



**APPROVED MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 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 Tamara Sorell Kim Queenan, Vice-Chair Karin Elmer Venu Rao Camille Correa – arrived at 5:55 Dave Hennessey – arrived at 6:03		Jim Battis, Treasurer Janet Langdell	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 5:36 pm.

2. Business

a. Minutes: January 18, 2023 (Action Required)

Sorell is misspelled on page 3. Seeing no further discussion, Tenhave accepted a motion from Queenan to accept the minutes of January 18th, 2023, as amended. Sorell seconded. The motion passed 3-0-2 by roll call vote:

Tenhave – Yes	Elmer - Yes	
Sorell -Yes	Rao - Abstain	
Queenan – Abstain		

b. January/February Dashboard (Action Required)

Minkarah reviewed the Dashboard – The checking account balance is about the same. Accounts payable and receivable is pretty stable.

Staff Activities - Numerous outreach activities by Donna. There was a meeting of the foundation. Sarah Marchant will be appointed to the foundation board, and we will be developing a logo.

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Working Budget – The Town of Wilton received a HOP grant which will be reflected in next month’s budget. Brookline and Hudson also applied for funding. The budget continues to be in a good position.

Profit and Loss – Just over 58% of the year. EPA brownfields is the old grant as we have just started work on the new Brownfields grant. Interest income has increased with the transfer to NH PDIP. We are starting to wrap up a number of local planning projects. Total expenses are at 52.57%, no significant concerns at this point.

At the request of Tenhave, Elmer moved to accept and file the January/February dashboard and budget, with a second by Sorell. The motion passed by roll-call vote 5-0-0:

Tenhave – Yes	Elmer – Yes	
Sorell -Yes	Rao - Yes	
Queenan – Yes		

c. CD & Checking Account Fund Transfers (Action Required)

Based on interest rates, the NH PDIP has the highest interest rate. The Bar Harbor account is only yielding an interest rate of .01%, while TD Bank is offering 1.83%. The benefit of Bar Harbor is we keep a relationship with a somewhat local bank. Recommend we keep \$15,000 at Bar Harbor to keep the account open with no fees, then transfer the remaining funds to TD Bank.

At the request of Tenhave, Elmer moved to recommend to close the Bard Harbor CD upon maturation and invest the balance into the existing NH PDIP account per the Finance Directors recommendations, with a second by Rao. The motion passed by roll-call vote 5-0-0:

Tenhave – Yes	Elmer - Yes	
Sorell -Yes	Rao – Yes	
Queenan – Yes		

At the request of Tenhave, Elmer moved to keep the minimum required balance (\$15,000) in the Bar Harbor Bank checking account to maintain that banking relationship and move the balance of funds into the TD Bank checking account to be used as NRPCs primary checking account, with a second by Sorell. The motion passed by roll-call vote 5-0-0:

Tenhave – Yes	Elmer - Yes	
Sorell -Yes	Rao - Yes	
Queenan – Yes		

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c. Executive Director Evaluation

Tenhave has collected input from staff and is awaiting input from Minkarah.

Goals for the next year:

Rao suggested including a goal related to converting diesel school buses to electric buses. Need to identify a town who owns their school buses and work with them to convert to electric. Consider working with towns who are interested in community power.

Minkarah suggested making it broader to focus on EV charging and infrastructure. Develop guidance on EV infrastructure and EV conversions. Develop guidelines for our communities on EV charging.

Tenhave suggested:

- 1) Develop the Statement of Strategy in draft form by the December Executive Committee meeting. Motion by Tenhave to include this goal for next year, second by Elmer. 7-0-0

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

Correa suggested developing an implementation plan based on the final Statement of Strategy. This would be addressed next year.

- 2) Queenan suggested the Executive Director will create a grant webpage with an on-going list of grants. Distributing this information to relevant members of the communities including, Planning Boards, Boards of Selectman, Road Agents, and Conservation Commissions. Updates should also be included in the newsletter. Moved by Elmer, seconded by Hennessey. 7-0-0

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

Tenhave noted that Langdell suggested creating an NRPC outreach and marketing plan. Create a written NRPC Outreach and Marketing plan for FY24 that engages current commissioners, includes a region-wide assessment of community priorities as defined by community leadership (i.e. Select Boards, School Boards, etc.), employs various publicly accessible mediums (i.e. newsletters, videos, community access television, live streams etc), emphasizes in-person meetings and collaborative discussions with community leadership (not just one-way online surveys), promotes services that NRPC currently offers that are included in the annual dues and are fee-based services, and defines strategies to promote inter-community communications and collaboration around common issues and needs.

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- 3) Sorell suggested that the Executive Director or his designee hold an outreach event or attend a town meeting to provide an overview of NRPC and its services. Ideally to combine it with a project or other purpose for the meeting. Moved by Sorell, second by Hennessey. 7-0-0.

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

d. NRPC Statement of Strategy

Tenhave wants a vision, mission type of statement and a strategy of how to do this, not a focus on the internal/daily functions. The concept of a dashboard for at-a-glance status reports is great. Minkarah noted that presenting at the September Quarterly Meeting may be tight. Correa noted that the proposal indicates that NRPC staff seems to be doing a lot of work. NRPC will send out the survey and do the analysis. This should be clarified so NRPC staff doesn't feel a burden with this effort. In general, the Memo of Understanding should be tightened up with more specifics. The final document should be 4-5 pages total.

Need to add a section that either party can terminate.

e. NRPC Personnel Policy Amendments

The Executive Committee did not address this agenda item.

3. Transportation Programs

- a. **SS4A** – No discussion.
- b. **UPWP Updates** - No discussion.

4. Other Business

- a. Staff Updates - No discussion.

5. Adjourn

At 6:52 pm, Elmer motioned to adjourn, seconded by Hennessey.

The next Executive Committee meeting will be March 15, 2023 at 6:00 pm.