

**APPROVED MEETING MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Executive Committee**  
**November 16, 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 Jim Battis, Treasurer Camille Correa Karin Elmer Dave Hennessey Janet Langdell	Kim Queenan, Vice-Chair  Camille Pattison, Assistant Director  Came in 10 minutes late due to Zoom Link issue.	Venu Rao Tamara Sorell	Jay Minkarah, Executive Director	

**1. Call to Order**

Tenhave called the meeting to order at 6:03 pm.

**2. Business**

**a. Minutes: October 19, 2022 (Action Required)**

Langdell suggested on Page 2 Section D line 2/3 to change wording to ‘three specific goals for the current year’. Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of October 19, 2022, as amended, Hennessey seconded. The motion passed 4-0-2 by roll call vote:

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

**b. October/November Dashboard (Action Required)**

Minkarah reviewed the Dashboard. TD Checking and Bar Harbor Bank have no changes. Bar Harbor Bank will have a decrease when the transfer goes through to the NH Investment Pool, which will be

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reflected next month. Accounts Payable and Receivables are both down around 50k-60k. The audit is well underway and we hope to be able to present to the Executive Committee in January, if not February.

Key Statistics – The Complete Streets Advisory Committee has had attendance drop off, so for now we will keep this as an agenda item on the TTAC. NRPC hosted a meeting of the Gate City Bike Coop. Donna is also working with them as a mobility option.

Professional Development – GIS staff attended the NEARC Conference.

Working Budget – Total revenue is up significantly, largely in part to a large amount of carry over in the UPWP from the last FY. Significant increase in the number of small local contracts. Pending grants include the DES grant, who invited us to submit a full proposal. NRPC has also received the paperwork for development of a Regional plan. It seems likely that an extension will be granted for the Regional Housing Needs funding.

Profit and Loss – We are one third of the way through the fiscal year at this point. The old EPA Brownfields grant has been closed out, and the new one will be starting. The Solid Waste District in on target. The local planning contracts are at varying stages of completion. In UPWP funds we are just under target at 31%. Expenses are coming in at 28% just under revenue targets.

Balance sheet – Total assets at just over 1 million.

At the request of Tenhave, Langdell moved to accept the October/November dashboard and budget, with a second by Battis. The motion passed by roll-call vote 7-0-0:

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

**c. FY 23 Q1 Social Media / Web Stats**

Overall averaging about 1500 users on the site. Once we have one year’s worth of data for the new site, we will do a comparison between the new and old website. Home page, Spark page and Hudson Master Plan were the top pages for quarter 1. Mapgeo interest has remained consistent. The newsletter open rate continues to steadily increase. Facebook continues to be our top social media platform. Followers on Facebook continue to steadily rise.

**d. Executive Director Evaluation Process (Action Required)**

At the last meeting we reviewed the form and the process. Langdell asked about the September date on page 4 and wondered if we need to start the goal process earlier in the year. Suggestion of starting discussions in June. Consensus to change September to July / August. The evaluation for

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the Executive Director next year will be based on the old form. The new form will be used for the review in 2024. The input from additional people will include the Assistant Director and Finance Director, then one additional staff member selected at the will of the Chair.

Seeing no further discussion, Tenhave accepted a motion from Elmer to adopt the new evaluation process, as amended, Hennessey seconded. The motion passed 7-0-0 by roll call vote:

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

**e. NRPC Personnel Policy Amendments**

Program Manager and / or Manager – should be replaced throughout with Supervisor.

Page 9 - Probationary Period. This is to address employment situations that are not ideal.

Page 11 - Office Coverage is no longer relevant.

Page 17 - includes a clarification of regular part-time, versus part-time at 20 hours or less. Discussion led to a decision to leave the language as it was originally.

Hennessey suggested adding in a clause to address independent contractors.

Page 20 – Personal Appearance – include paragraph 1, and Management reserve the right to request a change of attire.

Page 24 - Cell Phone Use – this is necessary for 2 factor authentication. Need to clarify complying with the hands-free law versus no cell phone use at all. The proposed changes are contradictory.

Page 25 – Holiday Leave – Change it to say Columbus Day / Indigenous People’s Day.

Page 27 – Special Leave – add per occurrence

Page 34 – 401A – 2% is ok, as it is the minimum required contribution

Page 34 – Salary Adjustments – 6.9 remove the last sentence

Appendix A – replaced the old language with the newly adopted AICP Code of Ethics.

Appendix C – add a line about starting telecommuting once they are established. Not immediately.

**f. NRPC Statement of Strategy**

Could start the effort with a survey to key stakeholders. Kick off the effort in January 2022 to seek input on the survey then send out the survey in February. Would be good to identify what NRPC is required to do by statute, additional work we do and seek input from others on what you would like to see us do.

Can set up a project specific webpage for this effort, including the survey link and survey results.

April will be a good time for outreach events. Robin LeBlanc would a good facilitator, and Elmer suggested we get the date booked now. Minkarah will work with Kristin to confirm dates. At the December meeting advise Commissioners that this effort is coming, and we will be providing a handout to them to educate their community members about what NRPC does and to assist in seeking input. Minkarah will develop an educational flier for this effort.

**3. Transportation Programs**

**a. CMAQ Solicitation**

NRPC submitted a proposal to extend transit to Milford, other projects included sidewalk projects etc. Next step is submitting a full proposal due in early January. The RPCs have been asked to rank projects in their region. NH DOT has about \$30 million in funds to cover \$60 million in projects.

**b. Other UPWP Updates**

NRPC must do a TIP amendment and must hold a special MPO meeting in February to address this.

**4. Other Business**

**a. Annual Forum**

May 11<sup>th</sup>, 2023 at Labelle Winery. Save the dates need to go out in January.

**b. New Contracts**

Will be doing GIS work in Amherst. Also started Admin Support in Lyndeborough.

**c. Other**

Sam.gov registration is all set for the non-profit. All staff completed a new Cyber Training.

**5. Adjourn**

At 7:50 pm, Battis motioned to adjourn, Hennessey seconded.

The motion passed by roll-call vote 7-0-0:

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

*The next Executive Committee meeting will be December 21, 2022.*