



**APPROVED MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 February 16, 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 Venu Rao Janet Langdell Dave Hennessey Camille Correa	Tamara Sorell	Karin Elmer Jim Battis, Treasurer	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:02.

2. Business

a. Minutes: October 20, 2021:

Langdell asked that Ruch’s first name be added to the list of members attending. Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of October 20, 2021, as amended. Rao seconded. The motion passed 6-0-1 by roll-call vote:

Tenhave - *yes* Rao - *yes* Hennessey - *abstain* Sorell – *yes*
 Queenan - *yes* Langdell – *yes* Correa - *yes*

b. Minutes: December 15, 2021

Tenhave accepted a motion from Langdell to accept the minutes of December 15, 2021. Rao seconded. The motion passed 6-0-1 by roll-call vote:

Tenhave - *yes* Rao - *yes* Hennessey - *abstain* Sorell – *yes*
 Queenan - *yes* Langdell – *yes* Correa - *yes*

c. Jan-Feb Dashboard

Minkarah reviewed the Dashboard. CDs reflect minimal increases, our line of credit has not been activated, and the audit is mostly complete. Staff activities highlights include the Middlesex 3 transportation mtg, Capitol Corridor financial stakeholders, and Nashua Chamber legislative kickoff. Pending opportunities include an initiative to establish regional economic planning regions known as

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CEDRs, with NRPC playing a lead role for the Southern-Central CEDR. The Mobility grant manager contract amendment went to NHDOT yesterday and is expected to clear GACIT without issue.

Minkarah handed out December financial reports to be considered along with the November reports in the agenda packet. At this point, we are behind on both our NHDOT and quarterly billing resulting in receivables being down, and the monthly deficit is substantial. After discussing the various factors causing this delay, there was a discussion of the potential to move “operating reserve” funds out of the TD checking to alleviate any pressure on cash flow. Hennessey asked if NRPC expected to be caught up by the March quarterly meeting. Minkarah answered affirmatively.

At the request of Tenhave, Hennessey moved to accept the Dashboard of January-February 2022, with a second by Queenan. The motion passed 7-0-0 by roll-call vote:

Tenhave - yes	Rao - yes	Hennessey - yes	Sorell – yes
Queenan - yes	Langdell – yes	Correa - yes	

d. 12-month CD renewal

One of NRPC’s two CDs is nearing maturity. Rollover options are at a mere .2%. According to the balance sheet, it is the larger of the CDs that is maturing in 2022. After discussion, Hennessey motioned that NRPC wait to roll over the CD, instead move funds to the NRPC checking accounts with the better interest, and then in the short term watch the rates. Rao seconded. The motion passed unanimously by roll-call vote.

Tenhave - yes	Rao - yes	Hennessey – yes	Sorell – yes
Queenan - yes	Langdell – yes	Correa – yes	

3. UPWP Updates

The Volunteer Driver Feasibility study is underway. We have town approval of the scope of work for a town-wide traffic assessment for Hudson. Leigh Levine from FHWA will be attending a future TTAC to discuss funding opportunities under the infrastructure bill. We anticipate for FY24-25 an increase in funds for MPOs through the UPWP.

4. Project Updates

a. Regional Housing Needs Assessment

The Housing Needs Assessment project is ramping up. Just yesterday a press release went out that announced the opening of RPC-specific surveys, the questions of which are largely aligned but do sometimes vary according to housing conditions in each region. NRPC will soon promote the survey through social media channels and the newsletter. A consultant, Root Policy Research, is also beginning their work on a uniform Fair Share methodology.

At Hennessey’s request, Minkarah agreed to write a letter of endorsement to the NH Board of Realtors for a state-specific “overlay” to their national buyer-seller survey.

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Langdell asked if the definition of workforce housing has been revisited during the project. Minkarah said, to date, no, and acknowledged the definition is narrow and oddly specific.

b. Economic Recovery Plan

The Economic Recovery Plan is wrapping up on February 21, and there will be some polished and useful work products that come out of the effort. NRPC continues to seek funding to perpetuate economic development planning.

5. Staff Updates

As of March 7, Siskavich is voluntarily moving to a $\frac{3}{4}$ (30-hour) schedule for personal reasons. While she will continue to manage the GIS and IT programs at NRPC, she will vacate the duties of Assistant Director. Camile Pattison has agreed to step into the role of Assistant Director and will remain at NRPC as a part-time employee.

Minkarah has made an offer to a candidate for the regional planner vacancy and is looking to see the position filled soon.

6. Other Business

a. Executive Director Review

The last Executive Director review was 15 months ago and is therefore overdue. The process needs to be completed by April, ideally, for salary adjustments to be captured in the next budget cycle. After a discussion about process and schedule, Tenhave requested that Minkarah complete his portion, the progress summary, by March 2 so that Executive Committee members take receipt of the summary and complete their evaluations by March 16. Tenhave will compile all the materials for an in-person work session at NRPC on March 23, 2022, at 6 pm. This meeting will need to be publicly noticed and then will move to non-public.

b. FY24 NRPC Dues

Minkarah presented a proposal that considered a 3% and 5% straight-line extrapolation in the current dues. There was inclination towards a proposed increase of 5%, which would be reasonable and justified especially considering the need for increased UPWP match anticipated in FY24-25, but that numbers need revision according to new Census population numbers and DRA equalized evaluations.

c. Juneteenth Holiday

Minkarah noted that other RPCs are considering the matter of Juneteenth. Any modification to the current NRPC holiday schedule (e.g., substituting Juneteenth for a current holiday on the schedule, adding a holiday, etc.) would require Executive Committee action to modify the adopted NRPC Personnel Policy. The consensus was to look at how our municipalities are handling Juneteenth before making any changes to the NRPC holiday schedule.

d. New Website

Siskavich described progress to date on the new NRPC website. We've completed the Design, Sitemap, Content Buildout, and are in the middle of HTML Construction. There is not much yet to show until content migration is complete and NRPC-specific content is incorporated. The vendor reassured us that a framework site will be ready by the February conclusion of the EDA COVID recovery grant and will be complete by the final reporting deadline of March 31, 2022, with staff training expected to occur between March 7-16, 2022.

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e. Annual Forum

NRPC is assembling an updated contact list for Forum the save-the-date. Minkarah suggested a theme around energy and energy infrastructure. Tenhave suggested that a discussion of what planning boards need to know about current and future electric infrastructure would be particularly useful. There was a discussion about recruiting panelists from larger area employers (e.g., Hitchiner, Fidelity). Rao indicated he would be able to assist with recruiting speakers.

f. HB 1275 relative to municipal representation on regional planning commissions

Minkarah noted that the bill is likely to be deemed inexpedient to legislate.

7. Adjourn

Hennessey motioned to adjourn at 7:57 with a second by Queenan. The motion passed unanimously.

The next Executive Committee meeting will be March 16, 2022