



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 March 20, 2024
 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 Karin Elmer Kermit Williams	Jeff Gowan Jason Hennessey – <i>initially then in person</i>		Jay Minkarah, Executive Director Kate Lafond, Assistant Director	

1. Call to Order

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

2. Business

a. Minutes: February 21, 2024

The committee reviewed the minutes and noted the following corrections: “Karen” should be “Karin”

Berry moved to accept the minutes of February 21, 2024, as amended; Queenan seconded. The motion passed 9-0-0 by a roll call vote.

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

b. February-March Dashboard

Minkarah reviewed the Key Statistics portion of the Dashboard highlighting that Ned Connell sat in on the legislative hearing on the Ten-Year Plan. Emma Rearick gave a presentation *Identifying Hazards and Avoiding Waste in Your Garden Shed* to the Nashua Garden Club with former NRPC staffer Vince Noga. Cassie Cashin sits on the Plan NH Charette Committee and is participating in Charette info sessions. The NH MPO Safety Action Plan Steering Committee has kicked off, once the action plan is in place (approx. January of next year) communities can apply for funding. Minkarah noted that there would be outreach meetings for this effort.

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Minkarah informed the committee of two applications for congressional funding. NRPC is proposing an online toolkit for entrepreneurs, which builds off the SPARK initiative. NRPC, in conjunction with other RPC's, is proposing permanent counters on trails.

Lafond reviewed the financials with the committee starting with the Profit and Loss through February. Berry questioned the Local Dues Match. Lafond noted that the local dues are billed in July, the revenue is collected but deferred and accrued monthly to spread out the revenue over each month of the fiscal year. Lafond explained that many of NRPC's grants have a local match which is funded by the local dues, on the P&L the local match reduces the dues revenue. Lafond highlighted that Interest Income is substantially higher than anticipated, this is largely due to the NHPDIP rate which is currently over 5%. Lafond continued that once cash flows have stabilized she will propose moving funds back to NHPDIP. Lafond went on to review the Balance Sheet noting that the fiscal year through February is at a small loss, which is typical at this point as NRPC carries a significant amount of time and expenses for projects that are billed out quarterly. Lafond discussed the outstanding accounts receivable, indicating that when those receivables are paid the organization's cash flow will increase and stabilize.

Elmer moved to accept the February financial statements and file them for audit review, with a second by Correa. The motion passed by a roll call vote 9-0-0.

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

c. Executive Director Evaluation

The committee discussed the proposed Executive Director goals and refined them as follows:

Goal 1, outcome – will include updating policies such as the operating policies as well as an operation manual which will include all policies and procedures for critical function areas like finance and IT as well as task 'how to's' for positions such as the Administrative/Communication Assistant, and programs such as HHW and Energy Aggregation. The board asked for a list of all existing policies and procedures as well as other documents that are proposed for a master Operation & Business manual. The list is to be provided at the June meeting for review and discussion will be held at the August meeting.

Goal 2, bullet point 2 - PFA's and MS4 will be included as workshop, seminar, or program topics. Adding more information on the NRPC website regarding PFAs & MS4 is a suggested goal/outcome. Goal 2, bullet point 3 - the Stormwater Coalition will be listed as an entity to partner with.

Goal 3, bullet point 1 – and EV Infrastructure Plan will include information regarding maintenance

Goal 4, it should be noted that this goal is part of a strategic plan goal. Hosting a workshop about grant writing is a suggested goal/outcome, this could help gauge interest in an assistance program.

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The committee asked Minkarah to redraft his 2024 goals based on the discussion and present a final draft for approval at the next meeting.

3. Project Updates

a. Annual Forum

Minkarah noted that the theme for this year's forum is water quality, he has confirmed a DES Commissioner and the CEO or COO of Pennichuck Water as speakers. Minkarah and the committee discussed options for a 3rd speaker including the potential for a consultant perspective relating to PFAs or stormwater.

b. Special MPO/Commission Meeting

Minkarah indicated the need to have another special MPO/Commission meeting in April due to a TIP amendment and the timeframe in which the amendment needs to be adopted. Discussion ensued regarding the state's timeline and the inconveniences of having multiple special meetings including the possibility of not having a quorum.

c. Other

Minkarah informed the committee that the auditors will present the FY23 audit at their April meeting. It was noted that Tenhave would not be present at the April meeting and Queenan would chair both the Executive Committee and MPO/Commission meetings in April.

Minkarah also informed the committee that Nicole Kingsbury who is now a part-time Project Accountant will come on board full-time as of May 1st as Finance and Benefits Administrator.

4. Non-Public Session per NH RSA 91-A:3 II (a) Personnel Matter

Tenhave moved to enter non-public session per NH RSA 91-A:3 II (a), with a second by Hennessey. The motion passed 9-0-0 by a roll call vote at 9:00 p.m.

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

The Executive Committee returned to public session at 10:03 p.m.

5. Other Business

6. Adjourn

The meeting adjourned at 10:05 p.m. with a motion by Elmer, seconded by Tenhave.