



**APPROVED MEETING MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
August 17, 2022**

**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 Kim Queenan, Vice-Chair Jim Battis, Treasurer Camille Correa Karin Elmer Dave Hennessey Janet Langdell Venu Rao Camille Correa – in person and first then went remote.	Tamara Sorell Camille Correa – left in person and went to remote.		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. Nonpublic Minutes: April 20, 2022 (Action Required)**

Seeing no further discussion, Tenhave accepted a motion from Queenan to accept the nonpublic minutes of April 18, 2022, and Hennessey seconded. The motion passed 9-0-0 by roll call vote:

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

**b. Minutes: June 15, 2022 (Action Required)**

Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of June 15, 2022, as amended, Hennessey seconded. The motion passed 9-0-0 by roll call vote:

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

**c. June/July/August Dashboard (Action Required)**

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Minkarah reviewed the Dashboard.

Very little change, the Bar Harbor account balance is a bit lower.

We do not have any financial reports for this month, or end of year financials either. Line of credit has not been activated, and the audit process has now begun.

**Staff Activities –**

Minkarah attended the front office meeting at the NH DOT to hear updates on the turnpike projects and one Brookline project. NRPC has met with NH DOT on safety improvement priorities for NH 101 improvements from Wilton to Bedford. Waiting on a date for a stakeholder meeting. Had a few capitol corridor meetings and trying to get a soft commitment from Simon on a rail station at the Pheasant Lane Mall. The Capitol Corridor financial meeting, they are looking for a soft commitment from the City of Nashua to pay for the Crown Street station by the end of the year. Project costs are looking substantial, as they have increased since the 2014 study and due to inflation rates, which historically were only based on a 2% increase.

Had the EPA big check event at the NIMCO building. Had the NH DOT mid-year contract review and it went very well. Matt Waitkins did a great job pulling it together.

Staff has participated in numerous professional development conferences.

Working budget only has minor changes given the early stage of fiscal year.

Langdell asked if anything came out of the ADU Roundtable. Minkarah noted NH Housing has hired a consultant to complete an assessment of ADUs and their impact. In general, the results have been underwhelming. Historically they are expensive to build and are often built without proper permitting. Langdell asked if there are going to be monthly rail meetings. Minkarah noted there are no plans for that.

At the request of Tenhave, Battis moved to accept the Dashboard of the June/July/August 2022 (not Financials) and place on file, with a second by Queenan. The motion passed by roll-call vote 9-0-0:

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

**d. April-June Web/Social Media Stats**

This is the first report since the new website went live. Monthly users and monthly sessions from June 2021 to June 2022 are very similar. Indicates visitors are not struggling to navigate the new site. New subscribers for the newsletters have increased. NRPC has been much more consistent about sending out the newsletter. Facebook followers has increased significantly and continues to be our most successful social media platform. This has largely improved by Kristin Wardner focusing on this effort and posting on town pages. Twitter activity is decreasing. LinkedIn followers have increased.

**e. NRPC Vision Zero Statement (Action Required)**

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NRPC is considering applying for a Safe Streets for All Grant, which is focused on safety for all including pedestrians and bicyclists. You must develop an action plan to get funding for implementation projects after the plan is developed. \$200,000 minimum with a match of 20%. It seems unlikely that the MPOs will be able to submit a joint grant by the September deadline. Langdell asked if the foundation could obtain a grant and use those funds as match. Minkarah noted that was a good idea. Once a plan is developed, individuals are then eligible to apply for implementation grants. The federal government wants to see a strong level of commitment to Vision Zero or reducing fatalities and significant accidents. Vision Zero is based on the philosophy that fatalities and serious injuries are not inevitable.

Langdell requested staff send out the Vision Zero policy statement and guide.

Langdell made a motion, seconded by Rao, that the NRPC Executive Committee adopt the following Vision Zero policy statement: **It is the policy of the NRPC Commission that we have a goal to prevent traffic related deaths and significant injuries, as well as a systemwide approach to safe mobility for all users.**

The motion passed by roll-call vote 9-0-0:

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

**3. Transportation Programs**

**a. TYP Project Solicitation**

With increased outreach NRPC received 18 applications, with 8 from the Town of Amherst. Hudson had projects. All of the Amherst and Hudson projects are bike and pedestrian projects. These projects will be presented at the September TTAC meeting, then the selection committee will present their rankings at the October meeting.

**b. Fieldwork**

The fieldwork season is still well underway. Our interns are leaving within the next 2 weeks. We are ahead of schedule, in particular the sidewalk data collection project in Nashua is ahead of schedule.

**c. Other UPWP Updates**

No other updates.

**4. Other Business**

**a. Statement of Strategy**

This document needs to be updated, as it expired in 2020. Tenhave noted it has lots of good information, but no actual strategy. Hennessey noted economic development should be a core competency. Elmer asked if we needed a strategic plan or do we want to develop a new concept and plan. Tenhave would like a strategy to fit on one page. Rao noted our core competencies need to reflect the region’s future needs. Hennessey noted the vision needs to be updated. Langdell agrees the vision needs to be updated to reflect current thoughts, ideals and

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language. Could we include an outreach component as part of the Regional Plan Update? This item will be continued at the October Executive Committee meeting.

**b. Executive Director Evaluation Process**

Tenhave would like to scale down the evaluation form and reevaluate the process. Rao and Tenhave will develop a revised draft for the Executive Committee to review. Agreement that a new process would be considered.

**c. Staff Updates**

New planner is starting on Monday, Payton Hoyt. Has good public outreach skills.

At 7:57 Langdell made a motion to enter non-public session, seconded by Battis. The motion passed by roll-call vote 9-0-0:

<b>Battis – Yes</b>	<b>Hennessey – Yes</b>	<b>Roa – Yes</b>
<b>Correa – Yes</b>	<b>Langdell – Yes</b>	<b>Sorell – Yes</b>
<b>Elmer – Yes</b>	<b>Queenan – Yes</b>	<b>Tenhave – Yes</b>

At 8:10 Elmer made a motion to leave non-public session, seconded by Hennessey. The motion passed by roll-call vote 9-0-0:

<b>Battis – Yes</b>	<b>Hennessey – Yes</b>	<b>Roa – Yes</b>
<b>Correa – Yes</b>	<b>Langdell – Yes</b>	<b>Sorell – Yes</b>
<b>Elmer – Yes</b>	<b>Queenan – Yes</b>	<b>Tenhave – Yes</b>

Elmer motion to seal the minutes, seconded by Battis.

The motion passed by roll-call vote 9-0-0:

<b>Battis – Yes</b>	<b>Hennessey – Yes</b>	<b>Roa – Yes</b>
<b>Correa – Yes</b>	<b>Langdell – Yes</b>	<b>Sorell – Yes</b>
<b>Elmer – Yes</b>	<b>Queenan – Yes</b>	<b>Tenhave – Yes</b>

**5. Adjourn**

At 8:11 pm, Elmer motioned to adjourn Battis seconded.

The motion passed by roll-call vote 9-0-0:

<b>Battis – Yes</b>	<b>Hennessey – Yes</b>	<b>Roa – Yes</b>
<b>Correa – Yes</b>	<b>Langdell – Yes</b>	<b>Sorell – Yes</b>
<b>Elmer – Yes</b>	<b>Queenan – Yes</b>	<b>Tenhave – Yes</b>

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*The next Executive Committee meeting will be September 21, 2022*