



**APPROVED MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 March 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 Kim Queenan, Vice-Chair Jim Battis, Treasurer Karin Elmer Camille Correa Dave Hennessey Janet Langdell Venu Rao - arrived 6:06	Tamara Sorell		Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:00 pm.

2. Business

a. Minutes: February 15, 2023 (Action Required)

Page 3 C. 2 add 'Queenan suggested' at the beginning of #2 and 'Tenhave noted that' prior to Langdell. Seeing no further discussion, Tenhave accepted a motion from Hennessey to accept the minutes of February 15th, 2023, as amended. Elmer seconded. The motion passed 6-0-2 by roll call vote:

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

b. February/March Dashboard (Action Required)

Minkarah reviewed the Dashboard – No change to TD Checking and Bar Harbor. The balance is reduced as receivables are down considerably. Accounts payable and receivable are pretty stable.

Staff Activities – Minkarah presented at a freight planning webinar. The RPC Directors met with the CDFA Directors about potential grant opportunities. This was an opportunity to share input on future funding opportunities. Next year they would like the RPCs to work with communities to develop future projects which benefit low-income communities.

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There have been 2 input sessions on 101.

Pending Grants - FTA 5305 – NRPC received the intent to award to update the NTS Long Range Plan and the Locally Coordinated Plan with the RCC. Funding will be integrated into the UPWP.

Working Budget – No significant changes. A small increase on the revenue side.

Profit and Loss – Almost 67% of the way through the fiscal year. The Regional Plan update has not made significant progress yet. Some work has started on the Brownfields grant. The Regional Housing Needs budget has been drawn down. Local planning grants are at various stages of completion. Elmer asked what the Wilton Code Enforcement line item was. Minkarah noted that Wilton lost their staff person so NRPC took on this role. The UPWP has been drawn down to a rate of 70%. Resources are at 58.5%. Overall, the financials are in good shape.

At the request of Tenhave, Battis moved to accept and file the February/March dashboard and budget, with a second by Queenan. The motion passed by roll-call vote 9-0-0:

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

c. Executive Director Evaluation

Tenhave is still waiting for input from some Executive Committee members. Comments need to be submitted to Tenhave by Friday 3/17/23. Tenhave asked for input on this year’s goals. Queenan suggested we add municipal staff on the distribution list to Goal #4. The grant list will primarily focus on current grants. Could also include links to future grants that are forthcoming. Tenhave asked Minkarah about professional development. Minkarah would like to expand his knowledge of renewable energy, community power, EV charging, and fleet conversions. NRPC has a lack of capacity in this area. Hennessey asked what industry groups are related to alternative energy. Standard Power is a firm NRPC works with on the aggregation side as well as Clean Energy NH. Hennessey asked to have a speaker at a future Commission meeting regarding clean energy.

d. NRPC Statement of Strategy

Minkarah stated that all of the input from the Executive Committee as well as from staff was used to finalize the contract. The next step is development of a draft survey for a broad range of stakeholders. The Executive Committee will have an opportunity to provide input on the draft survey. Langdell suggested marketing this effort prior to distribution.

e. NRPC Personnel Policy Amendments

Kate has incorporated changes from the January meeting. Check the date on Appendix A for accuracy. Section 5.0 is separate from Appendix A. Effective date of March 16, 2023. At the request of Tenhave, Battis moved to adopt the revised Personnel Policies with a second by Hennessey. The motion passed by roll-call vote 9-0-0:

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

3. Transportation Updates

- a. UPWP will be finalized in May.

4. Other Business

- a. In June we need to identify roles on the Executive Committee. Tenhave asked if we want to create a more formal nominating committee.

5. Adjourn

At 6:50 pm, Elmer motioned to adjourn, seconded by Hennessey.

The next Executive Committee meeting will be April 19, 2023 at 6:00 pm.