



**APPROVED MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 December 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 Janet Langdell, Treasurer Tim Berry Jason Hennessey Camille Correa Kermit Williams Jeff Gowan	Kim Queenan, Vice-Chair	Karin Elmer	Jay Minkarah, Executive Director	Mike Croteau

1. Call to Order

Tenhave called the meeting to order at 6:04 pm.

2. Business

a. Minutes: November 15, 2023

Tenhave moved to accept the minutes of November 15, 2023; Berry seconded. The motion passed 7-0-1 by a roll call vote.

Tenhave – Yes	Berry – Yes	Gowan - Yes
Queenan – Yes	Correa – Yes	Williams - abstain
Langdell – Yes	Hennessey - Yes	

b. November-December Dashboard

Minkarah reviewed the Dashboard. He noted that due to continued staffing challenges, updated financials are not available. Challenges with invoicing, reconciliation and account access were discussed. It was noted that though certain duties of the Finance Director position such as HR and maintaining the Hours Allocation system have been shifted to other staff, the new Account Manager is part-time, and the Assistant Director position is now vacant.

Key activities highlighted included the Certification Review with FHWA and FTA, Windham BOS Meeting, and ReGen Valley Tech Hubs Consortium Meetings. Minkarah provided an overview of key projects noting that staff had kicked-off the update of the NTS Long Range Plan & Locally Coordinated Plan and the Climate Action Plan. Minkarah noted that we are participating in the ReGen Valley initiative centered on stimulating a regenerative tissue technology industry in the region and added that he is serving as a Circuit Rider for Hudson while they seek to fill the vacant town planner position.

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At the request of Tenhave, Berry moved to accept and file the November-December Dashboard, with a second by Hennessy. The motion passed by a roll call vote 8-0-0:

Tenhave – Yes	Berry - Yes	Gowan - Yes
Queenan – Yes	Correa – Yes	Williams - Yes
Langdell – Yes	Hennessey - Yes	

3. **Other Business** – Tenhave noted that the Executive Director’s evaluation is coming up. Landell asked whether the 990 for the Foundation had been filed. Minkarah replied that he would check.

Tenhave – Yes	Berry - Yes	Gowan - Yes
Queenan – Yes	Correa – Yes	Williams - Yes
Langdell – Yes	Hennessey - Yes	

4. **Adjourn** - Meeting adjourned at 6:52 pm on a motion by Elmer, seconded by Berry.