



**FINAL MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
June 15, 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 Kim Queenan, Vice-Chair Jim Battis, Treasurer Karin Elmer Dave Hennessey Janet Langdell – Arrived Late Venu Rao Tamara Sorell Camille Correa – Arrived Late	Camille Correa		Jay Minkarah, Executive Director Camille Pattison, Assistant Director	J Bergeron

1. Call to Order

Tenhave called the meeting to order at 5:33 pm.

2. Business

a. Minutes: May 18, 2022

Seeing no further discussion, Tenhave accepted a motion from Elmer to accept the minutes of May 18, 2022, as amended. Battis seconded. The motion passed 7-0-0 by roll call vote:

Battis - Yes	Hennessey - Yes	Roa - Yes
Correa – Absent	Langdell - Absent	Sorell - Yes
Elmer - Yes	Queenan - Yes	Tenhave - Yes

a. May-June Dashboard

Minkarah reviewed the Dashboard.

Revenue is up, due to numerous bills being sent out. No significant change to the CDs. Audit is complete for this year.

Staff Activities – Staff Lunch provided free of charge by Alltown, a new business located at local gas stations. Held the third HHW Collection of the year, the next event will be in August. TTAC had a great turnout in June. Staff reached out directly to members to ensure an in-person quorum. There was a presentation from NH DOT discussing traffic counts and commuting patterns, post COVID. Most of our

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local roads have returned to 90% of pre-pandemic levels, however this is not the case the Turnpike. Peak times of day are changing on local roads.

Staff has participated in numerous professional development events related to SADES training and field collection. We have now hired two interns for the summer. The working budget has no significant changes.

Profit and Loss – we were at 83.3% through the budget by the end of April. Total grants are a bit less than target at 67%. Other income is a small amount. We will not hit our budget target for NH DOT, due to staffing. This means more funding will roll over into the FY23 operating budget. As for the expenses, most do not have significant deviations.

At the request of Tenhave, Battis moved to accept the Dashboard and Financial Reports of May 2022 and place on file, with a second by Queenan. The motion passed by roll-call vote 8-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – absent	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

b. Recommendation to Commission to approve FY23 Budget (Action Required)

Will go into detail at the Commission meeting, so Minkarah just touched on highlights. The Brownfields grant is an estimate of how much we will charge this year. Estimated a \$100 for the Regional Plan Grant, estimating \$20k for FY 23. Regional Housing Needs Assessment will increase to \$65k next year. HHW in FY 23 will drop from 7 to 5 events, based on the calendar year. Nashua Sidewalk Project is the largest local planning contract, most of the revenue in FY 23. State contracts are consistent between FY 22 and FY 23. The Geoportal contract is complete. Anticipate about \$24k increase in FY 23. 4020 is the state funding to support a full-time mobility manager.

Resources will increase significantly due to brownfields, regional plan and mobility manager funding. Significant increase to the capital budget from \$5k to \$60k. This includes funding to replace the van, camera equipment for traffic counting, IT Service and Support.

Salary increases of \$97 includes the new Mobility Manager and salary increases. Overall this is an increase of \$237k from FY 22.

At the request of Tenhave, Hennessey moved to recommend approval of the budget to the full Commission with a second by Battis. The motion passed by roll-call vote 8-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Absent	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

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c. Recommendation to Commission to approve FY24 Dues Allocation (Action Required)

Increase of 5%, this is the first increase in twelve years.

At the request of Tenhave, Battis moved to recommend approval of the FY Dues Allocation to the full commission, with a second by Hennessey. The motion passed by roll-call vote 8-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Absent	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

d. Slate of Officers and Executive Committee Membership (Action Required)

The Executive Committee will serve as the nominating Committee.

Battis has been Treasurer for one year. Can be an officer for two years, no limit to time on the Exec Committee.

The existing officers are willing to continue for the next year. Tenhave, Chair; Queenan, Vice Chair, Battis, Treasurer. Tenhave will not actively participate in the 501C3 Foundation.

At the request of Tenhave, Elmer moved that the existing officers will continue their role into FY 23, with a second by Roa. The motion passed by roll-call vote 8-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Absent	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

e. Personnel Policy amendment – Floating Holiday (Action Required)

Proposing to add a twelfth holiday as a floating holiday. This will also address requests from staff for religious holidays and the Juneteenth holiday. The floating holiday could be taken as a partial holiday, in increments.

At the request of Tenhave, Langdell moved to amend the personnel policies to include a floating holiday effective immediately, with a second by Battis. The motion passed by roll-call vote 8-0-0:

Battis - Yes	Hennessey – Yes	Roa – Yes
Correa – Absent	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

3. Transportation Programs

a. UPWP Updates

Soliciting projects for the Ten-Year Plan. The State wants local communities to coordinate with RPCs and submit projects for inclusion in the Ten-Year Plan.

4. Other Business

a. Annual Forum

Cost will be more than \$6700 next year. Labelle was very appreciative of NRPC bringing the NRPC event to their venue. Good feedback on the food. Hennessey felt that Labelle Winery has improved their offerings over the years. Langdell wants to see the NRPC chair more engaged in the forum event. They should be included in the agenda and the event. There is support for utilizing Labelle Winery facility in the future. Invites and staff time are not included in the cost. Elmer asked Minkarah to send a letter thanking them for honoring the 2019 price. Queenan found the presentation topic very interesting. Langdell would like to see a date locked in for 2023 at Labelle Winery.

b. Revision of the Statement of Strategy

Tenhave wants to ensure it is on the website. It will be discussed at the Commission meeting, where Tenhave will ask for feedback at the September meeting Commission meeting. Minkarah noted we can support a professional facilitator for the event.

c. July Executive Committee Meeting

There will not be a July meeting.

d. Staff Updates

Vincent Naga will be starting next week as a Transportation and Planning Analyst. Hennessey suggests a complete update of job description for the Principal Transportation Planner before posting again.

5. Adjourn

At 6:43 pm, Elmer motioned to adjourn Hennessey seconded.

The next Executive Committee meeting will be August 17, 2022