



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, June 17, 2020 6:00 pm

WHERE: Remote Meeting via Zoom

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: May 20, 2020 **(Action Required)**
 - b. Non-Public Minutes: May 20, 2020 **(Action Required)**
 - c. May/June Dashboard **(Action Required)**
 - d. Recommendation to Commission to approve FY21 Budget and Work Program **(Action Required)**
 - e. Recommendation to Commission to approve FY22 Dues Allocation **(Action Required)**
 - f. Slate of Officers and Executive Committee Membership **(Action Required)**
 - g. Audit RFP **(Action Required)**
 - h. CD Roll-over **(Action Required)**
3. Transportation Programs
 - a. UPWP Updates
4. Other Business
5. Adjourn

Next Meeting: July 15, 2020



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 20, 2020**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Tamara Sorell Tim Tenhave Janet Langdell	Susan Ruch, Treasurer Sarah Marchant	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director Gregg Lantos, MPO Coordinator	

1. Call to Order

Elmer called the meeting to order at 6:06. She then took attendance by roll call.

2. Public Hearing: Approval of Amendment #4 to the adopted Nashua Metropolitan Area 2019-2022 Transportation Improvement Program (TIP) and the 2019-2045 Metropolitan Transportation Plan (MTP) (Action Required)

At 6:07 Battis motioned, followed by Langdell, to open the public hearing for Approval of Amendment #4. The motion passed 5-0-0.

Lantos briefly summarized the nature of the amendment as described in the agenda packet memo. In contrast to the previous one, this is a simple amendment with a clear benefit to the region.

Seeing no questions, Elmer accepted a motion at 6:08 by Battis, seconded by Langdell, to close the public hearing.

Tenhave requested confirmation that the meeting was properly noticed and that phone lines were open to any members of the public who wished to participate. Minkarah answered both questions affirmatively.

The motion passed 5-0-0.

3. Business

a. Minutes: April 15th (Action Required)

Tenhave moved to accept the minutes. Battis seconded. The motion passed 5-0-0.

b. April-May Dashboard (Action Required)

There is a jump in outstanding receivables due to NHDOT's lag time in processing. CD's continue to ratchet up but we anticipate wanting to shift some of those funds in the July timeframe as one of the CDs will be expiring. Staff activities were down as several meetings and events were cancelled due to OVID-19; key activities included economic strategy sessions for Nashua and the MA/NH Transportation Think Tank.

The major uptick in web stats is attributable to increased messaging including more posts that resonate with our audience and staff resharing our messages on town pages.

In terms of the budget narrative, we have a healthy balance, and payables went up moderately. The working budget reflects a downward adjustment in both revenue and expenses. The Profit and Loss is through April and reflects 83% of the fiscal year. We are high on the 3000 NHDOT relative to the adopted budget; and local contracts show the usual variability. The Balance Sheet shows a positive delta and total assets in line with where we would want it to be.

Tenhave asked if the current skillset of staff meets the current needs. Minkarah answered in the affirmative but referenced pressure on staff posed by COVID.

Battis moved to accept the dashboard and financials and place them on file for audit. Langell seconded. After no further discussion, the motion passed 5-0-.0.

c. Draft FY 2021 Budget

Minkarah presented a draft of the FY2021 budget as an informational item. The budget is balanced because of an ambitious goal to draw down the EPA Brownfields grant by at least 70% before the next grant round opens so that we are eligible to reapply. Due to the extraordinary conditions under which member communities are operating we may wish to defer a proposed increase in dues. We anticipate a drop in total grants, however, employee-related expenses are also down including staff training which reflects fewer anticipated conference opportunities due to the pandemic and lower training and travel costs.

The proposed budget will change as there are still several relatively small state and local contracts we are waiting such as a contract for Wilton master plan updates. We continue to pursue federal grant opportunities such as new EDA funding.

At the request of Sorell, Minkarah reviewed the impacts of COVID-19 on project work so far. The shift to remote meetings has resulted in an increase in staffing needed to run a meeting effectively. Master plan projects have slowed, and projects such as CTAP Commute Smart and the NTS on-board survey are on pause. We've not yet quantified these costs, but fortunalye, we have been able to remain billable by re-ordering work and shifting project scopes.

d. Audit RFP (Action Required)

4. Nonpublic Session in accordance with 91-A:3 (j) – consideration of confidential commercial and financial information (if needed).

After discussion, at 6:58 Elmer accepted a motion by Battis, seconded by Langdell, to enter into non-public session pursuant to 91-A:3 (j) – consideration of confidential commercial and financial information. The motion passed unanimously according to the following roll call vote:

Jim Battis - *yes* Janet Langdell - *yes*
Tamara Sorell - *yes* Karin Elmer - *yes*
Tim Tenhave - *yes*

At 7:10 Elmer accepted a motion by Battis, seconded by Langdell, to exit non-public session pursuant to 91-A:3 (j) – consideration of confidential commercial and financial information. The motion passed unanimously according to the following roll call vote:

Jim Battis - *yes* Janet Langdell - *yes*
Tamara Sorell – *yes* Karin Elmer - *yes*
Tim Tenhave - *yes*

At 7:10 Tenhave moved to seal the minutes of non-public session pursuant to 91-A:3 (j) – consideration of confidential commercial and financial information, until a contract is in place. After a second by Langdell, the motion passed unanimously.

For the record Tenhave stated the outcome of the non-public session: the NRPC Executive Committee authorizes the Audit Review Subcommittee, including Minkarah, to enter into negotiations with the preferred firm Plodzick, and to report back after negotiation for final determination to the Executive Committee.

5. Old Business

a. Covid-19 Planning

NRPC is anticipating a June 1 office reopening though most staff will probably be telecommuting at least part-time. We are still formulating our policies related to the governor’s and CDC’s guidance. We have the option to offer additional private workspaces to staff. We will also require staff to self-attest that they are illness-free each day they report it. Staff must clean their own workspaces each day, and the building is undergoing additional sanitation in the common areas. We would need to find out if the building is considering any changes to the building’s air circulation. We will also have a discussion with our janitorial on additional sanitizing within the office suite. There was a general discussion about minimizing the sharing of office equipment like keyboards.

b. Annual Forum

We’ve not yet vetted potential new autumn dates with the venue. With fall looking generally uncertain it is perhaps advisable to push the event until January before legislature gets involved in session, but the decision depends in part on the potential loss of our deposit. If we do a fall

event, we might also consider budgeting for a second event later in the year. The Executive Committee decided to defer these decisions to a later date.

c. TMA/MPO Governing Body Composition and d. NRPC 501(c)(3)

The special Full Commission meeting went well, and we will bring these items forward for vote at the next commission meeting. Tenhave asked that we circulate the documents more widely to encourage review. Both he and Commissioner Battis shared them with their bodies but we need to be more direct. Minkarah confirmed we sent the items to the Town administrators, but we will do a wider mailing with the updated drafts before the June Commission meeting.

6. Transportation Programs

a. UPWP Updates

Lantos reported a “mixed bag” of project updates, some of which may prompt scope changes in the UPWP. Initiatives such as HPMS traffic counts are progressing as directed by the NHDOT but specific studies such as turning movement counts to support the Merrimack Exit 12 interchange study would not be valid under current conditions. We are looking forward to continuing road surface management studies, and our congestion management mandates can be advanced with alternative data sources. The Intelligent Transportation Systems plan should be able to progress without delay, but the interregional transit study that examines usual bi-state commuting patterns is entirely on hold, as is our transportation demand management initiatives. The Ten-Year Plan (TYP) solicitation process is underway to sub allocate a total of \$6.175M biennially for local projects.

7. Other Business

a. Project Updates

b. Executive Committee Membership

There was a discussion about recruitment strategies for the existing Executive Committee vacancies. A call for volunteers should be made prior to the next Full Commission meeting.

8. Adjourn

With a motion from Battis, seconded by Tenhave, the Executive Committee adjourned at 7:49 by unanimous vote.

Next Meeting: June 17, 2020

NRPC FY 2020 DASHBOARD

May-20		Key Statistics	
TD Checking		Staff Activities May/June	
Beginning Balance	\$250,580.92	Nashua Rail Committee Meeting - Jay	
Deposits & Credits		Northeast ARC GIS Users Virtual Conf. - Sara & Andrew	
Payments		Commute Smart NH meeting - Gregg	
Ending Balance	\$250,643.57	Transpo Planners Collaboratives Meet - Gregg & Matt	
Bar Harbor Checking		Monadnock Region Youth transportation conference - Matt	
Beginning Balance	\$35,345.19	FY20 Healthy Communities Grant Program Webinar - Jay	
Deposits & Credits		CDBG CARES Act workshop - Jay	
Payments		Ten Year Plan criteria subcommittee - Matt	
Ending Balance	\$86,980.72	NTS WebEx Meeting - Ryan	
Sunday, May 31, 2020		NRPC Staff Meetings - all staff (4)	
Accounts Payable	\$11,760.52	AMPO GIS Working Group Quarterly Webinar - Sarah	
Accounts Receivable	\$186,877.43	Nashua River Rail TDC Meeting - Derek	
Oversight Activities		United Way Advisory Committee - Jay	
Line of credit (\$75,000) activated?	No	Nashua - Riverfront Plan Meetings (2) - Jay	
BHB CDs	\$271,415.83	Office Reopens for staff only on June 1	
Audit Status	Complete	Nashua Bike-Ped LOS Monthly Meeting - Matt, Derek	
		SCC Meeting - Matt	
		RCC Meeting - Jay & Matt	
		TTAC - Gregg, Matt, Jay, Derek & Mason	
		NHDOT Front Office Meeting - Gregg & John	
		NHDOT Interagency meeting - Matt	
		Stormwater Coalition Remote Meeting - Sara & Andrew	
		RPC Directors Remote Meeting - Jay	
		Staff Education & Training - May/June	
		Planning to Move from Crisis to Recovery (5/19) Jay & John	
		SADES closed drainage training (6/2) Andrew	
		SADES Pedestrian Training (6/4) Mason, Andrew & Cassie	
		SADES Virtual Training (6/9) Andrew	
		May 1-31, 2020 Web Stats	
		Channel	Activity (1-month trend)
		eNewsletter: 1 campaign/467 Recipients/143 opens (+)	
		Group Email: 5 emails/181 Recipients (+)	
		NRPC Website: 2,559 Unique Users/3,263 Sessions (+)	
		MapGeo: 2,014 Unique Users/4,230 Visits (+)	
		Facebook: 7 posts/516 Followers/3,477 Total Reach (-)	
		Twitter: 5 tweets/499 Followers/3,185 Impressions (=)	
Budget Narrative			
BankBalances/Cash on hand:	We continue to have a healthy balance that supports over five months of operating expenses.		
Payables and Receivables:	Payables down (-\$32k); Receivables down significantly (-\$91k)		
FY20 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$15,900
Federal Contracts	\$99,527	Dues & Subscriptions	\$19,591
Grants	\$180,847	Employee Benefits	\$155,016
Local Planning Contracts	\$90,333	GIS	\$17,664
Other Income	\$7,800	Insurance	\$3,149
State Contracts	\$993,192	IT	\$5,500
		Legal	\$2,000
		Marketing, Outreach, Annual Forum	\$3,423
		Office Expenditures	\$13,470
		Other Expenditures	\$41,313
		Professional Services	\$346,639
		Rent & CAM	\$86,515
		Salaries	\$732,951
		Staff Development	\$8,500
		Travel & Meeting Exp	\$10,750
		Utilities	\$13,068
Total revenues:	\$1,534,699	Total Expenses:	\$1,475,449
Pending Grant Applications	\$0	Delta	\$59,250



**Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual - EC
July 2019 through May 2020**

	TOTAL				
	May 20	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
RESOURCES					
2000 Local Dues					
Local Dues Match	(7,047.22)	(89,891.50)	0.00	(89,891.50)	100.0%
2000 Local Dues - Other	13,583.33	149,419.63	163,000.00	(13,580.37)	91.67%
Total 2000 Local Dues	6,536.11	59,528.13	163,000.00	(103,471.87)	36.52%
Federal Contracts					
9011 EPA Brownfields	0.00	40,533.82	98,000.00	(57,466.18)	41.36%
9055 EDA	0.00	15,915.07	37,963.00	(22,047.93)	41.92%
9082 Hazard Mit	0.00	0.00	18,570.00	(18,570.00)	0.0%
Total Federal Contracts	0.00	56,448.89	154,533.00	(98,084.11)	36.53%
Grants					
6300 NRSWMD	5,076.73	158,739.69	241,450.00	(82,710.31)	65.74%
7516 NH Housing-GIS Support	0.00	2,447.87	4,648.00	(2,200.13)	52.67%
9025 EPA Healthy Communities	0.00	14,828.15	12,484.00	2,344.15	118.78%
Total Grants	5,076.73	176,015.71	258,582.00	(82,566.29)	68.07%
Interest Income	498.67	6,444.73	6,000.00	444.73	107.41%
Local Planning Contracts					
2112 Amherst Housing Needs	0.00	1,500.00	1,500.00	0.00	100.0%
2113 Amherst Ordinance Assess	0.00	1,000.00	1,000.00	0.00	100.0%
2142 Hudson MP	1,423.13	17,544.21	19,378.00	(1,833.79)	90.54%
2150 Mason CR	437.50	6,124.62	5,000.00	1,124.62	122.49%
2152 Mason MP	1,554.03	2,833.73	6,000.00	(3,166.27)	47.23%
2176 Hollis Asset Mgmt Support	1,537.50	4,175.00	3,000.00	1,175.00	139.17%
2245 Litchfield CIP	0.00	1,942.55	1,943.00	(0.45)	99.98%
2250 Litchfield CR	768.75	10,361.73	18,000.00	(7,638.27)	57.57%
2361 MVD GIS	0.00	3,000.00	3,000.00	0.00	100.0%
2362 MVD Service Mapping	1,237.50	4,987.50	5,000.00	(12.50)	99.75%
2534 Nashua Ped/Bike Study	0.00	8,000.00	8,000.00	0.00	100.0%
2535 Nashua Enrollment Project	0.00	1,500.00	1,500.00	0.00	100.0%
2554 Pelham Master Plan	0.00	0.00	2,000.00	(2,000.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	2,000.00	0.00	100.0%
2565 Pelham MS4 Field Support	0.00	525.00	2,000.00	(1,475.00)	26.25%
2610 Wilton CR	1,662.50	22,725.29	18,000.00	4,725.29	126.25%
2640 Wilton MP 4	0.00	0.00	2,000.00	(2,000.00)	0.0%
6600 REDC CEDS	0.00	1,500.00	1,500.00	0.00	100.0%
Total Local Planning Contracts	8,620.91	89,719.63	100,821.00	(11,101.37)	88.99%
Other Income					
8000 Pubs/Map Sales	0.00	2,118.00	1,800.00	318.00	117.67%
Other Income - Other	0.00	0.04			
Total Other Income	0.00	2,118.04	1,800.00	318.04	117.67%
State Contracts					
1000 NH OSI	0.00	11,111.00	11,111.00	0.00	100.0%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	7,747.60	106,773.69	72,000.00	34,773.69	148.3%
200 POLICY & PLANNING	20,830.28	123,803.78	173,250.00	(49,446.22)	71.46%
300 PUBLIC INVOLV & COORD	10,124.94	58,645.13	52,200.00	6,445.13	112.35%
400 PLAN SUPPORT	20,552.18	260,658.02	270,450.00	(9,791.98)	96.38%
500 TECHNICAL ASSIST & SUPPORT	9,958.04	192,256.52	156,119.00	36,137.52	123.15%
600 NASHUA TRANSIT EXP. STUDY	727.07	6,513.60	28,105.00	(21,591.40)	23.18%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	69,940.11	748,650.74	752,124.00	(3,473.26)	99.54%

**Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual - EC
July 2019 through May 2020**

	TOTAL				
	May 20	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
3100 Transit Expansion	0.00	20,807.89	27,000.00	(6,192.11)	77.07%
3250 LTS - RPC	0.00	4,100.36	6,767.00	(2,666.64)	60.59%
3500 DOT 5310 SVTC	0.00	137,531.71	190,039.00	(52,507.29)	72.37%
3505 DOT/5310 Formula	0.00	0.00	0.00	0.00	0.0%
4430 CTAP Phase III TDM - CNHRP	341.06	8,591.18	16,000.00	(7,408.82)	53.7%
Total State Contracts	70,281.17	930,792.88	1,003,041.00	(72,248.12)	92.8%
Total RESOURCES	91,013.59	1,321,068.01	1,687,777.00	(366,708.99)	78.27%
Expense					
Depreciation	226.28	2,489.08	0.00	2,489.08	100.0%
Annual Forum	0.00	2,423.11	5,000.00	(2,576.89)	48.46%
Audit	0.00	15,900.00	15,900.00	0.00	100.0%
Bank Service Charges	0.00	250.00	250.00	0.00	100.0%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	819.42	18,356.09	10,000.00	8,356.09	183.56%
Employee Benefits					
C Dental Insurance	618.98	6,745.69	7,507.00	(761.31)	89.86%
C Health Ins.	5,208.62	56,212.22	71,535.00	(15,322.78)	78.58%
C HSA Contribution	0.00	4,375.00	3,750.00	625.00	116.67%
C LTD Insurance	94.76	1,137.04	1,386.00	(248.96)	82.04%
C Retirement 401	1,755.68	18,950.59	22,600.00	(3,649.41)	83.85%
C Retirement 457	0.00	0.00	0.00	0.00	0.0%
C STD Insurance	214.88	2,268.37	2,750.00	(481.63)	82.49%
Total P/R Taxes (Indirect)	4,015.67	50,667.21	57,383.00	(6,715.79)	88.3%
Total Employee Benefits	11,908.59	140,356.12	166,911.00	(26,554.88)	84.09%
Equipment Maintenance	0.00	218.00	1,750.00	(1,532.00)	12.46%
GIS	1,475.00	16,194.90	18,000.00	(1,805.10)	89.97%
Insurance	912.21	(44.48)	11,740.00	(11,784.48)	(0.38%)
Internet Access/Telephone	694.53	7,814.02	6,840.00	974.02	114.24%
IT Service	427.82	4,752.29	5,500.00	(747.71)	86.41%
Janitorial	225.00	2,475.00	3,600.00	(1,125.00)	68.75%
Legal	200.00	1,599.50	2,500.00	(900.50)	63.98%
Legal Notices	0.00	973.30	0.00	973.30	100.0%
Marketing and Outreach	0.00	315.80	5,000.00	(4,684.20)	6.32%
Misc	637.37	3,403.24	4,130.00	(726.76)	82.4%
Office Expenses	770.25	12,140.42	16,750.00	(4,609.58)	72.48%
Payroll Expenses	0.00	0.00			
Postage	52.95	1,144.32	2,000.00	(855.68)	57.22%
Printing	493.00	5,423.00	6,500.00	(1,077.00)	83.43%
Professional Services	0.00	261,874.04	427,485.00	(165,610.96)	61.26%
Recruiting	0.00	0.00	0.00	0.00	0.0%
Rent & CAM	7,512.33	86,762.99	86,515.00	247.99	100.29%
Reserve Fund	0.00	0.00	21,730.00	(21,730.00)	0.0%
Total Salaries	54,091.45	660,494.45	750,102.00	(89,607.55)	88.05%
Small Equipment	650.99	6,592.05	5,950.00	642.05	110.79%
Staff Development	(2.12)	7,222.38	10,000.00	(2,777.62)	72.22%
Total Travel	37.64	9,717.52	14,150.00	(4,432.48)	68.68%
Utilities	877.00	13,302.78	13,068.00	234.78	101.8%
Total Expense	82,009.71	1,282,149.92	1,616,371.00	335,928.99	79.32%
Net Income	9,003.88	38,918.09	71,406.00	(31,487.91)	127.8%

Nashua Regional Planning Commission - FY 2020

Balance Sheet

As of May 31, 2020

May 31, 20

ASSETS

Checking/Savings

1 TD Bank xx5715	250,643.57
2 Bar Harbor Bank xx1485	86,980.72
3 BHBT 19 Mo CD Maturity 7/6/20	206,399.37
4 BHBT 19 Mo CD Maturity 8/6/21	65,076.46
Petty Cash	200.00

Total Checking/Savings 609,300.12

Total Accounts Receivable 186,877.43

FP Mailing Postage Account 203.11

Total Current Assets 796,380.66

Fixed Assets

Accum Depr	-34,926.44
Vehicle	21,828.00
Fixed Assets - Other	19,421.94

Total Fixed Assets 6,323.50

Other Assets

Prepaid Expense 17,946.68

Security Deposit 8,341.67

Total Other Assets 26,288.35

TOTAL ASSETS 828,992.51

Nashua Regional Planning Commission - FY 2020

Balance Sheet

As of May 31, 2020

May 31, 20

LIABILITIES & EQUITY

Accounts Payable	11,760.52
Total Accounts Payable	<u>11,760.52</u>
Credit Cards	
Bank of America -CC	1,555.58
Total Credit Cards	<u>1,555.58</u>
Other Current Liabilities	
Accrued Vaca Payable **offset	36,958.29
E United Way Withheld	20.00
Local Dues	13,583.37
P/R Liabilities - Other	
C HSA Contributions	8,750.00
E Dental Insurance Withheld	159.78
E Health Insurance Withheld	458.22
E HSA Contributions	-8,750.00
E STD Insurance Withheld	33.28
Total P/R Liabilities - Other	<u>651.28</u>
Retainers	
Retainer-6300 HHW	31,720.52
Retainer-MS4 Coop. Agreement	20,000.00
Total Retainers	<u>51,720.52</u>
Total Other Current Liabilities	<u>102,933.46</u>
Total Liabilities	<u>116,249.56</u>
Equity	
Retained Earnings	636,866.57
Vacation Bene Payable ** offset	36,958.29
Net Income	38,918.09
Total Equity	<u>712,742.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>828,992.51</u></u>

Memo

To: Executive Committee
From: Kate Lafond, Business Manager
cc: Jay Minkarah, Sara Siskavich
Date: 6/11/20
Re: Investment options for maturing CD

NRPC established a banking relationship with Bar Harbor Bank & Trust in December 2018 and opened 2 CDs. A 13-month CD in the amount of \$63,508.11 yielding 1.75% apr and a 19-month CD in the amount of \$204,126.34 yielding 2.25% apr. The 13-month CD matured in January and was rolled over into a 19-month CD yielding 1.70%. The current balance is \$65,076.46.

The other 19-month CD is set to mature July 6th. The current balance is \$206,399.37. Unfortunately, Bar Harbor Bank & Trust cannot provide the same interest rates today as they did in 2018 or even earlier this year. I sought out current CD rates from the banking institutions that we utilize. Our TD Bank representative was unresponsive, but the Bar Harbor Bank terms and rates are as follows:

Bar Harbor Bank:
8-month - .45%
19-month - .25%

I investigated other investment opportunities and found CD rates with other firms such as Fidelity and Charles Schwab as well as Money Market rates with Citizens bank to currently be much lower between .01 - .15%.

The New Hampshire Public Deposit Investment Pool (NHPDIP) is another investment option with a current rate of .68%. However, NHPDIP is subject to weekly market fluctuations and has seen a downward trend from 2.41% since the NRSWMD enrolled funds in the spring of last year. I monitor the district's funds weekly so that the funds can be pulled out of NHPDIP if needed.

At this time, it is my recommendation that the maturing 19-month CD be rolled over into an 8-month CD with Bar Harbor Bank & Trust.