



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 October 18, 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 Karin Elmer Jason Hennessey Kermit Williams			Jay Minkarah, Executive Director Camille Pattison, Assistant Director	Robin LeBlanc

1. Call to Order

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

2. Statement of Strategy - Discussion with Robin LeBlanc

Vision - Tenhave suggested adding in 'in support of' after a thriving region.

Mission - Tenhave suggested We provide leadership, facilitation, guidance and technical assistance for member communities that support a vibrant future for the region.

Final Mission – We provide leadership, facilitation, guidance and technical assistance to support a vibrant future for our region.

Values and Guiding Principles

Support unique character of each community

Balance community growth and character

Act as an ombudsman/liaison between our communities and the state

Impartiality

Service to communities

Sustainability

Data accuracy

Transparency

Responsiveness

Share our knowledge and expertise with our communities

**DRAFT NRPC Executive Committee Minutes
October 18, 2023**

Going forward 2024-2029

Going Forward (page 2)

1 - Replace knowledge basis with competencies.

Add in supporting staff development

Include an educational priority and include digital training opportunities such as creating webinars.

Add a goal to reflect value added fee for service programs.

Priority Areas -Includes 5 priorities as well as long and short term impacts of each.

2 Water, Williams suggested adding storm water.

3 Expanding Housing Choices – Hennessey noted NRPC has little ability to influence this. NRPC could facilitate and support local efforts. Langdell suggested including zoning strategies and technical assistance for communities to consider in evaluating zoning changes.

The same should be included in Priority 5, Economic Development.

4 Energy

Williams – add a goal about cost reduction.

Consider adding in an infrastructure plan, community power.

Goal 1 – change language to alternative sources of energy/energy planning.

Need to modify the language for long and short-term impact – include multi-modal.

5 Economic Development – Tenhave likes Toolboxes.

All goals need action words.

Plan to have a complete draft in December.

3. Business

a. Minutes: September 20, 2023 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of September 20, 2023, Berry seconded. The motion passed 6-0-2 by voice vote.

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

**DRAFT NRPC Executive Committee Minutes
October 18, 2023**

b. August-September Dashboard (Action Required)

Minkarah reviewed the Dashboard. No new financials and we have not made the transfer to NH PDIP. Bank balances and cash balances are up to date through the end of September. United Way is attending the RCC meeting to discuss a new planning grant. NH Digital Equity efforts are underway to create a steering committee to drive the effort. 250k is potentially available for the region. Digital equity can cover libraries, broadband, and internet access.

Getting closer on approval of the regional plan grant. We are partnering with the Boston Regional Planning Commission on the development of a climate change plan. 24k subgrant and we will be looking for members to join a steering committee.

Web stats – No significant changes.

At the request of Tenhave, Williams moved to accept and file the September-October dashboard, with a second by Berry. The motion passed by voice vote 8-0-0:

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

c. Staffing Changes

Continue to face challenges filling the Finance position. During this time we have worked with a QuickBooks consultant who we have hired on a part-time basis. She will strictly be doing payroll, AP and AR. Benefits and hours allocation have shifted to Camille.

Two other staff members are leaving, the Regional Planner and Transportation Technician. Interviews are underway and we plan to make an offer this week.

4. **Other Business** – Need to fill the vacant Executive Committee spot. Tenhave will reach out to Jeff Gowan.

The TMA Certification Review is coming up on 11/13 and 11/14, requiring a public input session. We could host the public input session at the next Executive Committee meeting on 11/15/23. The audit will be on 11/16 and 11/17.

The Town of Windham was a member of Rockingham, then Southern and now they are interested in NRPC. Jay will present to them.

Cyber Incident Response Plan – Will review at a future meeting and have Sara do a presentation.

5. **Adjourn - Meeting adjourned at 8:09 pm on a motion by Berry, seconded by Queenan.**

The next Executive Committee meeting will be held on November 15th, 2023.