



**APPROVED MEETING MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 March 16, 2022**

**In-Person Public Meeting with Zoom Attendance Option**

<b>Members Attending In-Person</b>	<b>Members Attending on Zoom</b>	<b>Members Absent</b>	<b>Staff Attending</b>	<b>Others Present</b>
Tim Tenhave, Chair Kim Queenan, Vice-Chair Jim Battis, Treasurer Camille Correa Karin Elmer Dave Hennessey Janet Langdell Venu Rao Tamara Sorell			Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

**1. Call to Order**

Tenhave called the meeting to order at 6:03 pm.

**2. Business**

**a. Minutes: February 16, 2022**

Langdell requested ‘consensus’ be replaced with ‘inclination towards’ in section 6.b. FT 24 NRPC Dues. Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of February 16, 2022, as amended. Hennessey seconded. The motion passed 7-0-2 by roll call vote:

Tenhave - <i>yes</i>	Rao - <i>yes</i>	Hennessey - <i>yes</i>	Sorell – <i>yes</i>
Battis - <i>Abstain</i>	Langdell – <i>yes</i>	Correa - <i>yes</i>	Elmer – <i>Abstain</i>
Queenana - <i>yes</i>			

**b. Feb-March Dashboard**

Minkarah reviewed the Dashboard. TD checking account has no significant changes. Next month will see a reduction to reflect the transfer of 50k from the TD account to the Bar Harbor account to provide for adequate cash flow. The Bar Harbor account will also reflect a significant change next month with the transfer of 50K and the transfer of a CD. The financials before you are through the end of January, receivables are up dramatically, and this reflects the fact that the billing is largely caught up. February invoices have all been sent out. No change to the line of credit and balance of the CDs remains unchanged for now.

Staff activities include a presentation to the State’s Council on Housing Stability. Good opportunity to educate this group on regional planning commissions as they were not aware that RPCs are doing regional housing needs assessments. The Governor is planning to allocate \$100 million from ARPA funds

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towards housing, with an allocation of, I believe, \$5 million for planning related grants to communities for up to \$50k with no required match. Minkarah will join the United Way Governance Board. The local Chambers held a presentation from our two Senators on the Infrastructure Bill.

Langdell asked Minkarah to send out the guide from Senator Shaheen on the Infrastructure Bill Grants.

HUD will also be releasing grant funds and there are likely to be funds for NH. Hennessey noted that NH does not have a provision protecting Section 8 funds, which is different than in Massachusetts.

Pending grants include 100k for development of regional plans (unofficially), this is an earmark for all of the RPCs. We will need to apply for them, but they are not competitive. Funding for a Mobility Manager is anticipated to be approved in April. Brownfields grant is still pending, and we should here by late spring.

There are no changes to the working budget. There are lots of moving pieces due to staffing changes and grants. Just received another grant for \$42k to develop the Ledge Street Safe Travel plan, via the United Way. A contract was just signed with the City of Nashua to complete a sidewalk assessment.

Profit and Loss is through the end of January, at 58% of the year. The main challenge is drawing down enough funds due to staffing challenges. The COVID Economic Recovery Plan wrapped up and now we are shifting to the Regional Housing Needs Assessment grant. We are at 44% of the drawdown on the grants. Local grants are at various drawdown rates, overall, at 58%. DOT, our largest source of funds is below target at 50%. Expenditures are at 52%, so we are coming in negative, but this should improve as we are caught up on invoicing. This will continue to be a challenge until we are fully staffed.

Looking to hire a few interns for the summer, typically hire from UNH, sometimes Antioch. Suggestions made to hire folks with just two-year degrees or high school students and post at schools and organizations in greater Boston. Minkarah plans to change the Transportation Planner add to a Transportation Technician and repost. Rao asked if our wages are competitive, Minkarah noted that we will need to raise wages to be competitive and already did this for the interns.

At the request of Tenhave, Elmer moved to accept the Dashboard of February-March 2022, with a second by Hennessey. The motion passed 9-0-0 by roll-call vote:

Tenhave - *yes*  
Battis - *yes*  
Queenan - *yes*

Rao - *yes*  
Langdell – *yes*

Hennessey - *yes*  
Correa - *yes*

Sorell – *yes*  
Elmer - *yes*

**c. FY-21 Audit**

The goal is to have the auditors here for the April meeting. Currently waiting for a legal letter noting that there is no pending litigation. We must also make the recommended changes to the reporting, including the cash handling policy. Suggested that we ask for clarification to understand why changes are needed with regards to cash handling. Queenan asked if the audit includes the 501C3. Minkarah noted it did not.

**3. UPWP Updates**

There is an RFP out for a consultant engineering firm. A subcommittee of the TTAC will review the proposals. The Exit 12 and the Amherst Village Traffic Study are wrapping up and work is starting on the Hudson Traffic Study.

**4. Project Updates**

**a. Regional Housing Needs Assessment**

The general public survey closes on Friday. The employer survey will be released next week. Staff is 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**

Staff is wrapping up the Economic Recovery Plan and the microsite will be live by the end of March.

**c. Regional Plan Update**

Unofficially heard that all RPCs will be receiving 100k to update their respective Regional Plans.

**5. Staff Updates**

New Regional Planner is Sheena Duncan. Greg Lantos is retiring at the end of April.

**6. Other Business**

**a. Executive Director Review**

The in-person work session will be held on April 6<sup>th</sup> at 6 pm. EC members must provide their comments to Tenhave by Monday April 4<sup>th</sup>. Tenhave requested that a staff person be available to open up the room.

**b. FY24 NRPC Dues**

Minkarah presented a handout showing population extrapolation with a 3% and 5% increase in dues. EC members need to obtain input from their communities by the May meeting. There was agreement amongst the group for a 5% increase in dues effective in 2024.

At the request of Tenhave, Hennessey moved to ask for a 5% increase in dues, with a second by Rao. The motion passed 8-0-1 by roll-call vote:

Tenhave - <i>yes</i>	Rao - <i>yes</i>	Hennessey - <i>yes</i>	Sorell – <i>yes</i>
Battis - <i>Abstain</i>	Langdell – <i>yes</i>	Correa - <i>yes</i>	Elmer - <i>yes</i>
Queenan - <i>yes</i>			

**c. New Website**

Minkarah noted it is a work in progress. Training is scheduled for March 24 and the full website will go live in April.

**d. Annual Forum**

Minkarah noted we are still finalizing details and lining up speakers. Invitations will go out in the next few weeks. Hennessey noted to keep an eye on redistricting, and Minkarah noted changes from recent elections. The contact list will need to be updated.

**7. Adjourn**

Elmer motioned to adjourn at 6:54pm with a second by Correa. The motion passed unanimously.

*The next Executive Committee meeting will be April 20, 2022*