



NOTICE OF MEETING

WHO: Nashua Regional Planning Commission

WHEN: Wednesday – June 21, 2023 @ 7:00 P.M.

WHERE: NRPC Conference Room, 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/85101026233>

AGENDA

7:00 pm - Call to Order

1. Welcome and Introductions (7:00)
2. Privilege of the Floor (7:05)
3. Approval of Minutes – March 15 & May 17, 2023 (**action required**) (7:10)
4. Statement of Strategy Update: Discussion with Robin Leblanc (7:15)
5. Regular Business: (7:45)
 - a. Proposed Bylaws amendments
6. Annual Business Meeting: (7:55)
 - a. FY 2024 Budget and Work Program (**action required**)
 - b. Annual Grant and Contract Authorization (**action required**)
 - c. Setting of FY 2025 Dues (**action required**)
 - d. Election of FY 2024 Executive Committee Officers (**action required**)
 - e. Slate of Directors for the NRPC Foundation (**action Required**)
7. MPO Policy Committee (8:30)
 - a. Long Range Transportation Plan (MTP) update
 - b. CMAQ Projects update
 - c. Other transportation updates
8. Other Business
9. Commissioners Roundtable (8:40)
10. Adjourn (9:00)

Next NRPC Commission Meeting: Wednesday, September 20, 2023



**DRAFT – MINUTES
NASHUA REGIONAL PLANNING COMMISSION
March 15, 2023**

Held in-person and via Zoom, an in-person quorum was present

Members Present:

Jason Hennessey, Amherst	Karin Elmer, Merrimack
Will Ludt, Amherst	Tim Tenhave, Merrimack (Chair)
Danielle Pray, Amherst (via Zoom)	Janet Langdell, Milford
Tamara Sorell, Brookline (via Zoom)	Bob Bollinger, Nashua
James Battis, Hudson (Treasurer)	Camille Correa, Nashua
Kara Roy, Hudson	Jaie Bergeron, Pelham
Ralph Boehm, Litchfield	Jeff Gowan, Pelham
Michael Croteau, Litchfield	Dave Hennessey, Pelham
Kim Queenan, Litchfield (Vice Chair)	Kermit Williams, Wilton
Charlie Post, Lyndeborough	

Staff Present:

Jay Minkarah, Executive Director	Matt Waitkins, MPO Coordinator
Vince Noga, Transportation/Planning Analyst	Kristin Wardner, Administrative Assistant
Camille Pattison, Assistant Director	

1. Welcome and Introductions

Tim Tenhave opened the meeting at 7:01p.m. with introductions.

2. Privilege of the Floor

No members of the public were present to speak.

3. Approval of Minutes – February 15, 2023

There were no changes to the February 15, 2023 minutes.

James Battis motioned, with a second from Karin Elmer,

THAT the minutes of February 15, 2023, be approved as presented and placed on file. A roll call vote was conducted. Janet Langdell, Jaie Bergeron, Bob Bollinger, and James Battis abstained.

The motion **carried**.

Charlie Post arrived at 7:07pm.

4. MPO Policy Committee

a. Review and approval of NH DOT FY25-34 NH Ten Year Plan Projects for the NRPC Region

Matt Waitkins briefly reviewed the Ten Year Plan (TYP) project solicitation process and the timeline and stated TTAC voted on 3/8 to recommend adoption of the project list. He reviewed the initial list of prioritized projects with cost estimates and DOT comments. He noted that the first Merrimack project (Chamberlain Bridge rehab) has been removed from the list because it is now eligible for state bridge aid funding. The priority #7 project in Amherst was not reviewed by NH DOT because NRPC was over the regional allocation. With those 2 projects removed, there was over \$200,000 remaining. TTAC discussed and agreed to adding the Preliminary Engineering only for the next Merrimack project (Naticook/Camp Sargent Rd improvements) which would require using money from the next TYP allocation. In response to Battis, Waitkins stated that money left unused gets reallocated elsewhere with no negative impact on future allocations.

Michael Croteau and Jason Hennessey arrived at 7:28pm.

The next steps following adoption of the final project list were reviewed: March 31 – deadline for submitting list to NHDOT; September – December – GACIT hearings; and January – June 2024 – NH legislature consideration and approval; Governor signs into law. Jay Minkarah explained that changes to scope and funding can be made at the GACIT hearings and by the Governor. Janet Langdell stressed the importance of advocacy.

The presentation may be viewed here:

https://cms5.revize.com/revize/nrpc/Agendas%20and%20minutes/TYP_Update_MAR2023_MPO.pdf

Karin Elmer motioned, with a second from Kara Roy,

THAT the Nashua Regional Planning Commission and Metropolitan Planning Organization adopt the Final Prioritized List of Nashua MPO FY2025-2034 Ten Year Projects as presented.

The motion **carried**.

- b. Review and approval of the FY25-28 Congestion Mitigation & Air Quality (CMAQ) Program project list for the NRPC Region

Minkarah introduced the next agenda item and went on to explain that NRPC will be required to update its Metropolitan Transportation Plan (MTP) by the end of the calendar year. There will be more on that coming but it will involve developing projects for that long range plan. He stressed it is important to develop, cost and scope projects because there are many funding opportunities available.

Waitkins explained the Congestion Mitigation & Air Quality (CMAQ) Program is a federally funded reimbursement program that provides funds for projects that reduce traffic congestion and improve air quality. Eligible projects and programs include those which would result in emissions reductions and air quality benefit. Waitkins then reviewed the CMAQ program timeline and explained that NHDOT decided to set aside all of the EV infrastructure projects and only consider the traditional CMAQ projects. Because of that, the evaluation committee was not required to meet and score the projects and DOT could accommodate all the remaining projects, if they meet air quality standards. The current round of funding has \$30 million total funds available statewide and there were 6 funding proposals in the Nashua region totaling approximately \$7.3 million.

Vince Noga reviewed the air quality analysis that was completed for each of the remaining 4 projects:

- Amherst: Baboosic Greenway Expansion
- Nashua: Traffic Coordination Upgrades and Optimization
- NRPC: NTS Service Expansion (Nashua to Milford)
- Wilton: Pedestrian Bridge Connecting Riverside Way to Howard Street

He explained the process for completing the analysis using the FHWA CMAQ Emissions Calculator and the inputs that were used for the calculations. The result gives a number for Total Energy Consumption which needs to have a net positive result to qualify for CMAQ funding. All 4 of the projects met the criteria.

Regarding the Nashua project, Bob Bollinger stated that there are almost never any physical improvements associated, rather it involves making the existing electronics perform at their optimal level. He said that he imagines that prioritization will be given to the main line with as much distribution as possible to satisfy the side streets.

Regarding the NTS Expansion project, Minkarah stated that he believes it is 1 of only 2 transit projects in this round of funding and that it is industry driven to get Nashua residents out to Milford. Will Ludt asked if the route is an extension of the current Amherst Walmart route. Camille Correa explained it is not an extension – the current Route 2A does go to the Amherst Walmart, however this would start earlier than that route from Nashua and continue to Milford and then do a roundabout with stops through town and back through Amherst and Nashua. It is geared towards shift workers. Waitkins stated that the route that goes to Amherst began as a pilot study funded through CMAQ.

In response to Jason Hennessey, Minkarah stated the calculations do not look at the impact of construction on air quality. Kermit Williams said the analysis does not take into consideration the congestion – he explained that area in downtown Wilton is the most congested area in town. He would expect there to be an even larger air quality benefit than the calculator shows.

The presentation may be viewed here:

https://cms5.revize.com/revize/nrpc/Agendas%20and%20minutes/Commissioners_CMAQ_AQA_03-15-23.pdf

Jim Battis motioned, with a second by Jason Hennessey,

THAT the Nashua Regional Planning Commission MPO Policy Committee adopt the FY2025 – 2034 Congestion Mitigation & Air Quality (CMAQ) Project List as presented.

The motion **carried.**

c. NH Capital Corridor Update

Minkarah provided an update on the Capital Corridor project. It is an extension of commuter rail from Lowell to Manchester with proposed stops in South Nashua, Crown Street in Nashua, Bedford, downtown Manchester and a layover facility in Manchester with 16 round trips a day. In 2014, a feasibility study was released, and this was the preferred alternative. He explained that 3 years ago through the TYP process, there was money allocated for the project development phase. That phase is

required before one can apply for federal funds. DOT entered into a 2 year contract with AECOM in January 2022 which was to include a financial plan, taking the engineering to 30%, environmental assessment work, negotiating with MBTA, and developing an application should the state decide to move forward to apply for federal funds. NHDOT applied for an extension of that contract and was declined by the Governor and Executive Council, stalling the project at the end of January 2023. Some key components have yet to be completed and there are many unknowns at this point. There was discussion about the significant drop in commuter rail ridership since Covid.

d. Other transportation Updates

None

6. General Updates

a. Regional Housing Needs Assessment

Minkarah explained that NRPC is in the process of updating the Regional Housing Needs Assessment, which they are mandated to update every 5 years. The goal is to get the draft done by end of month for adoption by the Commission in June.

b. NRPC Statement of Strategy

Minkarah briefly reviewed the Statement of Strategy and stated it was last updated in 2016. A consulting firm has been brought in - Robin LeBlanc from RHL Strategies - to facilitate the process. The goal is to provide updates at the June meeting. The next key step is a survey of all NRPC stakeholders, hopefully in the next few weeks. Tenhave stated it is about meeting the needs of the region, beyond RSA requirements.

c. NRPC Annual Forum

Minkarah stated the Annual Forum is May 11 at LaBelle Winery. The theme is the State of the Economy Post Covid. The speakers will be NH Department of Business and Economic Affairs Commissioner Taylor Caswell, Wendy Hunt, President and CEO of the Greater Nashua Chamber of Commerce, and Mike Vlacich, Regional Administrator of SBA New England Regional Office.

7. Commissioners Roundtable

Amherst – Danielle Pray said Amherst postponed their election due to weather. They have several protest petitions for zoning warrant articles. J. Hennessey gave praise to the bike/ped committee in town.

Brookline – Tamara Sorell said Brookline also postponed their election. There is ongoing construction on a pedestrian sidewalk/crossing on Mason Road to access the Lake Potanipo area.

Milford – Langdell stated Milford postponed their election. She explained that NH Transit Association (NHTA) and the State Coordinating Council for Community Transportation (SCC) are seeking to get funding from the state for operating costs for community transportation. 2 years ago the state added \$200k for the first time to the state budget. NH contributes the lowest per capita in New England.

Pelham – Jaie Bergeron stated that Pelham did hold their election. A significant warrant article passed that gives tax exemptions to new and existing businesses in their business district. He is working on a sidewalk project to connect the senior center to a walk-in clinic and senior housing.

Litchfield – Michael Croteau said Litchfield did hold their election. Queenan was elected to BOS. The Planning Board has been busy. They are currently working on their Master Plan update. Queenan said the town saved \$81,000 with the NRPC energy aggregation.

Nashua – Bob Bollinger introduced himself as a new commissioner. He is the Nashua Planning Board representative. At their last meeting there was a proposal for possible redevelopment of Mohawk tannery site.

Lyndeborough – Charlie Post stated their election was postponed due to the snow. They will have 8 warrant articles on their ballot.

Merrimack – Tenhave stated the town’s deliberative session is today. He said that in June is the annual meeting of the full Commission in which elections are held for chair, vice-chair and treasurer, as well as adding members to the Executive Committee (there will be at least one opening). Anyone expressing an interest in a larger role can reach out to him.

Wilton – Williams explained that Wilton has many dams in town (the town itself owns 4) and the majority have problems. He believes NRPC should be involved in assisting communities with dam mitigation.

Hudson – Kara Roy said Hudson did postpone their election also. The town’s Master Plan update process is ongoing.

Pelham – Dave Hennessey said Pelham is finishing up their Master Plan update. He is predicting an influx of new housing construction and properties for sale in April which should stabilize or drive prices down.

8. Adjourn

Motion to adjourn was made by Jim Battis, with a second from J. Hennessey, all in favor. The meeting ended at 8:58 p.m.

The next Commission meeting will be held on Wednesday, June 14, 2023, at 7:00 p.m.

Respectfully submitted,
Kristin Wardner, Administrative Assistant



**DRAFT – MINUTES
NASHUA REGIONAL PLANNING COMMISSION
May 17, 2023**

Held in-person and via Zoom, an in-person quorum was present

Members Present:

Jason Hennessey, Amherst	John Yule, Milford
Will Ludt, Amherst	Tim Berry, Mont Vernon
Danielle Pray, Amherst	Bob Bollinger, Nashua
Joe Garruba, Hollis	Camille Correa, Nashua/NTS
Venu Rao, Hollis	Jeff Gowan, Pelham
James Battis, Hudson (Treasurer)	Dave Hennessey, Pelham
Karin Elmer, Merrimack	Peter Howd, Wilton
Tim Tenhave, Merrimack (Chair)	William Rose, NH DOT (remote)
Janet Langdell, Milford	

Staff Present:

Jay Minkarah, Executive Director
Camille Pattison, Assistant Director
Matt Waitkins, MPO Coordinator

1. Welcome and Introductions

Tim Tenhave opened the meeting with introductions.

2. MPO Policy Committee

FY2023-2026 NRPC Transportation Improvement Program (TIP) Amendment 1: NRPC staff will provide a summary of proposed TIP Amendment 1 to the adopted FY2023-2026 NRPC TIP

Matt Waitkins explained that the Nashua Regional Planning Commission (NRPC), as the designated Metropolitan Planning Organization (MPO) for the Nashua Region, held a public comment period from May 5 - 16, 2023, on proposed Amendment#1 to the adopted Nashua Metropolitan Area FY 2023-2026 Transportation Improvement Program (TIP). The NRPC is amending the TIP to account for changes to projects within the Nashua region and to maintain consistency with the Statewide TIP (STIP). This process is being conducted in accordance with the Nashua MPO Public Involvement Procedures, and Federal and State Regulations. The NRPC is also amending the 2019-2045 Metropolitan Transportation Plan (MTP) project list and fiscal constraint analysis to maintain consistency with the amended TIP project list.

Tenhave opened the public hearing at 7:07PM.

Waitkins then explained the thresholds that triggered this TIP amendment were adding or removing a project or phase of a project, and a significant change (>25%) in the total cost of a project within STIP years. He explained the 3 [primary transportation planning documents](#) that NRPC maintains and Jay Minkarah expanded on it explaining that you cannot spend federal transportation dollars unless it is in the STIP (State Transportation Improvement Program) and the TIP.

He then reviewed the proposed project amendments starting with regional projects, followed by statewide projects:

- Merrimack (10136D): NH Route 101A; Safety improvements at NH 101A / Cont. Blvd & at Craftsman Lane / Boston Post Rd.
 - An amendment is required because of a significant increase (>25%) in the cost of the project within the 2023 2026 TIP years. The cost increase = \$1,817,828 which represents an increase of 38%.
 - Reason for cost increase: \$900k increase in non-participating funds due to the utility relocation costs being performed by the department's contractor; and \$825k due to inflation.

Waitkins reviewed the public comment received relative to returning to the 3-lane section by PC Connection and discussion ensued. William Rose explained that NH DOT is scheduled to advertise for bids in July and the property owner is not willing to allow impacts to their property at this time. He said at this point the department's perspective is to do the other safety improvements and address this issue separately rather than delay the entire project.

- Nashua-Hudson (42596): Bridge Rehabilitation of 2 bridges owned by both Nashua & Hudson. BR #110/068 & 109/068
 - An amendment is required because this project is being added to the TIP.
 - Hudson and Nashua were able to advance the project design and therefore be prepared to begin construction in FY2023.
- Pelham (41751A): NH128 & NH111A Intersection Improvements (roundabout) at Mammoth (NH 128) and Marsh Rd (NH111A)
 - This project is being added to the TIP through the public comment period by NRPC.
 - Project # 41751 was split into two projects (41751 & 41751A) during the February Minor Revision to the (previous) FY2021-2024 TIP. This resulted in the following two projects:
 - Project # 41751; NH128 & Sherburne Rd. - Intersection improvements @ NH128/Sherburne Rd.
 - Project # 41751A; NH128 & NH111A (Marsh Rd) - Intersection Improvements (roundabout) at Mammoth (NH 128) and Marsh Rd (NH111A).
 - NHDOT then rolled both projects into the FY2023-2026 S/TIP. Project #41751A is not included in the FY2023-2026 NRPC TIP project list at this time and as a result needs to be added during this amendment process.
- Statewide (44196): Development of a Resilience Improvement Plan.
 - An amendment is required because this project is being added to the TIP. This is a new funding program in the BIL/IIJA federal surface transportation legislation called *Promoting Resilient Operations for Transformative, Efficient, and Cost Saving Transportation (PROTECT)*.

Minkarah explained that these types of plans are normally required for grants of federal transportation dollars, like the Safe Routes for All grant. Rose clarified that this is a new funding source and unlike all other federal funds the State isn't required to do this plan, however the federal government has stated that if the plans are completed, the DOT can access PROTECT dollars at a reduced match (as low as 5%).

Jeff Gowan asked for clarification on the timing of the two Pelham projects. Waitkins stated that both projects are scheduled for construction in 2025. Rose explained the projects were split because of the level of development of design for the first intersection is further along than the second component and DOT saw an opportunity to move the first intersection out to bid for construction sooner. It was done to get the work started sooner based on how complete the design is.

Rose stated that he will have Jennifer Reczek, Project Manager, forward Waitkins her presentation on Project 10136D to forward to the Commission.

Waitkins reviewed the Public Comments received and the responses.

Jason Hennessey asked where the funds will come from for the cost increase to Project 10136D. Waitkins stated that \$900k is coming from the utility company and Rose stated the remainder is coming from State turnpike toll credits.

Peter Howd asked about the Statewide project and if it is being added to the TIP because it was added to the STIP. Minkarah stated yes.

While reviewing the proposed motion, there was discussion about whether to add language about the importance of revisiting adding back the 3-lane section by PC Connection to Project 10136D.

Tenhave closed the public hearing at 7:48PM.

Jim Battis motioned, with a second from Jeff Gowan,

THAT the TIP Amendment #1 to the adopted Nashua Metropolitan Area FY2023-2026 Transportation Improvement Program (TIP) be approved and to amend the FY2019-2045 Metropolitan Transportation Plan (MTP) project list and fiscal constraint analysis to maintain consistency with the amended project list.

The motion **carried**.

3. Adjourn

Tenhave discussed that the NRPC Statement of Strategy Survey is still open and encouraged all to take part and to share it with their communities.

Tenhave reminded all that the meeting next month is the annual meeting where the Commission will vote on the budget and elect officers. Anyone interested in becoming an officer should contact him.

Motion to adjourn was made by Karin Elmer, with a second from Jim Battis, all in favor. The meeting ended at 7:54 p.m.

The next Commission meeting will be held on Wednesday, June 14, 2023, at 7:00 p.m.

Respectfully submitted,
Kristin Wardner, Administrative Assistant



NASHUA REGIONAL PLANNING COMMISSION

BYLAWS

Amended and Approved June 17, 2020 **21, 2023**

ARTICLE I. NAME

The name of this public agency shall be the Nashua Regional Planning Commission, hereinafter referred to as the Commission.

ARTICLE II. PURPOSE

The Commission shall have the purposes, rights, powers, and duties as are conferred or imposed upon it by the regional planning provisions of Revised Statutes Annotated (36:45-53) and any amendments thereto; and as set forth in Section 9 of the Federal-Aid Highway Act of 1962, as amended, and Section 134, Chapter I, Title 23, U.S.C.

ARTICLE III. MEMBERSHIP

Commission membership shall be of those municipalities which have chosen to join the Commission in accordance with provisions of the Revised Statutes Annotated. Commissioners and Alternates to the Commission shall be elected or appointed according to provisions of the Revised Statutes Annotated by municipalities in the region; said appointment or reappointment to the Commission shall be certified by the member municipality.

To fulfill the purpose and intent of the Commission's designation as the Metropolitan Planning Organization (MPO) for transportation planning in the region, the Commission shall establish an MPO Policy Committee whose membership shall include all Commissioners and one representative each from the New Hampshire Department of Transportation, The New Hampshire Department of Environmental Services, the Nashua Transit System (NTS) and the Souhegan Valley Transportation Collaborative (SVTC) and one non-voting representative each from the Federal Highway Administration and the Federal Transit Administration. NTS and SVTC representatives may also serve as municipal representatives. In the event a Commissioner or Alternate resigns, a copy of the resignation shall be filed with the Chair of the Commission.

ARTICLE IV. OFFICERS

- A. General:** The Commission officers shall include a Chair, a Vice-Chair and a Treasurer who shall be elected at the Annual Meeting of the Commission and shall take office July 1 and serve until June 30 of the following year or until successors have been elected. ~~No officer shall be eligible to serve more than two consecutive terms in the same office but may hold other offices at the will of the Commission.~~ No individual shall hold more than one office at the same time.

- B. Election:** A Nominating Committee shall be appointed by the Chair. Officers shall be nominated by the Nominating Committee and elected by a majority vote of the Commissioners present at the Annual Meeting. The Nominating Committee shall also nominate at-large members to the Executive Committee. A Nominating Committee shall remain in effect until its successor has been appointed.
- C. Vacancies:** In the event a vacancy occurs in any office during the term of office, the Nominating Committee in effect shall nominate a replacement to be voted on at the next meeting of the Commission to fill the unexpired term of office.
- D. Removal:** An officer may be removed for cause from office by a two-thirds vote of the Commissioners present at a meeting after a petition by five (5) members representing three (3) member municipalities has been filed with the Chair and the officer concerned ten (10) days prior to the meeting.
- E. Chairmen:** The Chair shall preside at all Commission meetings. The Chair shall call special meetings and shall have the right to vote on all matters which may come before the Commission. The Chair shall be a member ex-officio of all committees except the Nominating Committee.
- F. Vice-Chairmen:** The Vice-Chair shall perform the duties of the Chair in the event of the absence or incapacitation of the Chair. If both the Chair and the Vice-Chair are not present at a meeting, a quorum of the Commissioners shall select Chair pro tem from the members of the Executive Committee present.
- G. Treasurer:** The Treasurer, working with the Executive Director, shall oversee all financial matters of the Commission. The Treasurer shall provide, through the Executive Director, biannual reports to the Commission on the financial status of the Commission.
- H. Official Records:** The Executive Director shall be the Secretary and official keeper of the Commission records and shall not have a voting privilege.

ARTICLE V. MEETINGS

- A. Schedule:** Unless otherwise specified by the Chair of the Commission, meetings shall be held quarterly. The Chair shall have the authority to call a special meeting. Special meetings shall also be held by petitions to the Chair by five (5) Commissioners, on 48 hours notice. The purpose of the special meeting will be the only subject on the agenda. The Annual Meeting shall be held in June for the purpose of electing officers, adopting the annual operating budget and any other business that may come before the Commission. A Commission or MPO Policy Committee quorum shall consist of eleven representatives or duly appointed alternates.

B. Order of Business:

- I. Call to Order
- II. Privilege of the Floor
- III. Approval of Minutes
- ~~IV. Chairman's Report~~
- ~~V. MPO Policy Committee Business~~
- IV. Regular Business
- V. MPO Policy Committee Business
- VI. Other Business
- VII. Items of Information
- VIII. Commissioner's Roundtable
- IX. Adjournment

All items on the agenda shall be given a separate number.

- C. Roll Call Vote:** A roll call vote shall be taken when called for by any Commissioner.
- D. Submittal of Additional Items:** All resolutions introducing new business and calling for action by the Commission shall be in writing and filed with the Executive Director no later than the 8th day preceding the date of the next Commission meeting. A Commissioner may also introduce new business at a meeting on which no action is called for at that meeting.
- E. Agenda:** The Chair, after consultation with the Executive Director, shall decide what matters shall be placed on the agenda of the next meeting.
- F. Notice of Agenda:** The Executive Director shall send a copy of such agenda to all Commissioners along with accompanying materials and shall make copies of the agenda available to the press and to interested citizens who request them.
- G. Executive Director:** The Executive Director shall have the privilege of the floor at any time for the purposes of giving information to the Commission.
- H. Change in Order of Agenda:** The Chair shall have the discretion to change the order of agenda items at any meeting.

ARTICLE VI. COMMITTEES

- A. General:** By a majority vote of the Commissioners present at a meeting, the Commission shall establish committees or subcommittees for such purpose and with such procedures as it deems necessary or desirable. A quorum for committee action shall be a majority of its members. Committees shall take action by vote of a simple majority of Commissioners

present and constituting a quorum. Committees, other than the MPO Policy Committee, shall be advisory to the Commission. The MPO Policy Committee shall be the decision-making body for all MPO Policy decisions.

B. Executive Committee: There shall be an Executive Committee which shall consist of the officers and six Commissioners at-large. Members shall be nominated for a three-year term by the Nominating Committee and ratified by a majority vote of the voting members present at the Annual Meeting. Duly elected members of the Executive Committee shall serve for their three-year term, or until they resign, and may be re-elected for an infinite number of terms. The Executive Committee shall conduct the affairs of the Commission at times when the Commission is not in session and shall report on its actions to the Commission at the next Commission meeting. The Executive Committee shall meet at least eight (8) times per year. Election to the Executive ~~Board~~ **Committee** shall be for a three-year term. - In the event that a vacancy occurs in one of the positions and that vacancy occurs between Annual meetings, the ~~executive board~~ **Executive Committee** shall fill the position. Those appointed by the ~~executive board~~ **Executive Committee** shall serve until the next annual meeting of the commission at which time the nominating committee shall nominate someone for the Commission to elect for the balance of the term. The duties of the Executive Committee shall include the following:

1. In accordance with Article VIII D the Executive Committee shall employ auditors to conduct the annual audit of the books of the Commission and shall supervise the work of the auditors.
2. Oversee the administration of such personnel policies, administrative regulations, and financial procedures including the establishment of bond amounts for officers and staff, as may be needed within the pertinent General Statutes, federal requirements, the By-Laws, and the program and budget adopted by the Commission.
3. Consider and propose a budget for the work program, as prepared by the Executive Director, for approval to the Commission prior to July 1 of each year. During the course of the fiscal year, the Executive Committee shall review proposals for budget changes, amendments, and transfers of funds between accounts that may be made from time to time and shall have the authority to approve such changes, amendments, or transfers provided such changes, amendments or transfers do not increase the appropriations of the member municipalities of the Commission.
4. Review and approve procedures to be used in the purchase of supplies and equipment as well as the award of contracts and the expenditures of all Commission funds.
5. In accordance with the Personnel Policies of the Commission, have the authority to

recruit, select and fix the salary of the Executive Director subject to approval by the Commission.

6. Have the authority to compensate Commissioners for attending to the proper business of the Commission.
7. In accordance with the Personnel Policies of the Commission, assist in maintaining administrative and disciplinary control over staff upon recommendations of the Executive Director.

C. Transportation Technical Advisory Committee: There shall be a Transportation Technical Advisory Committee (TAC) which shall consist of one technical or staff level representative from each of the Commission's member municipalities plus representation from the New Hampshire Department of Transportation, the New Hampshire Department of Environmental Services, the Federal Highway Administration, the Federal Transit Administration, the Souhegan Valley Transportation Collaborative, and the Nashua Transit System. The Transportation TAC shall meet at least six (6) times per year to ensure that transportation related decisions of the MPO Policy Committee are based on technically sound principles as well as community goals and objectives. The Transportation TAC shall make regular reports to the MPO Policy Committee. The duties of the Transportation Technical Advisory Committee shall include the following:

1. Render technical advice to the MPO Policy Committee regarding contemplated or ongoing projects in the form of written memoranda and presentations at MPO Policy Committee meetings.
2. Assist staff in identifying transportation issues in the region.
3. Provide recommendations to the MPO Policy Committee and the New Hampshire Department of Transportation on project funding priorities.
4. Make recommendations to the MPO Policy Committee regarding the utilization of the media to provide information which will keep the citizens of the region well informed of transportation plans and the planning process.
5. Organize workshops and public information sessions to provide opportunities for public input into the transportation planning process.

ARTICLE VII. VOTING

A. General: A majority vote of the Commissioners present, when a quorum has been established, is required to approve all formal Commission and MPO Policy Committee actions.

- B. Roll Call:** Any Commissioner may request a roll call vote on any matter.
- C. Comprehensive Master Plan:** The Comprehensive Master Plan, or any part thereof as required by RSA 36:47, shall be adopted by no less than eleven votes in the affirmative.
- D. Alternates:** An alternate shall have voting privileges in the absence of one or more of the Commissioners of the respective member.

ARTICLE VIII. FINANCES

- A. General:** Gifts, bequests, or contribution, may be accepted at a meeting of the Commission, provided such gifts or contributions are to be utilized at the discretion of the Commission. Requests for grants-in-aid from the State or Federal government shall be approved by the Commission; approval of such requests shall include the authorization of the Executive Director to sign such agreements or contracts within the scope of the requests of the Commission. All expenditures in excess of \$1,000 (One Thousand Dollars) shall be authorized by the Chair, Vice-Chair, or Treasurer and the Executive Director; expenditures of \$1,000 (One Thousand Dollars) or less may be authorized by the Executive Director, or in his absence, the Chair, Vice-Chair, or Treasurer and shall be within the terms of the Commission's budget. The Commission's fiscal year shall be from July 1 through June 30.
- B. Fixed Assets:** The Commission shall maintain an inventory of fixed assets. From time to time as necessary the Executive Committee shall designate the minimum value of items which shall be identified as fixed assets based on recommendations from the agency auditor. Purchases of durable goods over that minimum value shall be considered as fixed assets by the Commission and maintained in a fixed asset inventory by the Executive Director. They shall be depreciated on a straight-line basis at a rate determined annually by the Commission's auditor.
- C. "In-Kind" Contributions:** The Commission may accept donations of time from individuals or property which may be considered for their cash value at the discretion of the donor and the Commission according to guidelines established by the Commission and consistent with appropriate state and federal rules governing such contributions.
- D. Annual Audits:** The Commission shall retain the services of a certified public accounting firm approved by the State of New Hampshire to conduct an annual audit of the Commission's financial records.

ARTICLE IX. EXECUTIVE DIRECTOR

- A. Appointment and Duties:** The Commission shall appoint an Executive Director to serve at its

pleasure. The Executive Director shall:

1. have charge of and manage the active business operations of the Commission and shall be the Chief Fiscal Officer;
2. prepare the annual budget;
3. be responsible for keeping expenditures and commitments within authorized appropriations and allocations;
4. hire and supervise the Commission's staff, and shall evaluate, promote, demote, and terminate personnel subject to the policies of the Commission;
5. keep active accounts of all the property of the Commission;
6. perform other duties incident to his office and such other duties as may from time to time be assigned to or requested of him by the Commission.

B. Removal: The Commission may remove the Executive Director by a majority vote of all Commissioners of the Commission.

ARTICLE X. PROFESSIONAL AND TECHNICAL ASSISTANCE

Within the budget approved by the Commission, and in a manner prescribed by the Commission, other technical and clerical assistance may be employed to carry out the work of the Commission.

ARTICLE XI. AGREEMENT FOR COMMUNITY PLANNING SERVICES

The Executive Director shall be authorized to undertake for the Commission special projects for member municipalities, the cost of which is to be paid by the municipality in accordance with agreements executed by the Executive Director.

ARTICLE XII. AMENDMENTS

These By-Laws may be amended at any time by two-thirds (2/3) majority of the Commissioners present at a meeting at which a quorum has been established, providing that all Commissioners have been given at least seven (7) days written notice of the proposed amendment(s).

ARTICLE XIII. RULES AND PROCEDURES

The rules contained in Robert's Rules of Order shall govern the Commission in all cases to which they are applicable.

NRPC FY24 Budget

REVENUE	FY23 Adopted	FY24 Proposed	Difference
Local Dues			
Total Local Dues	\$ 163,000	\$ 171,150	\$ 8,150
Federal Contracts			
9012 EPA Brownfields	\$ 185,000	\$ 150,000	\$ (35,000)
9007 Regional Plan Update	\$ 20,000	\$ 50,000	\$ 30,000
<i>Total Federal Contracts</i>	<i>\$ 205,000</i>	<i>\$ 200,000</i>	<i>\$ (5,000)</i>
Grants			
1100 Regional Housing Needs Assessments	\$ 65,000	\$ -	\$ (65,000)
5265 Robinson Pond Water Quality	\$ 19,580	\$ 284	\$ (19,296)
6300 NRSWMD - HHW	\$ 188,450	\$ 235,840	\$ 47,390
9006 Merrimack River Corr Mgmt Plan	\$ 8,134		\$ (8,134)
XXXX Souhegan River Corr Mgmt Plan	\$ -	\$ 14,635	
9010 Ledge Street School	\$ 10,500		\$ (10,500)
9082 HSEM Hazard Mit.	\$ 19,000	\$ 18,000	\$ (1,000)
<i>Total Grants</i>	<i>\$ 310,664</i>	<i>\$ 268,759</i>	<i>\$ (56,540)</i>
Local Planning Contracts			
100 - Electricity/Energy			\$ -
200 - Economic Development			\$ -
300 - GIS/Tax mapping			\$ -
400 - Municipal Services			\$ -
2117 Amherst GIS Recovery	\$ -	\$ 3,400	\$ 3,400
2122 Brookline HOP	\$ -	\$ 23,000	\$ 23,000
2133 Hudson Trail Mapping	\$ 9,200	\$ 4,270	\$ (4,930)
2135 Hudson Engineering GIS Assistance	\$ -	\$ 3,000	\$ 3,000
2139 Hudson CR	\$ 15,000	\$ -	\$ (15,000)
2150 Mason CR	\$ 6,500	\$ 6,500	\$ -
2176 Hollis Asset Mgmt Support	\$ 1,000	\$ 1,000	\$ -
2177 Hollis Regulation Review	\$ -	\$ -	\$ -
2250 Litchfield CR	\$ 15,000	\$ 15,000	\$ -
2251 Litchfield CIP	\$ 1,000	\$ 2,000	\$ 1,000
2252 Litchfield Impact Fee Assessment	\$ 1,250	\$ -	\$ (1,250)
2271 Lyndeborough CR	\$ 10,080	\$ 12,276	\$ 2,196
2275 Lyndeborough Admin Support	\$ -	\$ 12,000	\$ 12,000
XXXX Lyndeborough LEOP	\$ -	\$ 4,000	\$ 4,000
2356 Merrimack Trail Maps - Phase 2	\$ -	\$ 2,000	\$ 2,000
2402 Milford CR	\$ -	\$ -	\$ -
2403 Milford Impact Fee Assessment	\$ -	\$ 2,500	\$ 2,500
2532 Nashua Con Comm CR	\$ 5,000		\$ (5,000)
2536 Nashua Sidewalk Assessment	\$ 37,500		\$ (37,500)
2550 Pelham Conservation Plan	\$ -	\$ 1,750	\$ 1,750
2557 Pelham CIP	\$ 1,000	\$ 2,000	\$ 1,000
2603 Wilton HOP	\$ -	\$ 55,555	\$ 55,555
2610 Wilton CR	\$ 24,500	\$ 24,500	\$ -
2640 Wilton MP 4	\$ 5,500	\$ 10,000	\$ 4,500
7516 NH Housing - GIS Support	\$ 1,000	\$ -	\$ (1,000)
<i>Total Local Planning Contracts</i>	<i>\$ 136,730</i>	<i>\$ 187,951</i>	<i>\$ 51,221</i>
Other Income			
8000 Pubs/Map Sales	\$ 2,000	\$ 2,000	\$ -
Interest Income	\$ 1,000	\$ 7,000	\$ 6,000
<i>Total Other Income</i>	<i>\$ 3,000</i>	<i>\$ 9,000</i>	<i>\$ 6,000</i>
State Contracts			
1000 OPD TBG	\$ 11,111	\$ 11,111	\$ -
3000 DOT Highway Planning			

NRPC FY24 Budget

	100 MPO ADMIN & TRAINING	\$ 61,380	\$ 81,000	\$ 19,620
	200 POLICY & PLANNING	\$ 199,556	\$ 185,580	\$ (13,976)
	300 PUBLIC INVOLV & COORD	\$ 67,104	\$ 83,795	\$ 16,691
	400 PLAN SUPPORT	\$ 280,359	\$ 332,550	\$ 52,191
	500 TECHNICAL ASSIST & SUPPORT	\$ 142,038	\$ 268,200	\$ 126,162
	600 5305e Study	\$ 35,247	\$ 34,200	\$ (1,047)
	3000 DOT Highway Planning	\$ 785,684	\$ 985,325	\$ 199,641
	3500 DOT 5310 RCC	\$ 190,039	\$ 232,300	\$ 42,261
	4020 NHDOT Mobility Management	\$ 122,650	\$ 50,000	\$ (72,650)
<i>Total State Contracts</i>		\$ 1,109,484	\$ 1,278,736	\$ 169,252
Total RESOURCES		\$ 1,927,878	\$ 2,115,596	\$ 187,718
EXPENSE		FY23 Adopted	FY24 Proposed	
	Annual Forum	\$ 8,000	\$ 8,500	\$ 500
	Audit	\$ 16,750	\$ 18,750	\$ 2,000
	Bank Service Charges	\$ 250	\$ 250	\$ -
	Capital Equipment	\$ 60,000	\$ 60,000	\$ -
	Dues & Subscriptions	\$ 9,348	\$ 21,766	\$ 12,418
	Employee Benefits			\$ -
	C Dental Insurance	\$ 8,335	\$ 8,243	\$ (92)
	C Health Ins.	\$ 73,001	\$ 79,619	\$ 6,618
	C HSA Contribution	\$ 3,125	\$ -	\$ (3,125)
	C HRA Contribution	\$ -	\$ 3,500	\$ 3,500
	C LTD Insurance	\$ 1,290	\$ 1,528	\$ 238
	C Retirement 401	\$ 20,164	\$ 34,814	\$ 14,650
	C STD Insurance	\$ 2,670	\$ 3,764	\$ 1,094
	P/R Taxes (Indirect)	\$ 67,612	\$ 78,162	\$ 10,550
<i>Total Employee Benefits</i>		\$ 176,197	\$ 209,630	\$ 33,433
	Equipment Maintenance	\$ 1,750	\$ 1,750	\$ -
	GIS	\$ 19,700	\$ 19,700	\$ -
	Insurance	\$ 10,154	\$ 9,129	\$ (1,025)
	Internet Access/Telephone	\$ 9,000	\$ 11,500	\$ 2,500
	IT Service	\$ 20,016	\$ 17,416	\$ (2,600)
	Janitorial	\$ 3,500	\$ 3,500	\$ -
	Legal	\$ 2,500	\$ 2,500	\$ -
	Legal Notices	\$ 1,000	\$ 1,000	\$ -
	Marketing and Outreach	\$ 5,000	\$ 5,000	\$ -
	Misc	\$ 13,500	\$ 14,850	\$ 1,350
	Office Expenses	\$ 14,000	\$ 15,000	\$ 1,000
	Postage	\$ 2,000	\$ 2,000	\$ -
	Printing	\$ 7,000	\$ 7,000	\$ -
	Professional Services	\$ 470,787	\$ 505,148	\$ 34,361
	Rent & CAM	\$ 110,000	\$ 100,655	\$ (9,345)
	Reserve Fund	\$ 39,200	\$ 15,123	\$ (24,077)
	Salaries	\$ 883,814	\$ 1,021,731	\$ 137,917
	Small Equipment	\$ 9,199	\$ 10,699	\$ 1,500
	Staff Development	\$ 10,000	\$ 10,000	\$ -
	Meeting Expenses	\$ 1,800	\$ 1,800	\$ -
	Mileage and Travel	\$ 8,000	\$ 8,000	\$ -
	Vehicle Expenses	\$ 1,200	\$ 1,200	\$ -
	Utilities	\$ 11,500	\$ 12,000	\$ 500
	Depreciation	\$ 2,715	\$ -	\$ (2,715)
Total EXPENSES		\$ 1,927,880	\$ 2,115,597	\$ 187,716



ANNUAL GRANT AND CONTRACT AUTHORIZATION FY 2024

On an annual basis, the full Commission must affirm that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion: THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2024 work program of the Commission, and to execute agreements to receive funds for such purposes.



PROPOSED NRPC FY 2025 LOCAL DUES ASSESSMENT

July 1, 2024 - June 30, 2025

Municipality	2021 Estimated Population	% of Region	2021 Equalized Valuation	% of Region	Combined %	Adopted FY 24 171,150	Proposed FY25 171,150	Difference
Amherst	11,940	5.41%	2,477,107,519	6.73%	6.07%	\$10,566	\$10,391	(\$175)
Brookline	5,835	2.64%	875,615,047	2.38%	2.51%	\$4,188	\$4,299	\$111
Hollis	8,478	3.84%	1,946,088,683	5.29%	4.57%	\$7,698	\$7,814	\$116
Hudson	25,881	11.73%	4,260,590,762	11.58%	11.65%	\$20,393	\$19,946	(\$447)
Litchfield	8,621	3.91%	1,377,065,913	3.74%	3.82%	\$6,602	\$6,546	(\$56)
Lyndeborough	1,723	0.78%	259,235,031	0.70%	0.74%	\$1,331	\$1,271	(\$60)
Mason	1,465	0.66%	232,354,776	0.63%	0.65%	\$1,106	\$1,109	\$3
Merrimack	27,165	12.31%	4,980,287,414	13.53%	12.92%	\$21,938	\$22,117	\$180
Milford	16,534	7.49%	2,152,875,809	5.85%	6.67%	\$11,572	\$11,419	(\$153)
Mont Vernon	2,613	1.18%	452,442,166	1.23%	1.21%	\$1,953	\$2,066	\$113
Nashua	92,043	41.71%	14,646,905,219	39.80%	40.76%	\$69,535	\$69,759	\$224
Pelham	14,421	6.54%	2,570,457,546	6.99%	6.76%	\$11,407	\$11,571	\$163
Wilton	3,933	1.78%	566,651,420	1.54%	1.66%	\$2,860	\$2,843	(\$17)
Region	220,652	100.00%	36,797,677,305	100.00%	100.00%	\$171,150	\$171,150	\$0