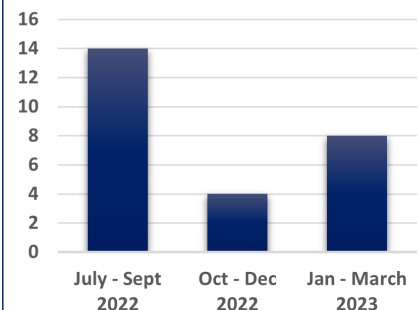
NEWSLETTER

Total Subscribers: 401

Newsletter Average Open Rate & Click Rate



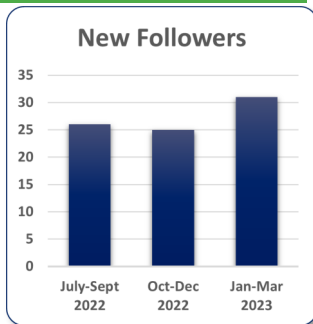
New Subscribers



Month	Top Newsletter Content Last Quarter
Jan.	Census Releases 2020 Qualifying Urban Area Geography
Feb.	2022 Traffic Counting Program Summary
March	Grants and Funding Opportunities

FACEBOOK

Total Followers (as of 3/31/23): 804

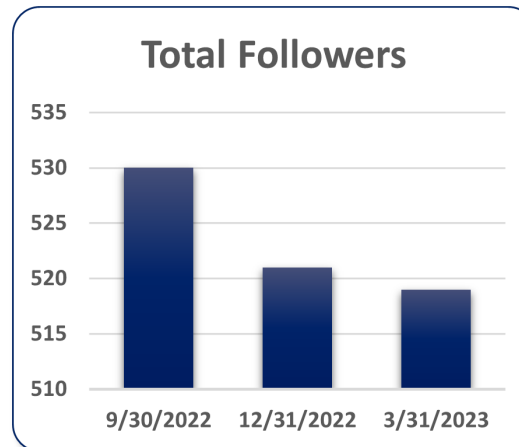


Note: Oct-Dec 2022 numbers are inflated due to Milford Community Engagement Effort

Month	Top Posts Last Quarter
January	UPCOMING WEBINAR! Join us on Tuesday, January 24th from 6:30-8:00pm... (Amherst Heritage Comm)
February	NH RSA 674:75 Advance Pipeline Notification introduces additional criteria...
March	Reminder for Milford residents, property owners, and business owners!...

TWITTER

Total Followers (as of 3/31/23): 521



LINKEDIN

Total Followers (as of 3/31/23): 284

Month	Top Posts Last Quarter
Jan.	NRPC has completed another traffic counting season!...
Feb.	FHWA announced two new efforts that will help state and local government agencies improve road safety
March	Planning & Zoning Friends, Registration is open for the NH OPD Spring 2023 Planning & Zoning Conference on April 29, 2023!

