



**APPROVED 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.

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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 April 6, 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.

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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

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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