



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, December 21, 2022, 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/87013578166?pwd=ZHAydUdDYWcrTU5JTEp2ZHMvSVlVdz09>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: November 17, 2022 (**Action Required**)
 - b. Nov-Dec Dashboard (**Action Required**)
 - c. NRPC Personnel Policy Amendments
 - d. NRPC Statement of Strategy
3. Transportation Updates:
 - a. UPWP Updates
4. Other Business
5. Adjourn

Next Meeting: February 15, 2022



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 November 16, 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 Karin Elmer Dave Hennessey Janet Langdell	Kim Queenan, Vice-Chair Camille Pattison, Assistant Director Came in 10 minutes late due to Zoom Link issue.	Venu Rao Tamara Sorell	Jay Minkarah, Executive Director	

1. Call to Order

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

2. Business

a. Minutes: October 19, 2022 (Action Required)

Langdell suggested on Page 2 Section D line 2/3 to change wording to ‘three specific goals for the current year’. Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of October 19, 2022, as amended, Hennessey seconded. The motion passed 4-0-2 by roll call vote:

Tenhave – Yes	Correa - Yes	Langdell - Abstain
	Elmer - Abstain	
Battis - Yes	Hennessey - Yes	

b. October/November Dashboard (Action Required)

Minkarah reviewed the Dashboard. TD Checking and Bar Harbor Bank have no changes. Bar Harbor Bank will have a decrease when the transfer goes through to the NH Investment Pool, which will be reflected next month. Accounts Payable and Receivables are both down around 50k-60k. The audit

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is well underway and we hope to be able to present to the Executive Committee in January, if not February.

Key Statistics – The Complete Streets Advisory Committee has had attendance drop off, so for now we will keep this as an agenda item on the TTAC. NRPC hosted a meeting of the Gate City Bike Coop. Donna is also working with them as a mobility option.

Professional Development – GIS staff attended the NEARC Conference.

Working Budget – Total revenue is up significantly, largely in part to a large amount of carry over in the UPWP from the last FY. Significant increase in the number of small local contracts. Pending grants include the DES grant, who invited us to submit a full proposal. NRPC has also received the paperwork for development of a Regional plan. It seems likely that an extension will be granted for the Regional Housing Needs funding.

Profit and Loss – We are one third of the way through the fiscal year at this point. The old EPA Brownfields grant has been closed out, and the new one will be starting. The Solid Waste District is on target. The local planning contracts are at varying stages of completion. In UPWP funds we are just under target at 31%. Expenses are coming in at 28% just under revenue targets.

Balance sheet – Total assets at just over 1 million.

At the request of Tenhave, Langdell moved to accept the October/November dashboard and budget, with a second by Battis. The motion passed by roll-call vote 7-0-0:

Tenhave – Yes	Correa- Yes	Langdell - Yes
Queenan - Yes	Elmer – Yes	
Battis - Yes	Hennessey - Yes	

c. FY 23 Q1 Social Media / Web Stats

Overall averaging about 1500 users on the site. Once we have one year’s worth of data for the new site, we will do a comparison between the new and old website. Home page, Spark page and Hudson Master Plan were the top pages for quarter 1. Mapgeo interest has remained consistent. The newsletter open rate continues to steadily increase. Facebook continues to be our top social media platform. Followers on Facebook continue to steadily rise.

d. Executive Director Evaluation Process (Action Required)

At the last meeting we reviewed the form and the process. Langdell asked about the September date on page 4 and wondered if we need to start the goal process earlier in the year. Suggestion of starting discussions in June. Consensus to change September to July / August. The evaluation for the Executive Director next year will be based on the old form. The new form will be used for the

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review in 2024. The input from additional people will include the Assistant Director and Finance Director, then one additional staff member selected at the will of the Chair.

Seeing no further discussion, Tenhave accepted a motion from Elmer to adopt the new evaluation process, as amended, Hennessey seconded. The motion passed 7-0-0 by roll call vote:

Tenhave – Yes	Correa- Yes	Langdell - Yes
Queenan - Yes	Elmer – Yes	
Battis - Yes	Hennessey - Yes	

e. NRPC Personnel Policy Amendments

Program Manager and / or Manager – should be replaced throughout with Supervisor.

Page 9 - Probationary Period. This is to address employment situations that are not ideal.

Page 11 - Office Coverage is no longer relevant.

Page 17 - includes a clarification of regular part-time, versus part-time at 20 hours or less. Discussion led to a decision to leave the language as it was originally.

Hennessey suggested adding in a clause to address independent contractors.

Page 20 – Personal Appearance – include paragraph 1, and Management reserve the right to request a change of attire.

Page 24 - Cell Phone Use – this is necessary for 2 factor authentication. Need to clarify complying with the hands-free law versus no cell phone use at all. The proposed changes are contradictory.

Page 25 – Holiday Leave – Change it to say Columbus Day / Indigenous People’s Day.

Page 27 – Special Leave – add per occurrence

Page 34 – 401A – 2% is ok, as it is the minimum required contribution

Page 34 – Salary Adjustments – 6.9 remove the last sentence

Appendix A – replaced the old language with the newly adopted AICP Code of Ethics.

Appendix C – add a line about starting telecommuting once they are established. Not immediately.

f. NRPC Statement of Strategy

Could start the effort with a survey to key stakeholders. Kick off the effort in January 2022 to seek input on the survey then send out the survey in February. Would be good to identify what NRPC is required to do by statute, additional work we do and seek input from others on what you would like to see us do.

Can set up a project specific webpage for this effort, including the survey link and survey results.

April will be a good time for outreach events. Robin LeBlanc would a good facilitator, and Elmer suggested we get the date booked now. Minkarah will work with Kristin to confirm dates. At the December meeting advise Commissioners that this effort is coming, and we will be providing a handout to them to educate their community members about what NRPC does and to assist in seeking input. Minkarah will develop an educational flier for this effort.

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3. Transportation Programs

a. CMAQ Solicitation

NRPC submitted a proposal to extend transit to Milford, other projects included sidewalk projects etc. Next step is submitting a full proposal due in early January. The RPCs have been asked to rank projects in their region. NH DOT has about \$30 million in funds to cover \$60 million in projects.

b. Other UPWP Updates

NRPC must do a TIP amendment and must hold a special MPO meeting in February to address this.

4. Other Business

a. Annual Forum

May 11th, 2022 at Labelle Winery. Save the dates need to go out in January.

b. New Contracts

Will be doing GIS work in Amherst. Also started Admin Support in Lyndeborough.

c. Other

Sam.gov registration is all set for the non-profit. All staff completed a new Cyber Training.

5. Adjourn

At 7:50 pm, Battis motioned to adjourn, Hennessey seconded.

The motion passed by roll-call vote 7-0-0:

Tenhave – Yes	Correa – Yes	Langdell - Yes
Queenan – Yes	Elmer – Yes	
Battis - Yes	Hennessey - Yes	

The next Executive Committee meeting will be December 21, 2022.

NRPC FY 2023 DASHBOARD

Nov-22		Key Statistics	
TD Checking		Staff Activities Nov-Dec	
Beginning Balance	\$193,526.71	Public Health Leadership Academy Transp. Team - Donna	
Deposits & Credits		HHW Coordinators Meeting - Emma	
Payments		Transportation Planners Collaborative - Matt	
Ending Balance	\$193,737.47	Staff Anniversary Lunch (Ryan) - All Staff	
Bar Harbor Checking		RSMS Presentation @ NHMA Conference - Tyrel	
Beginning Balance	\$375,112.20	UWGN Governance Board - Jay	
Deposits & Credits		NTS Staff meetings - Ryan	
Payments		NHLMV Stormwater Coalition (2) - Sara, Emma	
Ending Balance	\$204,708.55	Continuum of Care Meeting - Donna	
Wednesday, November 30, 2022		RHNA Statewide Group Meeting - Jay, Emma	
Accounts Payable	\$7,405.38	Bi-weekly Community and Econ Dev Call - Jay	
Accounts Receivable	\$255,871.85	Regional Housing Leadership Workgroup Meeting - Jay	
Oversight Activities		Partnering for Performance meeting - Matt, Vince	
Line of credit (\$75,000) activated?	No	Interagency meeting - Matt	
BHB CDs	\$66,629.26	Greater Nashua PHAC Annual Meeting - Jay	
NH PDIP	\$200,589.36	NRPC RHNA Sounding Board - Jay, Camille	
Audit Status	Underway	TTAC - Matt, Sara, Caleb, Emma, Vince, Tyrel	
		NRPC Staff Anniversary Lunch (Sara) - All Staff	
		RPC Directors Meeting - Jay	
		NHARPC Meeting - Jay	
		Brookline Opportunities v of Brookline - Deposition - Jay	
		CMAQ NHDOT Mandatory Workshop - Matt	
		NRPC Holiday Party - All Staff	
		NRPC Foundation meeting - Jay, Kate, Camille	
		SCC Strategic Retreat Meeting - Donna	
		Professional Development - Nov-Dec	
		LPA Training (11/15 & 16) Vince	
		AI-Generated Street Scenes Webinar (11/17) Vince	
		Micro transit Workshop (12/17) Donna	
		ESRI Instant Apps webinar (11/29) Sara	
		Eno Mobility Webinar (12/8) Donna	
		NEPTA Annual Meeting (12/8 & 9) Camille	
		OPD webinar (12/12) Emma	
		Pending Grant Applications	
		NHDES 604 (b) grant - \$26,060	
		Regional Plan Grant - \$100,000	
Budget Narrative			
Bank Balances/Cash on hand:	\$661,723.25		
Payables and Receivables:	Receivables down by approx. 113K, Accounts payable down by \$32K		
FY22 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,750
Federal Contracts	\$210,415	Dues & Subscriptions	\$9,348
Grants	\$361,571	Employee Benefits	\$183,464
Local Planning Contracts	\$181,240	GIS	\$19,700
Other Income	\$8,300	Insurance	\$10,411
State Contracts	\$1,195,472	IT	\$20,016
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$13,000
		Office Expenditures	\$20,200
		Other Expenditures	\$106,949
		Professional Services	\$554,396
		Rent & CAM	\$110,000
		Salaries	\$984,135
		Staff Development	\$10,000
		Travel & Meeting Exp	\$11,000
		Utilities	\$11,688
Total revenues:	\$2,119,998	Total Expenses:	\$2,083,557
Pending Grant Application Totals	\$126,060	Delta	\$36,441

Nashua Regional Planning Commission
Balance Sheet

As of November 30, 2022

Nov 30, 22

ASSETS

Current Assets

Checking/Savings

1 TD Bank xx5715	193,737.47
2 Bar Harbor Bank xx1485	204,708.55
4 BHBT 19 Mo CD Maturity 3/6/23	66,629.26
5 NH PDIP	200,589.36
Petty Cash	200.00

Total Checking/Savings 665,864.64

Accounts Receivable

Accounts Receivable 255,871.85

Total Accounts Receivable 255,871.85

Total Current Assets 921,736.49

Other Assets

FP Mailing Postage Account 27.87

Prepaid Expense 18,547.51

Security Deposit 8,341.67

Total Other Assets 26,917.05

TOTAL ASSETS 948,653.54

Nashua Regional Planning Commission
Balance Sheet

As of November 30, 2022

Nov 30, 22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 7,405.38

Total Accounts Payable 7,405.38

Credit Cards

Bank of America -CC 2,729.47

Total Credit Cards 2,729.47

Other Current Liabilities

E Deferred 457 Withheld -3,926.28

Local Dues 95,083.35

P/R Liabilities - Other

C HSA Contributions 15,625.00

C Pension -2,566.11

E Aflac 26.78

E Dental Insurance Withheld 132.52

E Health Insurance Withheld 294.52

E HSA Contributions -16,899.00

E Pension -1,796.32

E STD Insurance Withheld 35.15

Total P/R Liabilities - Other -5,147.46

Payroll Liabilities -373.52

Retainers

Retainer-6300 HHW 23,302.40

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 36,802.40

Total Other Current Liabilities 122,438.49

Total Current Liabilities 132,573.34

Total Liabilities 132,573.34

Equity

Employee Vacation Accrual 30,249.32

Retained Earnings 778,155.07

Net Income 7,675.81

Total Equity 816,080.20

TOTAL LIABILITIES & EQUITY 948,653.54

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

	TOTAL				
	Nov 22	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Income					
2000 Local Dues					
Local Dues Match	(5,607.13)	(30,138.48)	0.00	(30,138.48)	100.0%
2000 Local Dues - Other	13,583.33	67,916.65	163,000.00	(95,083.35)	41.67%
Total 2000 Local Dues	7,976.20	37,778.17	163,000.00	(125,221.83)	23.18%
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	0.00	0.00	185,000.00	(185,000.00)	0.0%
Total Federal Contracts	0.00	2,126.92	205,000.00	(202,873.08)	1.04%
Grants					
1100 Regional Housing Needs	11,888.53	64,727.88	65,000.00	(272.12)	99.58%
1300 CEDR	1,345.24	1,345.24			
5265 Robinson Pond Water Qual	0.00	20,000.00	19,580.00	420.00	102.15%
6300 NRSWMD	5,464.06	70,922.60	188,450.00	(117,527.40)	37.64%
9006 Merrimack River Corridor	0.00	0.00	8,134.00	(8,134.00)	0.0%
9010 Ledge Street School Safe	0.00	0.00	10,500.00	(10,500.00)	0.0%
9082 Hazard Mit	0.00	0.00	19,000.00	(19,000.00)	0.0%
Total Grants	18,697.83	156,995.72	310,664.00	(153,668.28)	50.54%
Interest Income	223.83	797.69	1,000.00	(202.31)	79.77%
Local Planning Contracts					
2123 Brookline Housing Ord Rev	696.88	696.88			
2133 Hudson Trail Mapping	0.00	0.00	9,200.00	(9,200.00)	0.0%
2135 Hudson Engineering GIS	212.50	212.50			
2139 Hudson CR	1,675.00	7,700.00	15,000.00	(7,300.00)	51.33%
2150 Mason CR	1,038.58	3,501.08	6,500.00	(2,998.92)	53.86%
2176 Hollis Asset Mgmt Support	0.00	725.00	1,000.00	(275.00)	72.5%
2177 Hollis Regulation Review	348.44	592.36			
2250 Litchfield CR	1,037.50	3,300.00	15,000.00	(11,700.00)	22.0%
2251 Litchfield CIP	0.00	0.00	1,000.00	(1,000.00)	0.0%
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	1,932.43	4,600.93	10,080.00	(5,479.07)	45.64%
2275 Lyndeborough Admin Support	965.00	2,120.00			
2361 MVD GIS	637.50	3,740.00	3,200.00	540.00	116.88%
2402 Milford CR	1,680.00	9,240.00	0.00	9,240.00	100.0%
2415 Milford MP Community Engag	0.00	1,950.00	0.00	1,950.00	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	1,372.75	13,583.75	24,500.00	(10,916.25)	55.44%
2611 Wilton Admin Support	420.00	10,430.70	0.00	10,430.70	100.0%
2640 Wilton MP 4	0.00	8,690.29	5,500.00	3,190.29	158.01%
2700 Temple Code Enforcement	0.00	0.00	0.00	0.00	0.0%
7516 NH Housing-GIS Support	0.00	0.00	1,000.00	(1,000.00)	0.0%
Total Local Planning Contracts	12,016.58	97,092.96	136,730.00	(39,637.04)	71.01%
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 November 2022**

	TOTAL				
	Nov 22	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
1000 NH OSI	0.00	4,890.73	11,111.00	(6,220.27)	44.02%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	8,929.85	50,400.37	61,380.00	(10,979.63)	82.11%
200 POLICY & PLANNING	7,389.88	59,525.85	199,556.00	(140,030.15)	29.83%
300 PUBLIC INVOLV & COORD	3,277.25	17,653.18	67,104.00	(49,450.82)	26.31%
400 PLAN SUPPORT	28,339.38	141,249.89	280,359.00	(139,109.11)	50.38%
500 TECHNICAL ASSIST & SUPPORT	7,013.80	29,581.27	142,038.00	(112,456.73)	20.83%
600 REGIONAL VOL DRIVER STUDY	1,121.11	2,974.19	35,247.00	(32,272.81)	8.44%
Total 3000 DOT Highway Planning	56,071.27	301,384.75	785,684.00	(484,299.25)	38.36%
3500 DOT 5310 SVTC	0.00	41,300.99	190,039.00	(148,738.01)	21.73%
4020 Mobility Manager	0.00	25,646.37	122,650.00	(97,003.63)	20.91%
Total State Contracts	56,071.27	373,222.84	1,109,484.00	(736,261.16)	33.64%
Total RESOURCES	94,985.71	668,054.30	1,927,878.00	(1,259,823.70)	34.65%
Total Income	94,985.71	668,054.30	1,927,878.00	(1,259,823.70)	34.65%
Depreciation	0.00	0.00	2,715.00	(2,715.00)	0.0%
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	122.62	4,783.63	9,348.00	(4,564.37)	51.17%
Total Employee Benefits	13,589.69	62,546.86	176,197.00	(113,650.14)	35.5%
Equipment Maintenance	0.00	149.76	1,750.00	(1,600.24)	8.56%
GIS	1,516.66	8,183.30	19,700.00	(11,516.70)	41.54%
Insurance	818.90	4,094.50	10,154.00	(6,059.50)	40.32%
Internet Access/Telephone	700.58	4,464.94	9,000.00	(4,535.06)	49.61%
IT Service	1,336.07	9,496.04	20,016.00	(10,519.96)	47.44%
Janitorial	241.00	1,141.00	3,500.00	(2,359.00)	32.6%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	0.00	0.00	1,000.00	(1,000.00)	0.0%
Marketing and Outreach	64.99	1,522.37	5,000.00	(3,477.63)	30.45%
Misc	1,489.52	3,564.74	13,500.00	(9,935.26)	26.41%
Office Expenses	2,700.34	12,832.30	14,000.00	(1,167.70)	91.66%
Payroll Expenses	0.00	0.00			
Postage	302.05	1,137.00	2,000.00	(863.00)	56.85%
Printing	103.19	2,201.15	7,000.00	(4,798.85)	31.45%
Professional Services	4,607.34	129,201.94	470,787.00	(341,585.06)	27.44%
Rent & CAM	8,090.00	40,450.00	110,000.00	(69,550.00)	36.77%
Reserve Fund	0.00	0.00	39,200.00	(39,200.00)	0.0%
Total Salaries	69,733.88	336,315.26	883,814.00	(547,498.74)	38.05%
Small Equipment	4,485.00	7,591.41	9,199.00	(1,607.59)	82.52%
Staff Development	1,935.39	5,899.58	10,000.00	(4,100.42)	59.0%
Total Travel	1,298.93	5,685.71	11,000.00	(5,314.29)	51.69%
Utilities	974.00	4,870.00	11,500.00	(6,630.00)	42.35%
Total EXPENSES	114,110.15	660,318.49	1,925,165.00	(1,264,846.51)	34.3%
Reconciliation Discrepancies	60.00	60.00			
Total Expense	114,170.15	660,378.49	1,927,880.00	(1,267,501.51)	34.25%
Net Income	(19,184.44)	7,675.81		7,675.81	