



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	
TD Checking	
Beginning Balance	\$194,267.55
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

Key Statistics
Staff Activities March-April
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 & CDFR/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

Budget Narrative	
Bank Balances/Cash on hand:	\$574,596.83
Payables and Receivables:	
FY22 Working Budget	
Funding Sources	Expenses
Local Dues	Audit
Federal Contracts	Dues & Subscriptions
Grants	Employee Benefits
Local Planning Contracts	GIS
Other Income	Insurance
State Contracts	IT
	Legal
	Marketing, Outreach, Annual Forum
	Office Expenditures
	Other Expenditures
	Professional Services
	Rent & CAM
	Salaries
	Staff Development
	Travel & Meeting Exp
	Utilities
Total revenues:	Total Expenses:
Pending Grant Application Totals	Delta