



APPROVED: June 21, 2023

APPROVED MEETING MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
May 17, 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 Karin Elmer Camille Correa Dave Hennessey Jim Battis, Treasurer Venu Rao Janet Langdell		Kim Queenan, Vice-Chair Tamara Sorell	Jay Minkarah, Executive Director  Camille Pattison, Assistant Director	Robin Leblanc

**1. Call to Order**

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

**2. Statement of Strategy Update**

Robin LeBlanc introduced herself and gave an overview of the project. Robin has met with Jay and Camille on a number of occasions as well as the NRPC staff. At the staff meeting, the creation of a vision and mission was discussed. NRPC’s current vision is the vision of the Regional Plan, but not specific to the NRPC.

To date some key words and phrases have been selected for the Vision.

Vision (in progress) - The NRPC region, and each of its communities are vibrant and the people thrive.

Mission (in progress) – The NRPC provides leadership, guidance and technical and tactical assistance related to transportation and land use planning as well as economic development that contribute to livable communities for everyone in its region.

Leblanc reviewed the survey results. Battis asked if we could analyze questions based on who answered the survey. It can be done, but may not be as valuable as the number of respondents per answer would be smaller.

What topics did respondents want NRPC to focus on? Top choices include:

- 1) Water Quality Protection
- 2) Attracting Young People and Families.
- 3) Grant Writing Assistance

Minkarah noted that respondents value mapping and environmental quality.

Hennessey would like to see more input from municipal employees, and Selectman/Alderman. Langdell wants to ensure that the survey was sent to State Representatives and State Senators.

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Next steps – setting up a forum and one on one meetings. There was general support in these options as they are an opportunity to obtain deeper input.

Tenhave asked when the survey is closing. The survey will stay open for another week or so, and commissioners will encourage additional responses. Staff will share the survey again and will do a social media post.

The meeting took a recess at 6:46 pm and resumed at 7:58 pm, for the Commission Meeting.

**3. Business**

**a. Minutes: April 19, 2023 (Action Required)**

Pattison noted February should be changed to March in Section 3 at the top of page 2. Tenhave provided the following information: Non-public session began at 7:20 pm and ended at 9:05 pm. Motion to adjourn the meeting from Correa, seconded by Battis at 9:06 pm. Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of April 19, 2023, as amended. Rao seconded. The motion passed 6-0-1 by roll call vote.

<b>Tenhave – Yes</b>	<b>Correa - Yes</b>	<b>Hennessey - Abstained</b>
<b>Elmer - Yes</b>	<b>Langdell - Yes</b>	
<b>Battis – Yes</b>	<b>Rao - Yes</b>	

**b. April/May Dashboard (Action Required)**

Minkarah reviewed the Dashboard. TD account now reflects the transfer of funds from the Bar Harbor Account. Account receivables are steady.

Staff Activities – Had the first meeting of the Brownfields Steering Committee. Have added three sites to the program. Held the first HHW collection of the season and it went well with 300 households. NRPC staff assisted the Town of Amherst with a protest petition to determine the validity based on a GIS land analysis. Hosted Leadership Greater Nashua for their Economic Development day.

Forum was very successful. Could do a smaller charcuterie and more passed appetizers. Want to book the venue for next year.

Pending Grants – NRPC agreed to participate in a climate change grant with the Boston MPO.

Working Budget – No significant changes.

Profit and Loss we are about 80% of the way through the fiscal year. The Regional Plan has been zeroed out for this year due to a delay in funding approval from the State of NH.

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Total Resources and expenses are both just under 75% of the budget.

At the request of Tenhave, Hennessey moved to accept and file the April/May dashboard and budget, with a second by Elmer. The motion passed by roll-call vote 7-0-0:

<b>Tenhave – Yes</b>	<b>Correa - Yes</b>	<b>Hennessey - Yes</b>
<b>Elmer - Yes</b>	<b>Langdell - Yes</b>	
<b>Battis – Yes</b>	<b>Rao - Yes</b>	

**c. Draft FY 24 Budget**

Minkarah reviewed the draft budget. As it gets finalized it will be sent out to the Executive Committee. This budget reflects an increase of 8k in dues. Anticipate drawing down less funds in FY 24 for the EPA grant.

Local Planning Projects show the best estimate of how they will be split over fiscal years. Anticipate an increase in projects throughout the fiscal year. The UPWP shows an increase of about 100k in FY 24.

Expenses show a decrease of 20k in capital equipment. Employee benefits have increased due to changes in staff health care coverage. The reserve funds will show an amount as the budget gets finalized. Change SVTC to 5310 RCC.

**d. Staff Update**

The new Finance Director begins on Monday, May 22. The existing Finance Director will train her for the first week.

The new Senior Planner begins on Tuesday, May 23. Very strong transportation background.

New intern also started this week.

We have had our most recent hire leave the agency.

Langdell and Battis will coordinate with Kate Lafond to assist with the transition to a new Treasurer.

**e. Executive Director Evaluation**

**4. Nonpublic Session per NH RSA 91-A:3 II (a)**

Langdell made a motion to enter nonpublic Session, seconded by Elmer. The motion passed by roll-call vote 7-0-0:

<b>Tenhave – Yes</b>	<b>Correa - Yes</b>	<b>Hennessey - Yes</b>
<b>Elmer - Yes</b>	<b>Langdell - Yes</b>	
<b>Battis – Yes</b>	<b>Rao - Yes</b>	

**Nonpublic session began at 8:42 pm and ended at 9:22 pm.**

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Elmer motioned to seal the minutes of the nonpublic session, seconded by Langdell. The motion passed by roll call vote 7-0-0.

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

**5. Other Business**

**6. Adjourn - At 9:23 pm, Elmer motioned to adjourn, seconded by Langdell. The motion was approved.**

*The next Executive Committee meeting will be held on June 21st, 2023*