



**APPROVED MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 September 20, 2023**

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 Janet Langdell, Treasurer Tim Berry Camille Correa (arrived late) Karin Elmer Dave Hennessey		Jason Hennessey Kermit Williams	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	Michael Croteau

1. Call to Order

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

2. Business

a. Minutes: August 16, 2023 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of August 16, 2023, as amended, Berry seconded. The motion passed 4-0-2 by voice vote.

Tenhave – Yes	Berry - Yes	
Queenan - Yes	D. Hennessey - Abstain	
Langdell - Yes	Elmer - Abstain	

b. August-September Dashboard (Action Required)

Minkarah reviewed the Dashboard. No new financials and we have not made the transfer to NH PDIP. Kickoff for Nashua Fair Housing Assessment. UNH is kicking off a Digital Equity effort and will have approx. 250k in federal funds available for each region to pursue some of these initiatives. We will be developing a committee to move this effort forward. Langdell mentioned potential assistance for people with disabilities. D. Hennessey raised the issue of a lack of funding from cable companies as customers wane. Staff conducted block assessments in the Tree Streets to assess housing conditions. The HHW August event was in Pelham and had high attendance.

Two staff outings, one to Wells ME, and a goodbye luncheon for our intern Liam.

Professional Development – Right to Know Law, which is timely as we have had a few recent requests.

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New Grant from CDFA for about 20k. These are federal ARPA funds and must go through Cheshire County then NRPC will be a sub-recipient. These funds are to develop a project related to housing, where entities could later apply for funding.

At the request of Tenhave, D. Hennessey moved to accept and file the August-September dashboard, with a second by Berry. The motion passed by voice vote 7-0-0:

Tenhave – Yes	Berry – Yes	D. Hennessey - Yes
Queenan – Yes	Correa - Yes	
Langdell - Yes	Elmer - Yes	

c. Statement of Strategy Update: Discussion with Robin LeBlanc

Zoom event is scheduled for 9/28/23 to obtain input from the Commission.

d. Staffing Changes

- a. Susan Hickey has started as our new Finance Manager. No overlap with the previous staff person. This has been a challenge with the new NH DOT invoicing process.
- b. Kathy Kirby, is our new Administrative and Communications staff member.

4. Other Business

5. Adjourn - Meeting adjourned at 6:43 pm on a motion by Elmer, seconded by Berry.

The next Executive Committee meeting will be held on October 18th, 2023.