



**APPROVED MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
December 21, 2022**

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 Jim Battis, Treasurer Camille Correa Dave Hennessey Janet Langdell Venu Rao Tamara Sorell	Kim Queenan, Vice-Chair Arrived a few minutes late.	Karin Elmer	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:02 pm.

2. Business

a. Minutes: November 16, 2022 (Action Required)

Page 4 - change the forum date to 2023. Seeing no further discussion, Tenhave accepted a motion from Hennessey to accept the minutes of November 16, 2022, as amended, Rao seconded. The motion passed 6-0-1 by roll call vote:

Tenhave – Yes	Correa - Yes	Langdell - Yes
		Rao - Yes
Battis - Yes	Hennessey - Yes	Sorell - Abstain

b. November/December Dashboard (Action Required)

Minkarah reviewed the Dashboard - The TD bank account had virtually no change. Accounts payable and accounts receivable are both down, and typical of this time of year. The audit is still underway, and we are hoping the auditors will attend the January Executive Committee meeting.

Key Statistics – City of Nashua has a new grant that Donna will be participating in. It will be presented at the RCC meeting tomorrow morning.

Professional Development – NRPC had a few staff meetings to celebrate anniversaries. Ryan has been here 20 years and Sara 10 years. Staff have attended a number of meetings, including the Public Health Advisory Meeting and Regional Housing Needs Assessment Sounding Board, as well as the nonprofit foundation. The grant for the Regional Housing Needs Assessment has been extended

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to March of 2023. Jay was deposed, by the plaintiff, for the Town of Brookline lawsuit regarding a workforce housing development. The case is being heard in the Federal court system, claiming discriminatory practices. The NRPC Safety Committee has been active and completed an office inspection.

Working Budget – No significant changes. The benefits line item is shown as negative, due to an accidental withdrawal of an excess of funds one month, leading to a credit.

Profit and Loss – 42% through the year. Most grants are in process, or not started yet. Total expenses are only at 34%, leading to a positive balance of just over \$19,000.

At the request of Tenhave, Battis moved to accept and file the November/December dashboard and budget, with a second by Hennessey. The motion passed by roll-call vote 8-0-0:

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

c. Personnel Policy Amendments

Some of the numbering is off, so it should be updated throughout. Supervisor should be capitalized throughout. Update adoption dates to January 2023. The Personal Appearance section has been streamlined. On page 23 the Cell Phone section has been updated.

Page 29 Non FMLA paragraph: eliminate the terms male and female and replace with employees.

Page 31 Maternity Leave should not reference females. Check into the reference to the NH Maternity Leave Act. We should address both maternity and paternity leave, potentially as Parental Leave. This language should also be consistent with the law.

Page 27 – verify that leave time for bereavement has been updated based on the November comments.

There have been recent changes to veteran regulations, so National Guard members now receive the same benefits as Veterans. Should be addressed here.

d. NRPC Statement of Strategy

Minkarah distributed an abbreviated proposal based on a comprehensive proposal from Robin LaBlanc. She proposed a very comprehensive year long process. Minkarah felt it was too intensive at a total cost of \$35k. The abbreviated proposal includes a shorter timeline running from January through June. A survey will be distributed via email, social media and the NRPC newsletter. This

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would include a facilitated staff session and SWOT analysis. A draft report would be presented at the March Commission meeting. A stakeholder session, both virtual and in-person with SWOT analysis would be held in April. The Executive Committee will be updated monthly. A final draft will be presented at the June Commission meeting. This is an aggressive timeline, and we could consider moving this schedule out until the end of the summer. Stakeholders would include the Commissioners and municipal officials.

Hennessey would like to see a more robust effort on local input, beyond just 2 stakeholder sessions. Will take a significant effort to get detailed input from the communities. Langdell noted it will take effort at the ground level to explain the benefit of this update to our communities. Tenhave suggested commissioners present this effort to their communities and seek input and participation in the process. Minkarah will enhance this draft proposal and coordinate with Robin to create a more appropriate proposal for the January meeting.

3. Transportation Programs

a. UPWP Updates

No discussion.

4. Other Business

- a. The new review process will start for the Executive Director this January. Tenhave will be reaching out to contacts for input in the new year.

5. Adjourn

At 7 pm, Hennessey motioned to adjourn, Rao seconded.

The next Executive Committee meeting will be January 18, 2023.