



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, January 18, 2023, at 6:00 pm

WHERE: NRPC Offices, 30 Temple Street, Suite 310, Nashua, NH. If you are unable to attend in-person, you may participate remotely, using this link:

<https://nashuarpc.zoom.us/j/89527817370>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: December 21, 2022 (**Action Required**)
 - b. Dec-Jan Dashboard (**Action Required**)
 - c. Web/Social Media Stats
 - d. NRPC Statement of Strategy
 - e. Executive Director Evaluation
 - f. Annual Forum Topic
 - g. NRPC Personnel Policy Amendments
3. Transportation Updates:
 - a. UPWP Updates
4. Other Business
 - a. Staff Updates
5. Adjourn

Next Meeting: February 15, 2022



**DRAFT MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
December 21, 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 Jim Battis, Treasurer Camille Correa Dave Hennessey Janet Langdell Venu Rao Tamara Sorell	Kim Queenan, Vice-Chair Arrived a few minutes late.	Karin Elmer	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

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

2. Business

a. Minutes: November 16, 2022 (Action Required)

Page 4 - change the forum date to 2023. Seeing no further discussion, Tenhave accepted a motion from Hennessey to accept the minutes of November 16, 2022, as amended, Rao seconded. The motion passed 6-0-1 by roll call vote:

Tenhave – Yes	Correa - Yes	Langdell - Yes
		Rao - Yes
Battis - Yes	Hennessey - Yes	Sorell - Abstain

b. November/December Dashboard (Action Required)

Minkarah reviewed the Dashboard - The TD bank account had virtually no change. Accounts payable and accounts receivable are both down, and typical of this time of year. The audit is still underway, and we are hoping the auditors will attend the January Executive Committee meeting.

Key Statistics – City of Nashua has a new grant that Donna will be participating in. It will be presented at the RCC meeting tomorrow morning.

Professional Development – NRPC had a few staff meetings to celebrate anniversaries. Ryan has been here 20 years and Sara 10 years. Staff have attended a number of meetings, including the Public Health Advisory Meeting and Regional Housing Needs Assessment Sounding Board, as well as the nonprofit foundation. The grant for the Regional Housing Needs Assessment has been extended

**NRPC Executive Committee Minutes
December 21, 2022**

to March of 2023. Jay was deposed, by the plaintiff, for the Town of Brookline lawsuit regarding a workforce housing development. The case is being heard in the Federal court system, claiming discriminatory practices. The NRPC Safety Committee has been active and completed an office inspection.

Working Budget – No significant changes. The benefits line item is shown as negative, due to an accidental withdrawal of an excess of funds one month, leading to a credit.

Profit and Loss – 42% through the year. Most grants are in process, or not started yet. Total expenses are only at 34%, leading to a positive balance of just over \$19,000.

At the request of Tenhave, Battis moved to accept and file the November/December dashboard and budget, with a second by Hennessey. The motion passed by roll-call vote 8-0-0:

Tenhave – Yes	Correa - Yes	Langdell - Yes
Queenan - Yes		Rao - Yes
Battis - Yes	Hennessey - Yes	Sorell - Yes

c. Personnel Policy Amendments

Some of the numbering is off, so it should be updated throughout. Supervisor should be capitalized throughout. Update adoption dates to January 2023. The Personal Appearance section has been streamlined. On page 23 the Cell Phone section has been updated.

Page 29 Non FMLA paragraph: eliminate the terms male and female and replace with employees.

Page 31 Maternity Leave should not reference females. Check into the reference to the NH Maternity Leave Act. We should address both maternity and paternity leave, potentially as Parental Leave. This language should also be consistent with the law.

Page 27 – verify that leave time for bereavement has been updated based on the November comments.

There have been recent changes to veteran regulations, so National Guard members now receive the same benefits as Veterans. Should be addressed here.

d. NRPC Statement of Strategy

Minkarah distributed an abbreviated proposal based on a comprehensive proposal from Robin LaBlanc. She proposed a very comprehensive year long process. Minkarah felt it was too intensive at a total cost of \$35k. The abbreviated proposal includes a shorter timeline running from January through June. A survey will be distributed via email, social media and the NRPC newsletter. This

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would include a facilitated staff session and SWOT analysis. A draft report would be presented at the March Commission meeting. A stakeholder session, both virtual and in-person with SWOT analysis would be held in April. The Executive Committee will be updated monthly. A final draft will be presented at the June Commission meeting. This is an aggressive timeline, and we could consider moving this schedule out until the end of the summer. Stakeholders would include the Commissioners and municipal officials.

Hennessey would like to see a more robust effort on local input, beyond just 2 stakeholder sessions. Will take a significant effort to get detailed input from the communities. Langdell noted it will take effort at the ground level to explain the benefit of this update to our communities. Tenhave suggested commissioners present this effort to their communities and seek input and participation in the process. Minkarah will enhance this draft proposal and coordinate with Robin to create a more appropriate proposal for the January meeting.

3. Transportation Programs

a. UPWP Updates

No discussion.

4. Other Business

- a. The new review process will start for the Executive Director this January. Tenhave will be reaching out to contacts for input in the new year.

5. Adjourn

At 7 pm, Hennessey motioned to adjourn, Rao seconded.

The next Executive Committee meeting will be January 18, 2023.

NRPC FY 2023 DASHBOARD

Dec-22		Key Statistics	
TD Checking		Staff Activities Dec-Jan	
Beginning Balance	\$193,737.47	Central-Southern CEDR Meeting - Jay, Camille NRSWMD Quarterly Meeting - Emma, Jay, Kate, Kristin Nashua RCC - Donna, Matt, Kristin Transportation Planners Collaborative - Matt UWGN Governance Board - Jay NTS Staff meetings - Ryan, Matt NHLMV Stormwater Coalition - Sara, Emma Continuum of Care Meeting - Donna RHNA Statewide Group Meeting - Jay, Emma Bi-weekly Community and Econ Dev Call - Jay Regional Housing Leadership Workgroup Meeting - Jay Partnering for Performance meeting - Matt, Vince Interagency meeting - Matt NRPC RHNA Sounding Board - Jay, Camille NRPC Staff Anniversary Lunch (Sara) - All Staff SCC Meeting - Donna COC Employment Connect Committee - Donna Nepta Board Meeting - Camille	
Deposits & Credits			
Payments			
Ending Balance	\$193,967.83		
Bar Harbor Checking			
Beginning Balance	\$204,708.55		
Deposits & Credits			
Payments			
Ending Balance	\$177,626.87		
Saturday, December 31, 2022			
Accounts Payable	\$42,317.00		
Accounts Receivable	\$329,641.65		
Oversight Activities			
Line of credit (\$75,000) activated?	No		
BHB CDs	\$66,640.21		
NH PDIP	\$201,312.31		
Audit Status	Underway		
Pending Grant Applications			
NHDES 604 (b) grant - \$14,635			
Regional Plan Grant - \$100,000			
CMAQ - \$960,000			
Budget Narrative			
Bank Balances/Cash on hand:		\$639,547.22	
Payables and Receivables:		Receivables up by approximately 74K, Accounts payable up by \$35K	
FY22 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,750
Federal Contracts	\$129,748	Dues & Subscriptions	\$9,348
Grants	\$378,482	Employee Benefits	\$195,553
Local Planning Contracts	\$202,275	GIS	\$19,700
Other Income	\$9,000	Insurance	\$9,129
State Contracts	\$1,180,602	IT	\$20,016
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$13,000
		Office Expenditures	\$20,200
		Other Expenditures	\$106,949
		Professional Services	\$518,577
		Rent & CAM	\$110,000
		Salaries	\$952,181
		Staff Development	\$10,000
		Travel & Meeting Exp	\$11,000
		Utilities	\$11,688
Total revenues:		Total Expenses:	\$2,026,591
Pending Grant Application Totals		Delta	\$36,516

Nashua Regional Planning Commission
Balance Sheet

As of December 31, 2022

Dec 31, 22

ASSETS

Current Assets

Checking/Savings

1 TD Bank xx5715 193,967.83

2 Bar Harbor Bank xx1485 177,626.87

4 BHBT 19 Mo CD Maturity 3/6/23 66,640.21

5 NH PDIP 201,312.31

Petty Cash 200.00

Total Checking/Savings 639,747.22

Accounts Receivable

Accounts Receivable 329,641.65

Total Accounts Receivable 329,641.65

Total Current Assets 969,388.87

Other Assets

FP Mailing Postage Account 27.87

Prepaid Expense 16,511.04

Security Deposit 8,341.67

Total Other Assets 24,880.58

TOTAL ASSETS 994,269.45

Nashua Regional Planning Commission
Balance Sheet

As of December 31, 2022

Dec 31, 22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 42,317.00

Total Accounts Payable 42,317.00

Credit Cards

Bank of America -CC 5,022.95

Total Credit Cards 5,022.95

Other Current Liabilities

E Deferred 457 Withheld -1,308.76

Local Dues 81,500.02

P/R Liabilities - Other

E Pension -1,454.15

Total P/R Liabilities - Other -1,454.15

Retainers

Retainer-6300 HHW -8,984.88

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 4,515.12

Total Other Current Liabilities 83,252.23

Total Current Liabilities 130,592.18

Total Liabilities 130,592.18

Equity

Employee Vacation Accrual 30,249.32

Retained Earnings 777,533.31

Net Income 55,894.64

Total Equity 863,677.27

TOTAL LIABILITIES & EQUITY 994,269.45

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July through December 2022

	TOTAL				
	Dec 22	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Income					
2000 Local Dues					
Local Dues Match	(13,491.10)	(44,436.25)	0.00	(44,436.25)	100.0%
2000 Local Dues - Other	13,583.33	81,499.98	163,000.00	(81,500.02)	50.0%
Total 2000 Local Dues	92.23	37,063.73	163,000.00	(125,936.27)	22.74%
Federal Contracts					
9007 Regional Plan Update	0.00	0.00	20,000.00	(20,000.00)	0.0%
9011 EPA Brownfields	0.00	2,126.92	0.00	2,126.92	100.0%
9012 EPA Brownfields	1,260.00	1,260.00	185,000.00	(183,740.00)	0.68%
Total Federal Contracts	1,260.00	3,386.92	205,000.00	(201,613.08)	1.65%
Grants					
1100 Regional Housing Needs	5,955.33	70,683.21	65,000.00	5,683.21	108.74%
1300 CEDR	2,080.90	3,426.14			
5265 Robinson Pond Water Qual	1,306.67	22,113.34	19,580.00	2,533.34	112.94%
6300 NRSWMD	32,287.28	103,209.88	188,450.00	(85,240.12)	54.77%
9006 Merrimack River Corridor	7,329.50	7,329.50	8,134.00	(804.50)	90.11%
9010 Ledge Street School Safe	10,860.00	10,860.00	10,500.00	360.00	103.43%
9082 Hazard Mit	9,399.90	9,399.90	19,000.00	(9,600.10)	49.47%
Total Grants	69,219.58	227,021.97	310,664.00	(83,642.03)	73.08%
Interest Income	966.36	1,764.05	1,000.00	764.05	176.41%
Local Planning Contracts					
2123 Brookline Housing Ord Rev	1,324.06	2,020.94			
2133 Hudson Trail Mapping	0.00	0.00	9,200.00	(9,200.00)	0.0%
2135 Hudson Engineering GIS	255.00	467.50			
2139 Hudson CR	1,387.50	9,087.50	15,000.00	(5,912.50)	60.58%
2150 Mason CR	227.50	3,728.58	6,500.00	(2,771.42)	57.36%
2176 Hollis Asset Mgmt Support	0.00	725.00	1,000.00	(275.00)	72.5%
2177 Hollis Regulation Review	0.00	592.36			
2250 Litchfield CR	1,650.00	4,950.00	15,000.00	(10,050.00)	33.0%
2251 Litchfield CIP	1,000.00	1,000.00	1,000.00	0.00	100.0%
2252 Litchfield Impact Fee	0.00	0.00	1,250.00	(1,250.00)	0.0%
2260 Litchfield Con Comm Plan	0.00	4,500.00	0.00	4,500.00	100.0%
2271 Lyndeborough CR	1,276.34	5,877.27	10,080.00	(4,202.73)	58.31%
2275 Lyndeborough Admin Support	300.00	2,420.00			
2361 MVD GIS	382.50	4,122.50	3,200.00	922.50	128.83%
2402 Milford CR	0.00	9,240.00	0.00	9,240.00	100.0%
2415 Milford MP Community Engag	1,277.74	3,227.74	0.00	3,227.74	100.0%
2532 Nashua Con Comm CR	0.00	2,852.50	5,000.00	(2,147.50)	57.05%
2536 Nashua Sidewalk Assessment	0.00	17,093.22	37,500.00	(20,406.78)	45.58%
2557 Pelham CIP	0.00	1,000.00	1,000.00	0.00	100.0%
2600 Wilton Code Enforcment	0.00	563.75	0.00	563.75	100.0%
2610 Wilton CR	1,845.25	15,429.00	24,500.00	(9,071.00)	62.98%
2611 Wilton Admin Support	140.00	10,570.70	0.00	10,570.70	100.0%
2640 Wilton MP	0.00	8,690.29	5,500.00	3,190.29	158.01%
7516 NH Housing-GIS Support	0.00	0.00	1,000.00	(1,000.00)	0.0%
Total Local Planning Contracts	11,065.89	108,158.85	136,730.00	(28,571.15)	79.1%
Other Income					
8000 Pubs/Map Sales	0.00	40.00	2,000.00	(1,960.00)	2.0%
Total Other Income	0.00	40.00	2,000.00	(1,960.00)	2.0%
State Contracts					

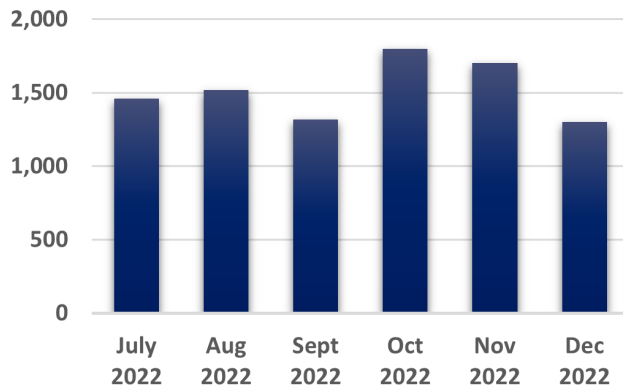
Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July through December 2022

	TOTAL				
	Dec 22	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
1000 NH OSI	4,938.84	9,829.57	11,111.00	(1,281.43)	88.47%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	10,646.15	61,046.52	61,380.00	(333.48)	99.46%
200 POLICY & PLANNING	34,191.80	93,717.65	199,556.00	(105,838.35)	46.96%
300 PUBLIC INVOLV & COORD	5,150.19	22,803.37	67,104.00	(44,300.63)	33.98%
400 PLAN SUPPORT	45,714.76	186,964.65	280,359.00	(93,394.35)	66.69%
500 TECHNICAL ASSIST & SUPPORT	18,500.13	48,081.40	142,038.00	(93,956.60)	33.85%
600 REGIONAL VOL DRIVER STUDY	360.37	3,334.56	35,247.00	(31,912.44)	9.46%
Total 3000 DOT Highway Planning	114,563.40	415,948.15	785,684.00	(369,735.85)	52.94%
3500 DOT 5310 SVTC	40,833.03	82,134.02	190,039.00	(107,904.98)	43.22%
4020 Mobility Manager	30,113.97	55,760.34	122,650.00	(66,889.66)	45.46%
Total State Contracts	190,449.24	563,672.08	1,109,484.00	(545,811.92)	50.81%
Total RESOURCES	273,053.30	941,107.60	1,927,878.00	(986,770.40)	48.82%
Total Income	273,053.30	941,107.60	1,927,878.00	(986,770.40)	48.82%
EXPENSES					
Annual Forum	0.00	2,000.00	8,000.00	(6,000.00)	25.0%
Audit	0.00	12,187.00	16,750.00	(4,563.00)	72.76%
Bank Service Charges	0.00	0.00	250.00	(250.00)	0.0%
Capital Equipment	0.00	0.00	60,000.00	(60,000.00)	0.0%
Dues & Subscriptions	205.95	4,989.58	9,348.00	(4,358.42)	53.38%
Total Employee Benefits	8,701.73	71,296.69	176,197.00	(104,900.31)	40.46%
Equipment Maintenance	0.00	149.76	1,750.00	(1,600.24)	8.56%
GIS	2,016.67	10,199.97	19,700.00	(9,500.03)	51.78%
Insurance	818.90	4,913.40	10,154.00	(5,240.60)	48.39%
Internet Access/Telephone	948.07	5,413.01	9,000.00	(3,586.99)	60.15%
IT Service	1,643.90	11,139.94	20,016.00	(8,876.06)	55.66%
Janitorial	241.00	1,382.00	3,500.00	(2,118.00)	39.49%
Legal	490.00	490.00	2,500.00	(2,010.00)	19.6%
Legal Notices	0.00	0.00	1,000.00	(1,000.00)	0.0%
Marketing and Outreach	60.00	1,582.37	5,000.00	(3,417.63)	31.65%
Misc	8,125.10	11,689.84	13,500.00	(1,810.16)	86.59%
Office Expenses	881.06	13,713.36	14,000.00	(286.64)	97.95%
Payroll Expenses	0.00	0.00			
Postage	200.00	1,337.00	2,000.00	(663.00)	66.85%
Printing	33.22	2,234.37	7,000.00	(4,765.63)	31.92%
Professional Services	85,262.51	214,464.45	470,787.00	(256,322.55)	45.55%
Rent & CAM	8,090.00	48,540.00	110,000.00	(61,460.00)	44.13%
Reserve Fund	0.00	0.00	39,200.00	(39,200.00)	0.0%
Total Salaries	104,482.02	440,797.28	883,814.00	(443,016.72)	49.87%
Small Equipment	0.00	7,591.41	9,199.00	(1,607.59)	82.52%
Staff Development	891.26	6,790.84	10,000.00	(3,209.16)	67.91%
Total Travel	780.98	6,466.69	11,000.00	(4,533.31)	58.79%
Utilities	974.00	5,844.00	11,500.00	(5,656.00)	50.82%
Total EXPENSES	224,846.37	885,212.96	1,925,165.00	(1,039,952.04)	45.98%
Reconciliation Discrepancies	(60.00)	0.00			
Total Expense	224,786.37	885,212.96	1,927,880.00	(1,042,667.04)	45.92%
Net Income	48,266.93	55,894.64		55,894.64	100.0%

WEBSITES

nashuarpc.org

Users



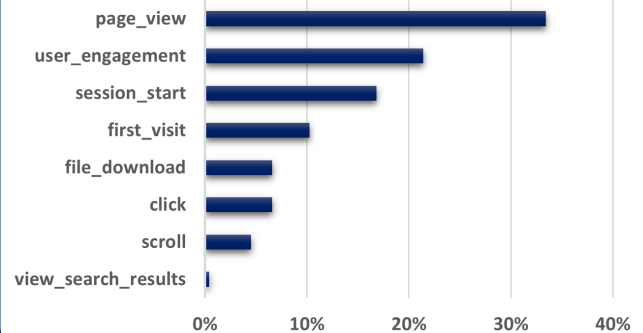
Top Pages Last Quarter

NRPC Home Page

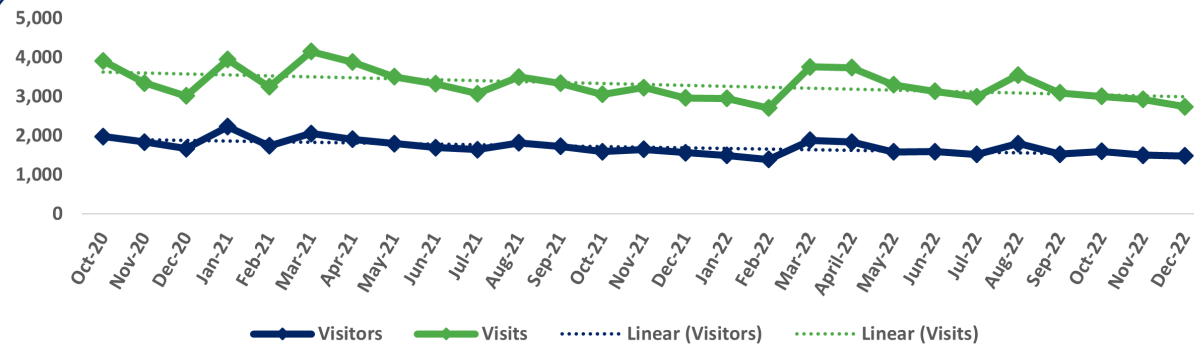
Household Hazardous Waste Collections

Envision Milford's Future

Event Types



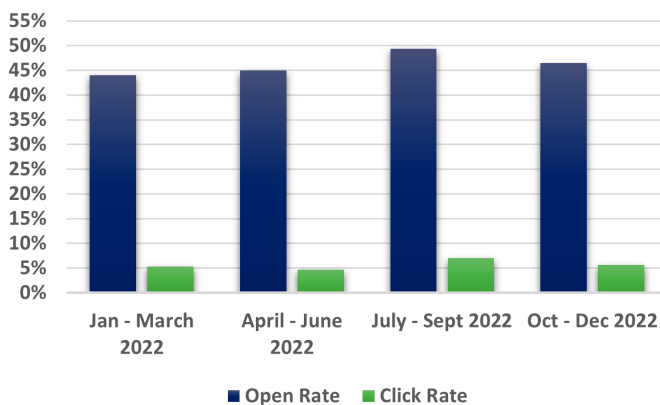
MapGeo Parcel Viewer (nrpcnh.mapgeo.io)



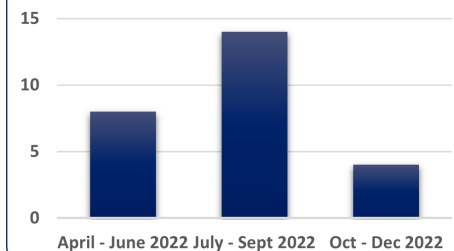
NEWSLETTER

Total Subscribers: 403

Newsletter Average Open Rate & Click Rate



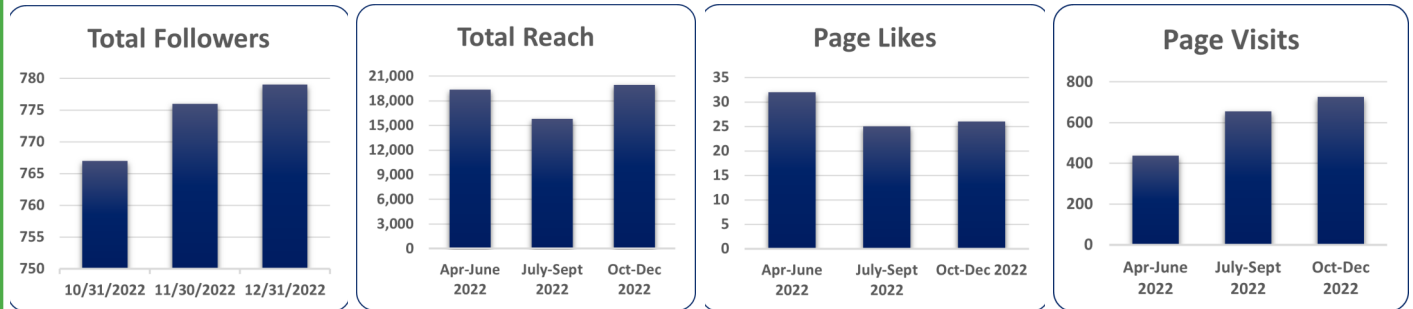
New Subscribers



Month	Top Newsletter Content Last Quarter
Oct.	CommuteSmartNH Buses, Bikes & Brooms Challenge
Oct.	Lower Merrimack Stormwater Coalition Meeting
Nov.	Last Household Hazardous Waste Collection of 2022
Nov.	Envision Milford's Future Survey
Dec.	Job Openings
Dec.	FY2025-2034 Ten Year Transportation Plan Project Solicitation

FACEBOOK

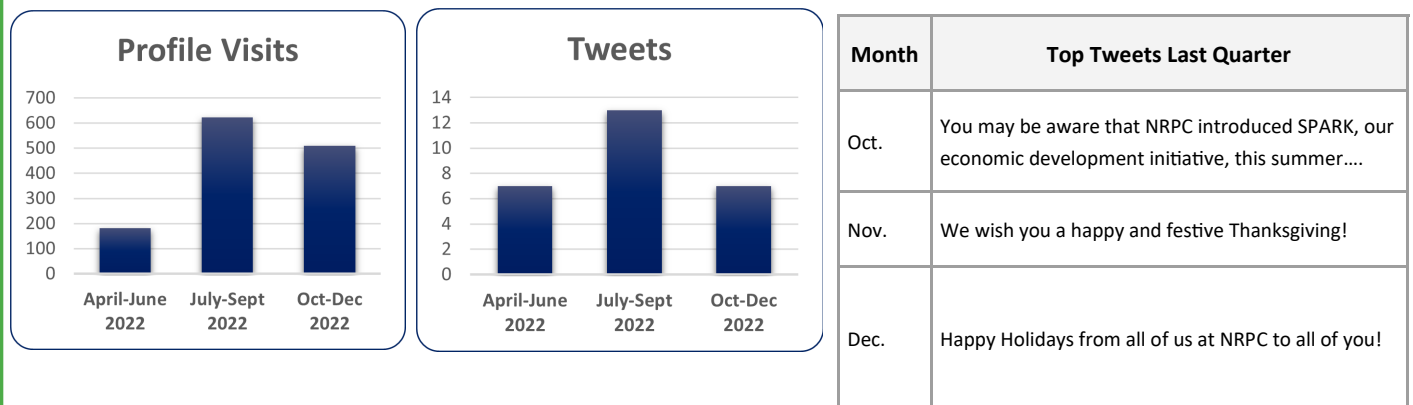
Total Followers (as of 12/31/22): 779



Month	Top Posts Last Quarter
October	Hazard mitigation plans are prepared and adopted by communities with the purpose of identifying, assessing, and reducing the long-term risk to life and property from hazard events....
November	Local Business Highlight: Caribbean Breeze in downtown Nashua.....
December	Help Envision Milford's Future! The Town of Milford will start updating its Master Plan in 2023....

TWITTER

Total Followers (as of 12/31/22): 521



LINKEDIN

Total Followers (as of 12/31/22): 265

