



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, June 21, 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. Business:
 - a. Nonpublic Minutes of April 19, 2023 **(Action Required)**
 - b. Minutes: May 17, 2023 **(Action Required)**
 - c. May/June Dashboard **(Action Required)**
 - d. Recommendation to Commission to approve FY24 Budget **(Action Required)**
 - e. Recommendation to Commission to approve FY25 Dues Allocation **(Action Required)**
 - f. Slate of Officers and Executive Committee Membership **(Action Required)**
 - g. Slate of Directors for the NRPC Foundation **(Action Required)**
 - h. Banking Proposal **(Action Required)**
3. Other Business
4. Adjourn

Next Meeting: August 16, 2023



DRAFT MEETING MINUTES

**NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
April 19, 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 Camille Correa Karin Elmer Janet Langdell Tamara Sorell		Dave Hennessey Venu Rao		

1. Call to Order

Tenhave called the meeting to order at 7:20 p.m.

2. Business

a. Nonpublic Session per NH RSA 91-A:3 II (a):

At 7:22 pm, Tenhave accepted a motion from Langdell to enter into Nonpublic Session per NH RSA 91-A:3 II (a), for the Executive Director Performance Evaluation Review. Battis seconded. The motion passed 7-0-0 by roll-call vote:

Janet Langdell - yes, Jim Battis - yes, Kim Queenan - yes, Karin Elmer - yes, Camille Correa - yes, Tim Tenhave - yes, Tamara Sorell – yes.

Executive Committee worked on the Executive Director Performance Evaluation.

- 1) The Executive Committee reached consensus on the Executive Director’s evaluation.
- 2) The Executive Committee agreed to discuss compensation at the May 2023 Executive Committee meeting.

3. Reconvene

At 9:05 pm, Tenhave accepted a motion from Elmer to adjourn from Nonpublic Session. Battis seconded. The motion passed 7-0-0 by roll-call vote:

Janet Langdell - yes, Jim Battis - yes, Kim Queenan - yes, Karin Elmer - yes, Camille Correa - yes, Tim Tenhave - yes, Tamara Sorell – yes.

4. Adjourn

At 9:06 pm, Correa motioned to adjourn. Battis seconded. The motion passed 7-0-0 by roll-call vote:

Janet Langdell - yes, Jim Battis - yes, Kim Queenan - yes, Karin Elmer - yes, Camille Correa - yes, Tim Tenhave - yes, Tamara Sorell – yes.

The next Executive Committee meeting will be May 17, 2023



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 May 17, 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 Karin Elmer Camille Correa Dave Hennessey Jim Battis, Treasurer Venu Rao Janet Langdell		Kim Queenan, Vice-Chair Tamara Sorell	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	Robin Leblanc

1. Call to Order

Tenhave called the meeting to order at 6:04 pm.

2. Statement of Strategy Update

Robin LeBlanc introduced herself and gave an overview of the project. Robin has met with Jay and Camille on a number of occasions as well as the NRPC staff. At the staff meeting, the vision and mission was discussed. NRPC’s current vision is the vision of the Regional Plan, but not specific to the NRPC.

To date some key words and phrases have been selected for the Vision.

Vision (in progress) - The NRPC region, and each of its communities are vibrant and the people thrive.

Mission (in progress) – The NRPC provides leadership, guidance and technical and tactical assistance related to transportation and land use planning as well as economic development that contribute to livable communities for everyone in its region.

Leblanc reviewed the survey results. Battis asked if we could analyze questions based on who answered the survey. It can be done, but may not be as valuable as the number of respondents per answer would be smaller.

What topics did respondents want NRPC to focus on? Top choices include:

- 1) Water Quality Protection
- 2) Attracting Young People and Families.
- 3) Grant Writing Assistance

Minkarah noted that respondents value mapping and environmental quality.

Hennessey would like to see more input from municipal employees, and Selectman/Alderman. Langdell wants to ensure that the survey was sent to State Representatives and State Senators.

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May 17, 2023**

Next steps – setting up a forum and one on one meetings. There was general support in these options as they are an opportunity to obtain deeper input.

Tenhave asked when the survey is closing. The survey will stay open for another week or so, and commissioners will encourage additional responses. Staff will share the survey again and will do a social media post.

The meeting took a recess at 6:46 pm and resumed at 7:58 pm, for the Commission Meeting.

3. Business

a. Minutes: April 19, 2023 (Action Required)

Pattison noted February should be changed to March in Section 3 at the top of page 2. Tenhave provided the following information: Non-public session began at 7:20 pm and ended at 9:05 pm. Motion to adjourn the meeting from Correa, seconded by Battis at 9:06 pm. Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of April 19, 2023, as amended. Rao seconded. The motion passed 6-0-3 by roll call vote.

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

b. April/May Dashboard (Action Required)

Minkarah reviewed the Dashboard. TD account now reflects the transfer of funds from the Bar Harbor Account. Account receivables are steady.

Staff Activities – Had the first meeting of the Brownfields Steering Committee. Have added three sites to the program. Held the first HHW collection of the season and it went well with 300 households. NRPC staff assisted the Town of Amherst with a protest petition to determine the validity based on a GIS land analysis. Hosted Leadership Greater Nashua for their Economic Development day.

Forum for very successful. Could do a smaller charcuterie and more passed appetizers. Want to book the venue for next year.

Pending Grants – NRPC agreed to participate in a climate change grant with the Boston MPO.

Working Budget – No significant changes.

Profit and Loss we are about 80% of the way through the fiscal year. The Regional Plan has been zeroed out for this year due to a delay in funding approval from the State of NH.

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Total Resources and expenses are both just under 75% of the budget.

At the request of Tenhave, Hennessey moved to accept and file the April/May dashboard and budget, with a second by Elmer. The motion passed by roll-call vote 7-0-2:

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

c. Draft FY 24 Budget

Minkarah reviewed the draft budget. As it gets finalized it will be sent out to the Executive Committee. This budget reflects an increase of 8k in dues. Anticipate drawing down less funds in FY 24 for the EPA grant.

Local Planning Projects show the best estimate of how they will be split over fiscal years. Anticipate an increase in projects throughout the fiscal year. The UPWP shows an increase of about 100k in FY 24.

Expenses show a decrease of 20k in capital equipment. Employee benefits have increased due to changes in staff health care coverage. The reserve funds will show an amount as the budget gets finalized. Change Mobility Management to 5310 RCC.

d. Staff Update

The new Finance Director begins on Monday, May 22. The existing Finance Director will train her for the first week.

The new Senior Planner begins on Tuesday, May 23. Very strong transportation background.

New intern also started this week.

We have had our most recent hire leave the agency.

Langdell will coordinate with Kate Lafond to assist with the transition to a new Treasurer.

e. Executive Director Evaluation

4. Nonpublic Session per NH RSA 91-A:3 II (a)

Langdell made a motion to enter nonpublic Session, seconded by Elmer. The motion passed by roll-call vote 7-0-2:

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

Nonpublic session began at 8:42 pm and ended at 9:22 pm.

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Elmer motioned to seal the minutes of the nonpublic session, seconded by Langdell. The motion passed by roll call vote 7-0-2.

5. Other Business

6. Adjourn

At 9:23 pm, Elmer motioned to adjourn, seconded by Langdell. The motion was approved with a roll call vote 7-0-2.

The next Executive Committee meeting will be held on June 21st, 2023

NRPC FY 2023 DASHBOARD

May-23		Key Statistics	
TD Checking		Staff Activities May-April	
Beginning Balance	\$383,415.23	NRPC Spring Walk @ Benson Park, Hudson - Most staff	
Deposits & Credits		Chamber Eminence Awards - Camille	
Payments		United Way Smart Start Coalition - Matt	
Ending Balance	\$254,159.66	NHDOT meeting on FY 24-25 UPWP - Matt, Jay	
Bar Harbor Checking		Resource Fair at Adult Learning Center - Donna	
Beginning Balance	\$15,001.89	Central-Southern CEDR Meeting - Jay, Camille, Cassie	
Deposits & Credits		RLS Title VI discussion - Matt	
Payments		NHARPC 2023 Commissioners Convening - Jay	
Ending Balance	\$3,662.93	WHOP Advisory Committee - Camille	
Sunday, April 30, 2023		HHW Collection - Emma, Matt, Caleb, Jay	
Accounts Payable	\$15,704.74	Partnering for Performance NH - Matt, Ned	
Accounts Receivable	\$268,674.66	UWGN Governance Board - Jay	
Oversight Activities		Interagency meeting - Matt, Ned	
Line of credit (\$75,000) activated?	No	Ledge St School Celebration - Matt, Vince, Donna	
BHB CDs	\$0.00	Regional Leadership and Coordination Workgroup - Jay	
NH PDIP	\$272,717.37	Haywards - Staff Ice Cream Trip - All staff	
Petty Cash	\$151.77	NHLMV Stormwater Coalition - Sara, Emma	
Audit Status	Complete	RPC Directors meeting - Jay	
Budget Narrative		GMSVC Non-Profit Networking Luncheon - Jay	
Bank Balances/Cash on hand:	\$671,286.26	Wilton Realtor Focus Group - Camille, Cassie, Caleb	
Payables and Receivables:		NHDOT Complete Streets Advisory Comm. meeting - Vince	
FY22 Working Budget		Professional Development - May-June	
Funding Sources		Pending Grant Applications	
Local Dues	\$163,000	Hard Road to Travel workshop (5/17) Matt, Caleb	
Federal Contracts	\$117,092	OPD Making Zoning Work for Housing webinar (5/18) Jay	
Grants	\$378,482	CTAA Conference (5/23-24) Donna	
Local Planning Contracts	\$205,417	SYNCHRO Training(5/24-25)Matt, Ned, Tyrell, Vince, Caleb	
Other Income	\$11,930	Housing Toolbox Webinar 12 (6/2) Camille	
State Contracts	\$1,164,878	Shifting Housing Webinar 12 (6/15) Camille	
Total revenues:	\$2,040,799	FTA Section 5305e - \$67,920	
Pending Grant Application Totals		NHDES 604 (b) grant - \$14,635	
	\$1,142,555	Regional Plan Grant - \$100,000	
		CMAQ - \$960,000	
		Delta	
		\$13,671	