



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, September 20, 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. Minutes: August 16, 2023 (**Action Required**)
 - b. Aug-Sept Dashboard (**Action Required**)
 - c. Statement of Strategy Update
 - d. Staffing Updates
3. Other Business
4. Adjourn

Next Meeting: October 18, 2023



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 August 16, 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 Janet Langdell, Treasurer Tim Berry Camille Correa Jason Hennessey Kermit Williams		Karin Elmer Dave Hennessey	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: June 21, 2023 (Action Required)

Throughout should say voice vote, not roll-call vote. Page 2 top of page change the date from April to May. Seeing no further discussion, Tenhave accepted a motion from Queenan to accept the minutes of June 21, 2023, as amended, Langdell seconded. The motion passed 3-0-4 by voice vote.

Tenhave – Yes	Berry - Abstain	Williams - Abstain
Queenan - Yes	Correa - Abstain	
Langdell - Yes	Hennessey - Abstain	

b. June - August Dashboard (Action Required)

Minkarah reviewed the Dashboard. The TD Checking balance is lower than normal. Accounts Receivables are higher than normal due to end of the year invoices coming in. NH PDIP Public Deposit Investment Pool has been doing very well.

Staff Activities – The CEDR funds have ended, and we will no longer be hosting a monthly Economic Development meeting. Just kicked off the Brookline HOP Meeting. Jay attended a roundtable hosted by ARMI. Ryan presented the Nashua Sidewalk Assessment results to the Board of Public Works. Jay attended the National Brownfields Conference in Detroit last week.

Will be doing a regulatory audit for Amherst and a limited housing survey for Neighborworks, as well as a Fair Housing Assessment for Nashua. The \$100,000 grant to update the Regional Plan is still pending – we are waiting to hear back from HUD. Apparently, it is not uncommon to have a long

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wait period, such as 18 months. CMAQ funding is pending adoption of the 10-year plan now in process.

Profit and Loss - This is the full year budget from 2023. EPA Brownfields is largely pass through and not as much was expended. Where the budget says \$0, it is because these contracts came in after the budget was established. We ended up with over \$62k in additional local contracts than anticipated. Overall revenues came in at 100.45% of what we anticipated. Expenses: Benefits at 95% of what we expected. Salaries came in at 81% of anticipated costs due to staff vacancies. Net loss of \$4,665 for the year.

At the request of Tenhave, J. Hennessey moved to accept and file the June - August dashboard, with a second by Kermit. The motion passed by voice vote 7-0-0:

Tenhave – Yes	Berry - Yes	Williams - Yes
Queenan - Yes	Correa - Yes	
Langdell - Yes	Hennessey - Yes	

c. Social Media / Website Statistics

Web activity is largely steady. We experienced moderate increases for Facebook, steady increases for LinkedIn and the Newsletter was largely unchanged.

d. Banking Proposal (Action Required)

Minkarah suggested moving 50k to a 6-month CD. After discussion, Kermit moved to recommend approval of moving 50k to the PDIP and 50k to a 6-month CD at Millyard Bank, with a second by Berry. The motion passed by voice vote 7-0-0:

Tenhave – Yes	Berry - Yes	Williams - Yes
Queenan - Yes	Correa - Yes	
Langdell - Yes	Hennessey - Yes	

3. Statement of Strategy Update: Discussion with Robin LeBlanc

Areas of Focus:

Grant Writing Assistance has been a major focus of the Executive Committee and the NRPC website now has a page dedicated to this.

Williams noted that Economic Development should be a key focus area. Tenhave noted that this did not rise to the top of the survey responses. Williams also noted it was surprising that Housing was not a top survey response.

Langdell noted that these results are consistent with the results of the Milford survey and forum events specifically, attracting families and water quality. The forum had a lively discussion about future roles and responsibilities for NRPC. LeBlanc noted that she can edit the forum findings and provide a copy for the Executive Committee.

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Infrastructure - Availability of water and sewer are limiting factors. Need to determine where NRPC fits into water quality solutions, what is NRPC's niche? The ability to help navigate regulations and know who to contact for more information. A coordination role would be appropriate for NRPC.

Currently there is no Vision Statement for NRPC, and we need to rewrite the vision and mission to update them.

Vision - NRPC is / NRPC does.

Mission - What is our purpose and how are achieving our vision? NRPC provides the expertise, advice, and direction to help our communities achieve their goals. Items in the state statute need to be included. Best Planning Commission that exceeds expectations – Excellence.

Ask what else can we do to add value to our communities – facilitation and coordination amongst our communities. Improve information facilitation and coordination amongst our communities.

Very short-term vision.

Often people think the NRPC has a regulatory role. How do we educate our communities about what we can do so they can take advantage of what we have to offer. People are not aware of what we do and how we can assist them.

Coordination amongst our communities.

Kermit suggested considering what other RPCs do and could we learn from them.

Need to determine what direction NRPC wants to go, what staffing levels will be needed, and how do we attract this staff?

Tenhave suggested a separate meeting to nail down the Vision and Mission with a group of commissioners. We can ask at the September meeting then have a pre-scheduled date for this meeting.

To Do – staff to create a handout advertising this in the agenda packet and select a date.

4. Other Business

5. Adjourn - Meeting adjourned at 7:40 pm on a motion by Williams, seconded by Berry.

The next Executive Committee meeting will be held on September 20th, 2023.

NRPC FY 2023 DASHBOARD

Aug-23		Key Statistics	
TD Checking		Staff Activities Aug-Sept	
Beginning Balance	\$168,072.05	Nashua Fair Housing Kick-off - Caleb, Jay	
Deposits & Credits		Meals on Wheels Hillsborough County event - Donna	
Payments		GMSV Chamber Non-Profit Networking Group - Jay	
Ending Balance	\$231,989.13	Nashua RCC - Donna, Matt, Ned	
Bar Harbor Checking		NEPTA Board Meeting - Camille	
Beginning Balance	\$3,462.96	UNH Digital Equity Meeting - Sara	
Deposits & Credits		UWGN Governance Board - Jay	
Payments		Statewide Car Repair Program Meeting - Donna	
Ending Balance	\$3,463.02	Partnering for Performance NH - Matt, Ned	
Friday, June 30, 2023		Interagency meeting - Matt, Ned	
Accounts Payable	\$15,704.74	NH Complete Streets Advisory Committee - Emma	
Accounts Receivable	\$431,200.87	Tucker Brook GPS in Milford - Liam, Ryan	
		Regional Leadership and Coordination Workgroup - Jay	
		NRPC Staff Outing at Wells Maine - Most staff	
		NRPC Staff Lunch for Summer Intern - All staff	
		NHLMV Stormwater Coalition - Sara, Emma	
		RPC Directors meeting - Jay	
		Tree Streets Block Assessments - Tyrell, Liam, Cassie, Vince	
		NHTSA Bike/Ped Assessment meeting - Emma	
		TTAC - Matt, Ned, Vince, Tyrell, Emma, Caleb, Kathy	
		Friends of the Souhegan Valley Rail Trail - Matt	
		HHW Event in Pelham: Emma, Tyrell, Cassie, Ned	
Oversight Activities		Professional Development Aug-Sept	
Line of credit (\$75,000) activated?	No	ESRI seminar - (8/17) Tyrell	
BHB CDs	\$0.00	Lake Phosphorous Control webinar (8/21) Emma	
NH PDIP	\$277,339.83	The Right-to-Know (Records) Webinar (8/22) Jay, Cassie Vince, Emma, Caleb, Sara, Camille	
Petty Cash	\$151.77	NHMA Overview of Bonding Process Webinar (8/23) Caleb	
Audit Status	Complete	Gridded Census data webinar (8/23) Sara	
		Making the case for reuse and prevention Webinar: Introduction to BIL (9/7) Emma	
		Charter Government in NH Webinar (9/8) Emma	
		URISA Addressing webinar (9/13) Ryan	
		Census Bureau Webinar (9/13) Vince	
Budget Narrative		Pending Grant Applications	
Bank Balances/Cash on hand:	\$449,026.61	Regional Plan Grant - \$100,000	
Payables and Receivables:		CMAQ - \$960,000	
		CFAQ Grant \$20,000	
FY22 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$18,750
Federal Contracts	\$117,092	Dues & Subscriptions	\$21,766
Grants	\$378,482	Employee Benefits	\$179,618
Local Planning Contracts	\$205,417	GIS	\$19,700
Other Income	\$11,930	Insurance	\$9,129
State Contracts	\$1,164,878	IT	\$20,016
		Legal	\$1,200
		Marketing, Outreach, Annual Forum	\$13,000
		Office Expenditures	\$24,000
		Other Expenditures	\$117,526
		Professional Services	\$528,577
		Rent & CAM	\$98,000
		Salaries	\$939,158
		Staff Development	\$10,000
		Travel & Meeting Exp	\$15,000
		Utilities	\$11,688
Total revenues:	\$2,040,799	Total Expenses:	\$2,027,128
Pending Grant Application Totals	\$1,060,000	Delta	\$13,671