



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, May 18, 2022, at 6:00 pm

WHERE: NRPC Offices, 30 Temple Street, Suite 310, Nashua, NH. If you are unable to attend in-person, you may participate remotely, using the link below:
<https://us02web.zoom.us/j/88969845610?pwd=dVZMUkFaS1gzem02OWJSSStjemhrQT09>

AGENDA

1. Call to Order
2. Business
 - a. Minutes: April 20, 2022 (**Action Required**)
 - b. April-May Dashboard (**Action Required**)
 - c. Draft FY23 Budget
 - d. FY23 Strategic Goals
3. Transportation Programs
 - a. UPWP Updates
4. Project Updates
5. Staff Updates
6. Other Business
 - a. New Website
7. Adjourn

Next Meeting: June 15, 2022



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 April 20, 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 Camille Correa Dave Hennessey Tamara Sorell	Camille Pattison, Assistant Director	Karin Elmer Janet Langdell Venu Rao	Jay Minkarah, Executive Director	Michael Campo

1. Call to Order

Tenhave called the meeting to order at 6:05 pm.

2. Business

a. Presentation/Discussion of FY21 Audit. Michael J. Campo, CPA, Plodzik and Sanderson, P.A:

Minkarah introduced Mike Campo from the auditing firm Plodzik and Sanderson, P.A who provided an overview of the independent auditor’s report. The audit compares the budget as approved and against the actual budget. It appears that the actual budget faired very well compared with the approved budget. There was only one suggestion noted regarding the separation of duties with cash receipts. They advised having more than one staff person involved in this process to improve accuracy.

b. Acceptance of FY21 Audit

Tenhave asked about the correct process for the cash receipts. Campo stated that the Business Manager is responsible for too many steps in the process. Recommendation is for the process to be divided amongst a few people. The same person should not open the mail, process the payments and make deposits. Dividing the duties amongst more than one staff person will mitigate the risk of material misstatement. This process has largely been addressed by the addition of an Administrative Assistant who now opens and date stamps the mail. Since NRPC has addressed this issue, this finding has been resolved.

Hennessey asked why there is a disparity on page 9 Exhibit D between dues budgeted and dues received. Minkarah suggests some towns submitted payments late in the fiscal year and it ran into the next fiscal year.

Campo noted that GASB is a reporting requirement for the government. It is most challenging in year one, while subsequent years are much easier.

**NRPC Executive Committee Minutes
April 20, 2022**

Seeing no further discussion, Tenhave accepted a motion from Hennessey to accept the FY 21 Audit. Battis seconded. The motion passed 6-0-0 by roll call vote:

Tenhave - yes	Hennessey - yes
Battis - yes	Correa – yes
Queenan - yes	Sorell – yes

c. Minutes: March 16, 2022

Date in the header needs to be updated to say March 16th. One other minor typo was noted. Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of March 16, 2022, as amended. Hennessey seconded. The motion passed 6-0-0 by roll call vote:

Tenhave - yes	Hennessey - yes
Battis - yes	Correa – yes
Queenan - yes	Sorell – yes

d. Minutes: April 6, 2022

Seeing no further discussion, Tenhave accepted a motion from Queenan to accept the minutes of March 16, 2022, as amended. Sorell seconded. The motion passed 6-0-0 by roll call vote:

Tenhave - yes	Hennessey - yes
Battis - yes	Correa – yes
Queenan - yes	Sorell – yes

e. March-April Dashboard

Minkarah reviewed the Dashboard.

TD checking account has no change, while shifting of the CD increased the balance in the Bar Harbor Account. Staff is looking towards a money market to obtain a higher interest rate going forward. Hennessey would like to keep the term as short as possible. Accounts receivable is now \$307, 986.40 and has jumped up about 20k. We continue to catch up.

Staff Activities –Jay attended Exploring the Flavor of Creative Placemaking. He is also in a Regional Leadership and Coordination Work Group. The Central Southern CEDR meetings we have been participating in and submitted a grant application to business and economic affairs for us to take over administration of the CEDR group and support economic development efforts. Some funding would be allocated to other planning commissions.

At the TTAC meeting we had a presentation on the safety improvements proposed for route 101. This may be a good topic for a future commission meeting.

Will be soliciting new projects for the next 10 Year Plan and reaching out to communities to see if they will be submitting applications for future grants. The goal is to ensure the region puts forth solid projects. There are many competitive grants programs that will be releasing NOFOs in the future. Hennessey asked if there has been any collaboration on projects with the greater Boston area. Minkarah said no there has not been any coordination to date.

**NRPC Executive Committee Minutes
April 20, 2022**

The UPWP included \$20k to hire a consultant engineering firm to develop project estimates. A subcommittee has made a recommendation on a consulting firm who also does on-call work for member communities and Southern NH Planning Commission.

Pending grant applications are for the Regional Plan and Brownfields grants.

The working budget is still very much in process and there is only a slight change due to an increase in local planning projects.

Profit and Loss is at 66.67%, based on where we are at in the year. Some of these grants bill quarterly and look artificially low. The EDA Covid project is complete, the Regional Housing Needs project is ramping up and the Solid Waste grant has 3 collection events remaining in this fiscal year. Total grants are at just over 45%. Local Planning Contracts are at various levels of expenditure. Overall the budget is on target.

NH DOT charges are below the target at only 57%. It is challenging to draw this down due to staffing vacancies. We will end the year below the target charge down percentage.

Hennessey asked if there are statutory requirements on extensions to draw down NH DOT funds. As it is a two-year cycle it is not an issue. More charges will happen during data collection season.

At the request of Tenhave, Battis moved to accept the Dashboard of April 2022, with a second by Queenan. The motion passed 6-0-0 by roll-call vote:

Tenhave - yes
Battis - yes
Queenan - yes

Hennessey - yes
Correa – yes
Sorell – yes

f. 22 Q1 Web/Social Media Stats

There are not a lot of changes in the areas of the site that people access; GIS Maps, HHW and the Town of Litchfield. Overall visitors were down but there was uptick in traffic from the Town of Amherst.

The Newsletter total number of subscribers has increased. Environmental topics are of interest to people. Kristin is pushing messaging out on Facebook, while we do not have much movement on twitter. LinkedIn is steadily increasing.

3. Transportation Updates - UPWP Updates

Greg is wrapping up the Amherst Village Study and Exit 12 Study and has kicked off the Hudson Traffic Study. We have received two good applicants for the Mobility Manager position.

4. Project Updates

a. Regional Housing Needs Assessment

The general public survey closes on Friday. The employer survey will be released next week. Staff are waiting on the release of the Census data. Staff expects the ACS data to be released next week. CDFA is hiring Roots Policy Research to develop methodology for Fair Share Housing Analysis.

b. Economic Recovery Plan - Done

5. Staff Updates

Greg Lantos is retiring at the end of April and winding down his projects. To date we have had no qualified applicants for a Principal Planner. Most of the applicants have environmental or GIS experience. We are hiring a colleague of Greg's to maintain our traffic model. This person is retiring and looking for a part time role, and currently does work for Southern NH Regional Planning Commission. Matt will take responsibility for the MPO Coordination role.

6. Other Business

a. New Website

It is a work in progress, there is still a lot of work remaining on content, formatting. There are four pictures which rotate through the top of the site. The icons are still in progress, however the topic names are all set. There is also a set of tiles further down with key topic areas. Staff spent a lot of time on the Calendar and creating a News Center with changeable topics. The bottom section includes About Us, Related Organizations and Our Committees. The site has a disability function, shown as a blue man on the right side of the page, as well as a translate feature shown by a small globe. The Spark microsite was funded by the federal EDA grant.

Kristin has taken the lead on refining the website. Staff will send out a link to the Executive Committee to review in greater detail and provide comments. Once we feel comfortable with the site, hopefully in May, we will send out a link to the Commissioners and local contacts as a soft launch. The contract with Revize includes a 2-year maintenance contract. The goal is to go live in June, but there is no hard deadline.

Correa left the meeting at 7:16 pm.

b. Annual Forum

Hopefully everyone has received their invites. Kristin has done a great job on this.

7. Motion by Battis, seconded by Hennessey to enter non-public session at 7:26 pm. A roll call vote was conducted with all in favor:

Tenhave - yes
Battis - yes
Queenan - yes

Hennessey - yes
Sorell - yes

**NRPC Executive Committee Minutes
April 20, 2022**

Reconvened from non-public at 7:48 pm with a motion by Queenan, seconded by Hennessey. A roll call vote was conducted with all in favor:

Tenhave - yes
Battis - yes
Queenan - yes

Hennessey - yes
Sorell – yes

Motion by Battis, seconded by Hennessey to seal minutes of non-public session for one month. A roll call vote was conducted with all in favor:

Tenhave - yes
Battis - yes
Queenan - yes

Hennessey - yes
Sorell – yes

8. Adjourn

Motion to adjourn at 7:50pm by Hennessey, seconded by Battis. A roll call vote was conducted with all in favor:

Tenhave - yes
Battis - yes
Queenan - yes

Hennessey - yes
Sorell – yes

The next Executive Committee meeting will be May 18, 2022

NRPC FY 2022 DASHBOARD

Mar-22		Key Statistics	
TD Checking		Staff Activities April-May	
Beginning Balance	\$193,186.90	Bi-weekly NHBEA Community and Econ Dev Call - Jay	
Deposits & Credits		Nashua Area School Bus Electrification Meeting - Jay	
Payments		Statewide GIS Tech User Group - Sara	
Ending Balance	\$192,953.29	UWGN Governance Board - Jay	
Bar Harbor Checking		RHNA Fair Share Subcommittee Meetings (2) - Jay	
Beginning Balance	\$117,284.12	FTA apportionment split negotiations - Matt	
Deposits & Credits		Capital Corridor Financial Plan meeting #3 - Jay	
Payments		HHW Collection: Nashua - Emma, Jay, Matt, Kristin	
Ending Balance	\$370,406.49	Commute Smart NH Coordination Meeting - Caleb	
Monday, February 28, 2022		NH Housing Leadership and Coordination Workgroup - Jay	
Accounts Payable	\$2,251.84	State Coordinating Council meeting - Matt	
Accounts Receivable	\$307,986.40	Partnering for Performance Meeting - Matt	
Oversight Activities		Regional Housing Leadership & Coordination Workgroup - Jay	
Line of credit (\$75,000) activated?	No	Central-Southern CEDR Meeting - Jay	
BHB CDs	\$66,539.88	NTS General Staff Meeting - Ryan, Matt	
Audit Status	Underway	Population Projections with RPC Directors - Jay	
		Nashua Performing Arts Center Meeting - Jay	
		HHW Collection: Milford - Emma, Matt, Tyrell	
		TTAC - Matt, Jay, Sara, Emma, Caleb	
		NRPC Annual Form - all staff	
		Interagency Consultation - Matt	
		NHLMV Stormwater Coalition - Sara, Emma	
		RPC Directors Meeting - Jay	
		Public Health Advisory Council Executive Committee - Jay	
		Professional Development - April-May	
		EPA Soak up the Rain webinar (4/27) Emma	
		Streets for All Webinar (5/3) Camille	
		NAHMMA workshop (5/5) Emma	
		EPA Grants Management Seminar (5/7) Sylvia	
		EPA Grants Management Seminar #2 (5/10) Sylvia	
		Pending Grant Applications	
		Regional Plan Grant - \$100,000	
		EPA Brownfields Assessment Program Grant - \$500,000	
		NH BEA CEDR Grant - \$31,362	
Budget Narrative			
BankBalances/Cash on hand:			
Payables and Receivables:			
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$116,218	Dues & Subscriptions	\$9,307
Grants	\$314,988	Employee Benefits	\$175,472
Local Planning Contracts	\$105,107	GIS	\$17,700
Other Income	\$4,000	Insurance	\$8,154
State Contracts	\$1,058,666	IT	\$5,921
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$9,200
		Office Expenditures	\$13,522
		Other Expenditures	\$106,465
		Professional Services	\$471,059
		Rent & CAM	\$94,035
		Salaries	\$804,593
		Staff Development	\$8,500
		Travel & Meeting Exp	\$8,500
		Utilities	\$10,800
Total revenues:	\$1,761,979	Total Expenses:	\$1,761,978
Pending Grant Application Totals	\$631,362	Delta	\$1

Jay Minkarah
Executive Director
FY 2023 Goals

Vision, Mission & Strategy

My overall goals for the coming year are to continue to keep NRPC at the forefront of the planning field while delivering meaningful services to our communities in a fiscally responsible manner. An emphasis will be placed on maintaining our strong core competencies in transportation, land use and GIS, continuing to advance economic development, strengthening our capacity for environmental planning, and enhancing public outreach and engagement. Key focus areas are further detailed below.

Economic Development

Continue to advance NRPC's role as a leader in economic development in the region and grow our capacity to provide economic development services. Specific objectives include:

- Develop the Economic Development micro-site (Spark) into a robust site that promotes the region while providing links to resources for existing businesses, entrepreneurs, and potential investors;
- Secure funding to continue NRPC's Brownfields program;
- Hold at least one economic development roundtable, webinar or workshop, and
- Maintain a leadership role at the emerging Southern-Central Comprehensive Economic Development Region created by NH BEA.

Energy/Environmental

- Build staff capacity and expertise in recycling, composting, and alternative waste reduction strategies;
- Enhance NRPC's knowledge and expertise solar and other alternative energy technologies, EV Charging and electrical fleet conversions, community energy power, and community solar;
- Enhance NRPC's knowledge and expertise in planning for climate change and resilience;
- Continue to build upon our GIS related work with local conservation commissions to enhance our capacity to offer forest management, wildlife habitat conservation and trail planning services, and
- Develop relationships with environmental consulting firms to augment NRPC staff capacity where needed.

GIS

NRPC's GIS program remains one of our strongest assets. My goal for the coming year is to maintain that strength by:

- Ensuring that staff continue to be provided with equipment, software, and training to remain at the forefront of the field, and

- Continuing to seek opportunities to expand the range of NRPC's GIS products and services.

Land Use

Land Use is another core NRPC function. Local contracts provide a good opportunity work directly with local communities, boards, and residents. However, they represent a relatively small component of our budget and tend to absorb a significant amount of time and effort. For FY23, the goal is to strengthen existing relationships through the Circuit Rider program and other recurring contract related work and respond to requests for services and assistance from our communities where it is requested. We will continue to enhance the role of NRPC as a resource but will not actively pursue Requests for Proposals or seek to market our services aggressively. Conversely, we will place greater emphasis on securing grant funding to pursue regional initiatives that bring value to our communities. Specific objectives include:

- Secure funding to undertake a comprehensive update of NRPC's Regional Plan;
- Secure funding to develop our Active Recreation story map into a useful tool for area residents;
- Continue to ensure that Land Use staff access available education, training, and professional development opportunities as well as opportunities to network with their peers to sharpen their skills and remain current in their fields, and
- Hold at least one planning board workshop and one roundtable in FY23.

Transportation

NRPC's transportation program remains strong. We manage the UPWP, and federal transportation processes effectively. As has been true in the past, key strengths include traffic modeling, traffic and bike/ped counts, RSMS and other related tasks. We have enhanced our role in bicycle and pedestrian planning but lack sufficient expertise in emerging technologies and trends such as EV charging and electrical feet conversions, TNCs (Uber/Lyft), micro transit, changing freight patterns due to increased on-line shopping, and planning for autonomous vehicles. Over the coming year, I plan to continue to focus on strengthening our working knowledge of emerging trends in transportation through new hires and continuing to encourage staff to take advantage of available educational and training programs and professional development opportunities.

People Management

Maintaining a dedicated well-trained staff is critical to the NRPC's ability to serve the interests of its communities. NRPC's current staff level of 12.25 FTEs is up from 10.75 at the beginning of FY22 and slightly above the 12 FTE level of FY20. We currently have one vacant position. This staff level is adequate to meet current demand, but we will likely need to add one more staff member to meet anticipated project demands in FY23. Meeting the goals of expanding our range of transportation and environmental services will require a combination of strategic new hires and additional training for current staff. Specific objectives include the following:

- Hire a high-performing Principal Transportation Planner to replace the current Principal Planner with the necessary skill sets to maintain our existing strengths in modeling and

transportation planning and grow our capacity in alternative transportation planning and emerging technologies;

- Continue to encourage staff to participate in opportunities for professional development and training;
- Continue to ensure that compensation rates meet or exceed pay rates at other RPCs and are consistent with national APA guidelines;
- Continue to provide a flexible and adaptable work environment including ongoing accommodations for telecommuting;
- Foster a development of a more congenial and collaborative culture among staff.

Program Management

Continue to successfully manage NRPC's core programs including the UPWP, HHW program, Land Use and GIS. Maintain a supportive work environment for staff supplied with necessary equipment and technology. Place a greater emphasis on cyber security.

Effectiveness in Grant Procurement and Resource Development

Grant funding has continued to grow over the past several months. Given current staff levels and workloads, an emphasis will be placed on securing state, federal and private foundation grants for the latter half of FY23 and FY24 and on securing multi-year grant awards whenever possible. A Dues increase for FY24 will also be important to help match an anticipated increase in UPWP funds in FY24 and FY25.

Fiscal Management

Maintaining a healthy overall balance is of course, critical to the fiscal health of NRPC. Specific goals include growing our current level of cash on hand from an average of about five months of expenditures to six months, maintaining reserve funds at or above current levels and identifying the best alternatives for increasing returns on our reserve fund balances in light of continued low interest rates.

Operations Management

No significant changes to overall operating policies or procedures are anticipated over the coming year though given the climate of uncertainty in world today, it will be increasingly important to engage in resiliency planning to ensure that NRPC can function effectively under various potential scenarios.

The Commission/Staff Relationship

The resumption of in-person meetings and events will help to strengthen and build staff relations with Commissioners. Nevertheless, NRPC will also work strengthen relationships between staff and our Commissioners through more frequent and intentional electronic communications.

External Liaisons and Public Image

The new NRPC website will be the principal focus of our public outreach and engagement efforts in FY23. The website is intended to provide greater access to NRPC resources and data while expanding public awareness of our programs and services. We will also continue to strive to increase public participation in public meetings, engage the public through major initiatives

such as the Regional Housing Needs Assessment and facilitate outreach through social media. Specific objectives include:

- Expand the reach of our social media presence including on Facebook, Twitter, and LinkedIn;
- Consider creating a NRPC Instagram account;
- Increase the use and development of webinars;
- Increase public participation in NRPC meetings, workshops, and events by expanding our outreach strategies to reach larger audiences, including traditionally underrepresented groups, through direct email notifications, posting of relevant meetings and events on social media and livestreaming;
- Continue to encourage staff to participate in appropriate community and civic groups including area chambers of commerce and social service organizations to expand our reach into our communities and enhance awareness of NRPC;
- Continue to encourage staff to participate in state, regional and national professional organizations both to remain current in our professions and enhance to recognition of NRPC, and
- Continue to accept public speaking engagements and opportunities to appear on local TV and radio.

Other Expectations

I look forward to another productive and fulfilling year at NRPC.