



**APPROVED MEETING MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
September 21, 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 Venu Rao	Janet Langdell	Karin Elmer Dave Hennessey Tamara Sorell	Jay Minkarah, Executive Director  Camille Pattison, Assistant Director	

**1. Call to Order**

Tenhave called the meeting to order at 6:06 pm.

**2. Business**

**a. Minutes: August 17, 2022 (Action Required)**

Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of August 17, 2022, as amended, Rao seconded. The motion passed 6-0-0 by roll call vote:

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

**b. Nonpublic Minutes: August 17, 2022 (Action Required)**

Seeing no further discussion, Tenhave accepted a motion from Battis to accept the nonpublic minutes of August 17, 2022, as amended, and Rao seconded. The motion passed 5-0-1 by roll call vote:

<b>Battis – Yes</b>	<b>Rao – Yes</b>	
<b>Correa – Yes</b>	<b>Tenhave – Yes</b>	
<b>Langdell – Abstain</b>	<b>Queenan – Yes</b>	

**c. August/September Dashboard (Action Required)**

Minkarah reviewed the Dashboard. Accounts receivable is significantly higher. The Audit is a bit behind, but we have set dates for the auditor’s to be in the office. Commute Smart is focused on Rideshare and Donna now attends these meetings. They are working on the Agile Mile app to assist with rideshare. Professional development included a population projection training and NRPC will likely send out the

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regional projections to our member communities. They will play a role in the Regional Housing Needs Assessment and Long-Range Transportation Plan.

Pending Grants - Submitted a 604B grant application for an update to the Souhegan River Advisory Plan with a focus on water quality. Still working through the paperwork for the Regional Planning Grant and just received the paperwork for the EPA Grant. The CEDR grant was approved by the G and C today.

The working budget has no new updates as we were focused on financials. For the year end financials, the EDA Grant is complete, while the Merrimack River Corridor Management plan has carried over into this year. The Hudson CR has no contract, so it appears significantly over budget. The Nashua Sidewalk Assessment was not included in the annual budget, so it does not show a drawdown. The UPWP was expended at just under 90%, so there is an additional \$113k allocated to FY 23. Expenses came in at just under 94%, so at the end of the year the budget reflects a small positive amount.

July – August profit and loss and balance sheet does not show any outliers so far in the year.

At the request of Tenhave, Battis moved to accept the FY 23 dashboard, end of year financials for 2022 and financials for July-August and place on file, with a second by Correa. The motion passed by roll-call vote 6-0-0:

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

**d. NRPC Reserve Fund Accounts (Action Required)**

It is recommended that \$200,000 are moved from the Bar Harbor checking account and invested into NH Public Deposit Investment Pool. This will offer a higher yield rate and can be transferred out at any time if needed.

Battis made a motion to move \$200,000 into the PDIP, seconded by Rao.

The motion passed by roll-call vote 6-0-0:

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

**3. Transportation Programs**

**a. TYP Project Solicitation**

NRPC has received requests for projects that would far exceed the available budget so it will be a very competitive process.

**b. Other UPWP Updates**

The Hudson town wide project and RSMS are continuing.

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**4. Other Business**

a. **New Contracts** – The Milford Community Engagement effort will provide feedback and assist in the start of their Master Plan, as well as the Hudson Master Plan. NRPC has been providing extra planning administrative support for Wilton, Milford and Lyndeborough as well as an audit of the Hollis Subdivision Regulations.

b. **Pending Grants**

Safe Streets and Roads for All grant was submitted collectively from the RPCs.

c. **Other**

Tenhave and Rao are still working on evaluating the Executive Director’s Evaluation form and process. Battis inquired about the status of the 501c3. Kate will be playing a key role in this process, and we will setting up a meeting to move forward.

**5. Adjourn**

At 6:47 pm, Battis motioned to adjourn Queenan seconded.

The motion passed by roll-call vote 6-0-0:

<b>Battis – Yes</b>	<b>Rao – Yes</b>	
<b>Correa – Yes</b>	<b>Tenhave – Yes</b>	
<b>Langdell – Abstain</b>	<b>Queenan – Yes</b>	

*The next Executive Committee meeting will be October 19, 2022*