



**APPROVED MEETING MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
January 18, 2023**

**In-Person Public Meeting with Zoom Attendance Option**

<b>Members Attending In-Person</b>	<b>Members Attending on Zoom</b>	<b>Members Absent</b>	<b>Staff Attending</b>	<b>Others Present</b>
Tim Tenhave, Chair Jim Battis, Treasurer Camille Correa Janet Langdell Tamara Sorell Kim Queenan, Vice-Chair		Karin Elmer Dave Hennessey Venu Rao	Jay Minkarah, Executive Director  Camille Pattison, Assistant Director	

**1. Call to Order**

Tenhave called the meeting to order at 6:02 pm.

**2. Business**

**a. Minutes: December 21, 2022 (Action Required)**

Section C on page 2, needs to be moved to the right. Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of November 16, 2022, as amended. Battis seconded. The motion passed 6-0-1 by roll call vote:

<b>Tenhave – Yes</b>	<b>Langdell – Yes</b>	
<b>Battis - Yes</b>	<b>Queenan – Yes</b>	
<b>Correa – Yes</b>	<b>Sorell -Yes</b>	

**b. December/January Dashboard (Action Required)**

Minkarah reviewed the Dashboard – TD Checking and Bar Harbor saw little change. Accounts Payable and Receivable are up significantly due to the end of the quarter. The CD is growing. Staff activities are pretty standard.

Grant applications – this month we submitted a CMAQ application for transit expansion to Milford.

Working Budget – A few adjustments have been made, mainly due to the addition of smaller local projects resulting in a delta of approximately \$36,000.

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Profit and Loss – We are now 50% of the way through the year. The Regional Plan Update is now included. Total resources are just under 50%, total expenses are just under 46% with a net positive of just over 48k for the month and 56k for the year.

At the request of Tenhave, Battis moved to accept and file the December/January dashboard and budget, with a second by Sorell. The motion passed by roll-call vote 6-0-0:

<b>Tenhave – Yes</b>	<b>Langdell – Yes</b>	
<b>Battis - Yes</b>	<b>Queenan - Yes</b>	
<b>Correa – Yes</b>	<b>Sorell -Yes</b>	

**c. Web/Social Media Stats**

Activity is typically lower in December. It increases in the summer months with HHW events. The newsletter open rate is fairly static. New subscribers were low this fall. Facebook followers are increasing slowly. The Envision Milford project generated quite a bit of interest on the website and Facebook. LinkedIn is slowly increasing too.

**d. NRPC Statement of Strategy**

Minkarah took the feedback back to Robin LeBlanc. We could reduce the scope and budget not to exceed 25k. Wil start with a survey of key stakeholders, with a primary focus on NRPC services and programs. What do people value, what do they use on our site, and what would they like us to change? She will provide a revised proposal then get started on the survey. Ideally, we could release the survey in February. The full commission meets in February, and this would be an ideal opportunity for input. It will be deployed electronically. Kristin will also be releasing the Save the Date for the Forum, and part of this process requires updating all of the new town contacts. This will be ideal for releasing the survey too.

The outreach / brainstorming sessions will be held in April, on an evening, with one virtual and one in person. A similar session will be completed with staff as well. She will also provide monthly updates to the Executive Committee. Tenhave suggested we provide context at the beginning of the survey.

**e. Executive Director Evaluation**

Tenhave has solicited input from staff and Jay, due in February. In March, the Executive Committee will provide input so it can be wrapped up in April. Should be SMART goals - Specific, Measurable, Attainable and Timely.

Draft Executive Director Goals for next year:

- 1) Greater emphasis should be placed on NRPC as a resource for our communities:

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- a. Increasing the accessibility of information to our member communities readily on our website. This can be done, by focusing on the town pages on the website, including items like bike and pedestrian counts.
- 2) Focus on climate change and sustainability.
  - a. Solar panels, energy, fleet conversion of school buses, energy aggregation, and integrating sustainability in master plans.
  - b. Transportation projects are increasingly ranked on resiliency. NRPC does not currently have methods to measure resiliency. Need to consider the vulnerability of our infrastructure.
  - c. Staff would pursue grants and training regarding these topics.
- 3) Strengthening the pipeline of projects that are funding ready.
  - a. If projects are ready to be implemented by our member communities, it is easier to apply for funding and schedule them for implementation.
  - b. Now NRPC has UPWP funding to hire an engineer to assist in project costs.
- 4) NRPC will be ending FY 2022 with a net loss and Jay would like to see FY 2023 with a net gain.
- 5) Get NRPC fully staffed and keep it that way for at least year.
- 6) Sorell would like to see more active outreach to member communities. Langdell suggested a video about what NRPC offers that could be shared on community TV. She also noted that NRPC used to do a road show to highlight what services NRPC offers. A presentation was done at each community annually. Look at opportunities to share our information at existing events and booths. Need good marketing materials to distribute. NRPC could post our Commission meetings on YouTube and share on our website.
- 7) Create a Marketing and Outreach Plan
- 8) Add a section on the website for legislative updates that impact our member communities, including hearings and opportunities for input. Add legislative items that we are watching to the newsletter.
- 9) Grant Writing
- 10) Issue a monthly report of what is going on in each community, similar to the Commissioner Round Table.
- 11) Explore a regional assessment of emergency response and mutual aid to surrounding communities. How to address future growth and safety in the region.
- 12) Regional workforce skill sets.

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- 13) Southern NH University has challenge getting students from Nashua to the campus. Need for increased transit service between Nashua and Manchester.
- 14) Continue the Brownfields Program.
- 15) Spark identifies many items that NRPC will do, where are we at with this?
- 16) Could specific areas in the region gain more support from NRPC, such as looking at the Souhegan Valley towns.
- 17) Drive to completion of the Statement of Strategy by the end of the year.
- 18) Increase participation at the Commission Meetings by a certain percentage. Obtain more commissioners from the member communities. Use social media and advertise new speakers.

Pattison suggested starting the Executive Committee meeting at 5:45 pm to allow more time to transition to the Commission Meeting on Zoom and allow Commission members to wait in the conference room.

Kristin will send out a calendar invite for the February meeting starting at 5:30.

**f. Annual Forum Topic**

Maybe Economic Development. Could invite Tyler Caswell, Federal Treasury Department and a local person. What is the effect of economic development planning, to include housing and workforce development. Conversion of office buildings to residential, like the Brookstone building. Staff will flesh this out in greater detail for the next meeting.

**g. NRPC Personnel Policy Amendments**

Kate has not had time to address the comments from the last meeting.

**3. Transportation Programs**

**a. UPWP Updates**

Minkarah met with NH DOT staff about our UPWP for FY24-FY25.

**4. Other Business**

- a. Cassie Cashin will be returning to NRPC as a Regional Planner. Interviews are underway for a Principal Transportation Planner.

**5. Adjourn**

At 7:48 pm, Battis motioned to adjourn, Queenan seconded.

*The next Executive Committee meeting will be February 18, 2023 at 5:30 pm.*