



## **NOTICE OF MEETING**

**WHO: NRPC Executive Committee**

**WHEN: Wednesday, September 22, 2021, at 6:00 pm**

**WHERE: Nashua City Hall, 3<sup>rd</sup> Floor Auditorium, 229 Main Street, Nashua, NH. If you are unable to attend in-person, you may participate remotely using the link below:**

<https://us02web.zoom.us/j/83850409507?pwd=Vm5DTTJFcmVsaFhrY0hjWCtESndKZz09>

## **AGENDA**

1. Call to Order
2. Business:
  - a. Minutes: August 18, 2021 (**Action Required**)
  - b. Aug-Sept Dashboard (**Action Required**)
3. Transportation Programs
  - a. UPWP Updates
    - Transit Expansion Feasibility Study
    - Bike/Ped Plan
    - Volunteer Driver Feasibility Study
    - CTAP
    - GACIT Hearings
    - CSX/Pan Am Merger
4. Project Updates
  - a. Economic Recovery Plan
  - b. HHW
  - c. Energy Aggregation
5. Pending Projects
  - a. Regional Housing Needs Assessment
  - b. Safe Routes to Schools
6. Staff Updates
7. Other Business
8. Adjourn

*Next Meeting: October 20, 2021*



**DRAFT MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 August 18, 2021**

**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>
Susan Ruch, Chair Jim Battis, Treasurer Kim Queenan Karin Elmer Tamara Sorell	Tim Tenhave Sarah Marchant, Vice Chair Venu Rao Janet Langdell		Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

**1. Call to Order**

Ruch called the meeting to order at 6:02.

**2. Business**

**a. Minutes: June 16, 2021**

Queenan noticed an error in the document heading. With no further discussion, Battis moved to accept the Executive Committee minutes of June 16, 2021, as amended. Elmer seconded the motion. The motion passed 8-0-1 by rollcall vote:

Rao – yes	Langdell – yes	Ruch- yes
Queenan – yes	Battis – yes	Tenhave – yes
Marchant – yes	Elmer- yes	Sorell - abstain

**b. June – August Dashboard**

Balances: Payables are up from the prior month; receivables reflect invoices for NRPC and NRSWMD dues; we’ve not activated the line of credit; CDs continue to creep up; FY21 annual audit will start in September.

Staff activities: We continue the pattern of hosting outside groups for meetings, e.g. NHHFA public hearing. Other highlights include the planning board basics webinar, and attendance at the Capitol Corridor stakeholder meeting, meetings on transit and infrastructure by Senator Hassan; July GACIT hearing, electric school bus initiative, and virtual public input training.

There was a discussion relative to NRPC’s representation at NHARPC; we should circulate a call for volunteers.

HHW participation seems to fluctuate from event to event. Ruch requested we recognize Sally Hyland who is retiring.

Pending Grant Opportunities: There are no pending grant applications.

Profit and Loss and Balance Sheet: We are only one month into the FY, so the CR contracts are somewhat off-balance due to their calendar-year cycle and we expect to see a pattern of “noise” as is usual in local planning projects; the NHDOT contract is on track, total resources are slightly low. Dues and subs are high based on some pre-paid expenses, Rent and Cam is high because we pay in advance, and salaries are high reflecting the hiring of interns. Expenses do exceed revenues, but this is not terrible for July.

Working Budget: The dashboard is mislabelled; it should read FY22.

Quarterly Web Analytics: There was a downward trend in audience traffic month-to-month between April-June which is a typical pattern compared to past years; overall, however, the 3-month average audience traffic is up overall compared to 2-year averages. The audience geographic distribution is exceedingly consistent quarter to quarter. The top content continues to be HHW and GIS.

On the newsletter, the stats reflect some housecleaning concerning contacts that have not opened a newsletter for many years. That aside, net audience dynamics remain in the positive, and clicks are 100% up compared to historic trends reflecting more clickable content being included in the emailing, though there were no single or few links that proved to be disproportionately popular.

For social media, Facebook performance continues to be healthy, partly driven by some paid ads relative to HHW events. Twitter is still down, though better than last quarter. A placeholder is included for the new NRPC LinkedIn page, more to come.

Battis moved, with a second from Elmer, to accept and place on file for audit the Dashboard and Financials of June-August 2021. The motion passed unanimously by rollcall vote:

Rao – yes	Langdell – yes	Ruch- yes
Queenan – yes	Battis – yes	Tenhave – yes
Marchant – yes	Elmer- yes	Sorell - yes

### **c. FY21 Year-End Financials**

Minkarah reviewed the year-end Profit and Loss. The aggressive drawdown of the brownfields grant, about \$29K, was deliberate. NRSWMD incurred additional covid and event costs; Total grants are at 73.5%, local planning, variable, some 100% over budget. Circuit riders may go over, but that’s due to their calendar year cycle. Map sales and interest are down. For expenditures, dues and subs in high particularly because a NHDOT data subscription was inadvertently omitted from the adopted budget. Salaries are low reflecting changes in personnel; legal came in high due to work on the 501 foundation. Office expenses are high due to investment in AV equipment. Meeting expenses and mileage, and other travel is quite low, as would be expected. Total expenses come in 103.66%; net income comes in at approximately \$30K for the year.

On the balance sheet, we see an increase of \$140K in total assets. Payable s are high, but overall there’s not a lot of variation.

Tenhave asked about the status of projects in play now that Brownfields is winding down and hasn’t been renewed. Minkarah described that Marjan Corbin needs additional characterization because the site is complicated by PFAS for which we don’t have adequate funding to determine the origin of the

contamination. The most significant Ultimate Nimco site is also short of funds due to the need for an extensive Phase II assessment.

Elmer moved, with a second from Battis, to accept and place on file for audit the FY2021 Year-End Financials. The motion passed unanimously by rollcall vote:

Rao – yes	Langdell – yes	Ruch- yes
Queenan – yes	Battis – yes	Tenhave – yes
Marchant – yes	Elmer- yes	Sorell - yes

### **3. Transportation Programs**

Minkarah updated the Commissioners on the Transit Expansion Feasibility study, the regional Bike/Ped Plan, the new Volunteer Driver Feasibility Study with RCC oversight, the pending contract extension for the transit demand management (TDM) analyses using the CommuteSmart framework, RSMS projects in Merrimack and Lyndeborough, and new traffic studies in Amherst Village and F.E. Everett Turnpike (FEET) Exit 12.

At the request of Kyle Foxx in Merrimack, Minkarah is considering the potential to do a traffic diversion study if a 100-year flood event were to affect the FEET.

Sorell requested clarity around the potential consequences of New Hampshire’s reluctance to change interstate exit numbers.

### **4. Project Updates**

The EDA Economic Recovery project is well underway. Langdell asked that we set up a project website with some of the preliminary materials. Sorell requested that in addition to business impacts, the project should also capture impacts to households to the degree possible based on available data.

On the environmental end of things, Household Hazardous Waste events are progressing. Participation has been hard to predict. We are due to renew energy aggregation agreements in September. In response to Langdell’s question relative to recruiting more participants into the program, Minkarah clarified that we are past the initial outreach stage now.

New projects including an annual update of the capital improvement plan for Pelham, a new Litchfield conservation plan, a buildout study for Amherst, and a new circuit-riding contract for Lyndeborough.

### **5. Pending Projects**

The new NH Office of Planning in BEA is spearheading the use of Cares Act Funding to update regional housing needs assessments. In particular, a methodology around Fair Share analysis must be done in a consistent and defensible way.

Another potential opportunity is that Shaheen may be supportive of using earmarked funding in support of housing and regional plans.

## **6. Staff Updates**

The summer interns have departed, and Cassie Mullen has resigned to pursue a position with New Hampshire Housing Finance Authority. Ruch will write a letter thanking Mullen for her commitment to NRPC.

## **7. Other Business**

Elmer, Battis, and Sorell have scheduling conflicts with the September 15th Executive Committee and Full Commission date. We will push the meeting to September 22 to help ensure an in-person quorum.

Several commissioners volunteered to explore options for a bigger venue for the September 22 meetings to facilitate social distancing. Any alternative location would need to offer support for hybrid-meeting AV equipment.

Minkarah is working on a draft application for the Directors of the NRPC Foundation. Peter Howd has expressed interest in coming on board alongside Dave Hennessey as the second Commissioner-at-Large. The Community Member-at-Large seat is the only one now vacant.

There was a general discussion about the Annual Forum, e.g. whether it could be reimagined as a virtual event, or an outdoor in-person event, or some sort of hybrid meeting, and whether scheduling it during another season of the year would offer any advantages.

## **8. Adjourn**

At 7:52, Battis moved, with a second by Elmer, to adjourn. The motion passed.

*The next Executive Committee meeting will be September 22, 2021*

**NRPC FY 2020 DASHBOARD**

Aug-21		Key Statistics	
<b>TD Checking</b>		<b>Staff Activities Aug-Sept</b>	
Beginning Balance	\$250,790.07	Bi-weekly Community and Economic Dev Call - Jay	
Deposits & Credits		NRPC Complete Streets Committee - Matt, Ryan	
Payments		NTS General Staff Meetings - Ryan	
<b>Ending Balance</b>	\$250,811.37	Nashua RCC Meeting - Matt, Mason	
<b>Bar Harbor Checking</b>		HWW Collection @Pelham - Mason, Jay, Andrew	
Beginning Balance	\$112,954.53	GACIT Meeting - Jay, Gregg, Matt	
Deposits & Credits		Friends of Souhegan Valley Rail Trail Board - Matt	
Payments		New Hampshire Transit Association meeting - Matt	
<b>Ending Balance</b>	\$223,892.41	State Coordinating Council Meeting - Matt	
<b>Tuesday, August 31, 2021</b>		School Bus Electrification Meeting - Jay, Mason	
Accounts Payable	\$51,845.28	Southern-Central CEDR Stakeholders' Meetings (2) - Jay	
Accounts Receivable	\$188,971.00	Interagency Consultation - Gregg, Matt	
<b>Oversight Activities</b>		TTAC - Jay, Matt, Caleb, Derek, Mason	
Line of credit (\$75,000) activated?	No	RPC Directors Meeting - Jay	
BHB CDs	\$274,811.70	NHLMV Stormwater Coalition - Sara, Andrew, Mason	
Audit Status	Underway	Nashua Rail Committee Meeting - Jay	
<b>Professional Development - Aug-Sept</b>		Regional Housing Needs Assessment Kickoff - Jay	
		Econ Dev Plan Committee - Camille, Jay, Caleb, Ryan	
		NRSWMD Quarterly Meeting - Mason, Jay, Kate	
<b>Pending Grant Applications</b>			
		BEA/ARPA Housing Needs Assessment Grant - \$100,000	
<b>Budget Narrative</b>			
<b>BankBalances/Cash on hand:</b>	We continue to have a healthy balance, Bar Harbor down by 85k.		
<b>Payables and Receivables:</b>	Receivables down by \$227k, accounts payable down by \$51k.		
<b>FY21 Working Budget</b>			
<b>Funding Sources</b>		<b>Expenses</b>	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$116,218	Dues & Subscriptions	\$9,271
Grants	\$264,988	Employee Benefits	\$185,450
Local Planning Contracts	\$99,555	GIS	\$17,700
Other Income	\$4,000	Insurance	\$8,154
State Contracts	\$1,058,666	IT	\$5,921
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$9,200
		Office Expenditures	\$13,522
		Other Expenditures	\$51,864
		Professional Services	\$461,411
		Rent & CAM	\$94,035
		Salaries	\$803,347
		Staff Development	\$8,500
		Travel & Meeting Exp	\$8,500
		Utilities	\$10,800
<b>Total revenues:</b>	<b>\$1,706,427</b>	<b>Total Expenses:</b>	<b>\$1,706,425</b>
<b>Pending Grant Application Totals</b>	<b>\$100,000</b>	<b>Delta</b>	<b>\$2</b>

## Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through August 2021

TOTAL

	Aug 21	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
<b>RESOURCES</b>					
Local Dues Match	(5,986.15)	(11,125.10)	0.00	(11,125.10)	100.0%
2000 Local Dues - Other	13,583.33	27,166.66	163,000.00	(135,833.34)	16.67%
<b>Total 2000 Local Dues</b>	<b>7,597.18</b>	<b>16,041.56</b>	<b>163,000.00</b>	<b>(146,958.44)</b>	<b>9.84%</b>
<b>Federal Contracts</b>					
9011 EPA Brownfields	0.00	0.00	29,500.00	(29,500.00)	0.0%
9056 EDA COVID Recovery Plan	0.00	0.00	92,951.00	(92,951.00)	0.0%
<b>Total Federal Contracts</b>	<b>0.00</b>	<b>0.00</b>	<b>122,451.00</b>	<b>(122,451.00)</b>	<b>0.0%</b>
<b>Grants</b>					
5265 Robinson Pond Water Qual	0.00	0.00	19,580.00	(19,580.00)	0.0%
6300 NRSWMD	30,131.38	35,025.15	235,215.00	(200,189.85)	14.89%
9006 Merrimack River Corridor	0.00	0.00	9,193.00	(9,193.00)	0.0%
<b>Total Grants</b>	<b>30,131.38</b>	<b>35,025.15</b>	<b>263,988.00</b>	<b>(228,962.85)</b>	<b>13.27%</b>
Interest Income	162.75	320.37	2,000.00	(1,679.63)	16.02%
<b>Local Planning Contracts</b>					
2139 Hudson CR	1,462.50	2,712.50	3,600.00	(887.50)	75.35%
2143 Hudson Regulatory Audit	1,389.30	2,311.18	3,000.00	(688.82)	77.04%
2150 Mason CR	543.98	1,503.70	6,500.00	(4,996.30)	23.13%
2176 Hollis Asset Mgmt Support	0.00	500.00	1,800.00	(1,300.00)	27.78%
2250 Litchfield CR	1,016.15	2,568.50	15,000.00	(12,431.50)	17.12%
2271 Lyndeborough CR	744.80	744.80			
2361 MVD GIS	80.00	80.00	3,200.00	(3,120.00)	2.5%
2532 Nashua Con Comm CR	210.00	980.00	5,000.00	(4,020.00)	19.6%
2552 Pelham Natural Resources	0.00	0.00	1,900.00	(1,900.00)	0.0%
2556 Pelham CIP	1,000.00	2,000.00	0.00	2,000.00	100.0%
2561 Pelham Buildout Study	1,000.00	1,000.00	5,000.00	(4,000.00)	20.0%
2610 Wilton CR	2,136.96	4,416.16	24,500.00	(20,083.84)	18.03%
2640 Wilton MP 4	126.84	126.84	5,500.00	(5,373.16)	2.31%
7516 NH Housing-GIS Support	0.00	0.00	1,500.00	(1,500.00)	0.0%
XXXX Amherst Heritage Comm Map	0.00	0.00	4,200.00	(4,200.00)	0.0%
<b>Total Local Planning Contracts</b>	<b>9,710.53</b>	<b>18,943.68</b>	<b>80,700.00</b>	<b>(61,756.32)</b>	<b>23.47%</b>
<b>Other Income</b>					
8000 Pubs/Map Sales	0.00	0.00	2,000.00	(2,000.00)	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>(2,000.00)</b>	<b>0.0%</b>
<b>State Contracts</b>					
1000 NH OSI	0.00	0.00	11,111.00	(11,111.00)	0.0%
1200 NH Geodata Portal	0.00	0.00	18,000.00	(18,000.00)	0.0%
<b>3000 DOT Highway Planning</b>					
100 MPO ADMIN & TRAINING	1,823.38	10,637.64	69,750.00	(59,112.36)	15.25%
200 POLICY & PLANNING	11,392.38	21,315.44	178,493.00	(157,177.56)	11.94%
300 PUBLIC INVOLV & COORD	4,491.46	5,360.09	57,600.00	(52,239.91)	9.31%
400 PLAN SUPPORT	24,387.58	44,855.78	266,400.00	(221,544.22)	16.84%
500 TECHNICAL ASSIST & SUPPORT	13,491.23	21,707.33	161,775.00	(140,067.67)	13.42%
600 REGIONAL VOL DRIVER STUDY	1,965.25	3,420.99	26,820.00	(23,399.01)	12.76%

## Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through August 2021

TOTAL

	Aug 21	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
<b>Total 3000 DOT Highway Planning</b>	57,551.28	107,297.27	760,838.00	(653,540.73)	14.1%
<b>3500 DOT 5310 SVTC</b>	0.00	0.00	240,039.00	(240,039.00)	0.0%
<b>4430 CTAP Phase III TDM - CNHRP</b>	1,480.92	2,534.46	26,595.00	(24,060.54)	9.53%
<b>Total State Contracts</b>	59,032.20	109,831.73	1,056,583.00	(946,751.27)	10.4%
<b>Total RESOURCES</b>	106,634.04	180,162.49	1,690,722.00	(1,510,559.51)	10.66%
<b>Expense</b>					
<b>Depreciation</b>	226.28	452.56	2,715.00	(2,262.44)	16.67%
Annual Forum	0.00	0.00	6,700.00	(6,700.00)	0.0%
Audit	0.00	0.00	16,250.00	(16,250.00)	0.0%
Bank Service Charges	0.00	0.00	250.00	(250.00)	0.0%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	752.86	2,468.52	8,129.00	(5,660.48)	30.37%
Total Employee Benefits	12,371.67	28,007.41	165,918.00	(137,910.59)	16.88%
Equipment Maintenance	50.21	100.42	1,750.00	(1,649.58)	5.74%
GIS	1,475.00	2,950.00	17,700.00	(14,750.00)	16.67%
Insurance	679.53	1,359.06	10,154.00	(8,794.94)	13.38%
Internet Access/Telephone	783.73	1,569.78	8,800.00	(7,230.22)	17.84%
IT Service	497.47	792.82	5,921.00	(5,128.18)	13.39%
Janitorial	225.00	450.00	3,300.00	(2,850.00)	13.64%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	0.00	164.00	1,000.00	(836.00)	16.4%
Marketing and Outreach	0.00	0.00	2,500.00	(2,500.00)	0.0%
Misc	733.81	1,397.62	13,534.00	(12,136.38)	10.33%
Office Expenses	914.39	1,776.28	13,522.00	(11,745.72)	13.14%
Postage	30.09	160.28	1,800.00	(1,639.72)	8.9%
Printing	493.00	1,055.00	6,650.00	(5,595.00)	15.87%
Professional Services	25,330.49	25,333.24	467,460.00	(442,126.76)	5.42%
Rent & CAM	7,713.67	23,141.01	94,035.00	(70,893.99)	24.61%
Reserve Fund	0.00	0.00	16,004.00	(16,004.00)	0.0%
Total Salaries	61,870.80	113,565.31	786,381.00	(672,815.69)	14.44%
Small Equipment	330.00	599.23	4,950.00	(4,350.77)	12.11%
Staff Development	191.51	1,094.67	8,500.00	(7,405.33)	12.88%
Total Travel	743.76	1,214.10	8,500.00	(7,285.90)	14.28%
Utilities	856.00	2,568.00	10,800.00	(8,232.00)	23.78%
<b>Total Expense</b>	116,269.27	210,219.31	1,690,723.00	(1,480,503.69)	12.43%
<b>Net Income</b>	<b>(9,635.23)</b>	<b>(30,056.82)</b>			



Nashua Regional Planning Commission

**Balance Sheet**

As of August 31, 2021

Aug 31, 21

**ASSETS**

**Checking/Savings**

1 TD Bank xx5715	250,811.37
2 Bar Harbor Bank xx1485	223,892.41
3 BHBT 12 Mo CD Maturity 3/6/22	208,349.06
4 BHBT 19 Mo CD Maturity 3/6/23	66,462.64
Petty Cash	200.00

**Total Checking/Savings** 749,715.48

**Accounts Receivable**

Accounts Receivable	188,971.00
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**Other Current Assets**

FP Mailing Postage Account	32.73
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**Total Other Current Assets** 32.73

**Total Current Assets** 938,719.21

**Fixed Assets**

Accum Depr	-38,320.70
Vehicle	21,828.00
Fixed Assets - Other	19,421.94

**Total Fixed Assets** 2,929.24

**Total Fixed Assets** 2,929.24

**Other Assets**

Prepaid Expense	22,572.77
Security Deposit	8,341.67

**Total Other Assets** 30,914.44

**TOTAL ASSETS** 972,562.89

Nashua Regional Planning Commission

Balance Sheet

As of August 31, 2021

Aug 31, 21

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 874.37

Total Accounts Payable 874.37

Credit Cards

Bank of America -CC 1,777.63

Total Credit Cards 1,777.63

Other Current Liabilities

Accrued Vaca Payable \*\*offset 42,389.82

Local Dues 135,833.34

P/R Liabilities - Other

C HSA Contributions 12,500.00

E Aflac 62.30

E Dental Insurance Withheld 177.77

E Health Insurance Withheld 608.79

E HSA Contributions -12,500.00

E STD Insurance Withheld 40.10

Total P/R Liabilities - Other 888.96

Retainers

Retainer-6300 HHW 23,778.60

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 37,278.60

Total Other Current Liabilities 216,390.72

Total Current Liabilities 219,042.72

Total Liabilities 219,042.72

Equity

Retained Earnings 741,187.17

Vacation Bene Payable \*\* offset 42,389.82

Net Income -30,056.82

Total Equity 753,520.17

TOTAL LIABILITIES & EQUITY 972,562.89