



**APPROVED MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 19, 2022**

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 Dave Hennessey Tamara Sorell	Venu Rao	Karin Elmer Janet Langdell	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

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

2. Business

a. Minutes: September 21, 2022 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of September 21, 2022, as amended, Queenan seconded. The motion passed 5-0-2 by roll call vote:

Battis – Yes	Rao – Yes	Hennessey - Abstain
Correa – Yes	Tenhave – Yes	
Sorell - Abstain	Queenan – Yes	

b. September/October Dashboard (Action Required)

Minkarah reviewed the Dashboard. CEDR meetings are on-going and Minkarah will be leading this process, as the BEA staff person has left the position. The Zoning Atlas has been developed by St. Anselm’s College to determine where to best locate multi-family housing. The Capital Corridor project continues to move along, including a meeting with representatives from Simon Properties. Looking at a date in March 2023 for study completion. The platform would be entirely within NH, with the parking located in MA. There is a pending grant from DES to update the Souhegan River Management Plan.

The working budget has been adjusted to reflect an increase in the grants. At the request of Tenhave, Battis moved to accept the September/October dashboard and budget, with a second by Hennessey. The motion passed by roll-call vote 7-0-0:

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Battis – Yes	Rao – Yes	Hennessey - Yes
Correa – Yes	Tenhaven – Yes	
Sorell Yes	Queenan – Yes	

c. Annual Forum

The memo includes a list of 4 dates in May, and the associated meetings in the region that will conflict on those dates. Thursday, May 11th is the first choice; Wednesday, May 10th is the second choice.

d. Executive Director Evaluation Process

Tenhaven and Rao met last week and created a new form, which is more condensed with performance goals including organizational responsibilities, personnel responsibilities, three specific goals for the current year, as well as professional development goals. A 360-review including input from staff will be included as part of the review process. Also includes a mid-year review, to adjust the goals as needed. In the past, compensation for the Executive Director has been based upon salaries in both MA and NH. Hennessey suggested disseminating this review process with other regional planning commissions in NH. Tenhaven will provide this document to the NH Association of Regional Planning Commissions, and directly shared with other executive committees.

This item will be voted on at the next meeting to allow time for input from members who were not present.

e. NRPC Statement of Strategy

Potential facilitators include Robin LaBlanc, as she is familiar with the operations of regional planning commissions. There are other ideal facilitators available as well. Tenhaven would like to present a plan to the Commission at the December meeting. The existing 2015 plan is outdated and will be updated as part of this process. It is currently available on the website. The FHWA and FTA conducted a review, and their analysis should be assessed as well and incorporated as relevant. Rao suggested we consider the key problems that face our towns and potentially incorporate them. Hennessey suggested this is an ideal opportunity to reevaluate the work products and topic areas that NRPC should be focusing on in the future, such as sustainability, or housing. Tenhaven has asked Minkarah to develop a process for review at the November meeting.

3. Transportation Programs

a. TYP Project Solicitation

The review committee ranked the submittals based upon statewide criteria used amongst other RPCs and MPOs. NH DOT asked the RPCs to rank their top projects based on funds available to the regions and 2 additional projects, in the event that additional funds become available.

Unfortunately, due to financial constraints, it was not feasible to select a project from each community. The top projects include two from Merrimack, and one from Amherst, Hudson,

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Litchfield. The additional two projects are from Pelham and Amherst. This was the first year that NRPC was able to have a professional engineer develop costs for all submitted projects.

b. FY24-25 UPWP

Our UPWP is up for renegotiation this year and set to go into effect in July 2023. NRPC will be receiving approximately a 30% increase in annual funds or \$220k annually. The increase in annual dues will assist in the additional required match funds that NRPC needs to provide. Staff is getting pretty stretched so now may be a good time to hire another transportation planner.

c. Other UPWP Updates

Lots of projects and data collection are underway. Hennessey would like a handout on the new tubeless traffic counters. They have the functionality to collect data class, i.e., trucks versus cars.

4. Other Business

a. New Contracts

Administrative support for Lyndeborough, and ordinance review for Brookline.

b. Pending Grants

Staff is always considering upcoming grants.

c. Staff Updates

Ivy Van will be assisting in the development of recommendations for the Regional Housing Needs Assessment.

d. Other

5. Adjourn

At 7:36 pm, Hennessey motioned to adjourn, Battis seconded.

The motion passed by roll-call vote 7-0-0:

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

The next Executive Committee meeting will be November 16, 2022