



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, February 15, 2023, at 5:30 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: January 18, 2023 (**Action Required**)
 - b. Jan-Feb Dashboard (**Action Required**)
 - c. CD & Checking Account Fund transfers (**Action Required**)
 - d. Executive Director Evaluation
 - e. NRPC Statement of Strategy
 - f. NRPC Personnel Policy Amendments
3. Transportation Updates:
 - a. SS4A Grant
 - b. UPWP Updates
4. Other Business
 - a. Staff Updates
5. Adjourn

Next Meeting: March 15, 2023



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 January 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 Jim Battis, Treasurer Camille Correa Janet Langdell Tamara Sorell Kim Queenan, Vice-Chair | | Karin Elmer Dave Hennessey Venu Rao | 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: December 21, 2022 (Action Required)

Section C on page 2, needs to be moved to the right. Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of November 16, 2022, as amended. Battis seconded. The motion passed 6-0-1 by roll call vote:

| | | |
|----------------------|-----------------------|--|
| Tenhave – Yes | Langdell – Yes | |
| Battis - Yes | Queenan – Yes | |
| Correa – Yes | Sorell -Yes | |
| | | |

b. December/January Dashboard (Action Required)

Minkarah reviewed the Dashboard – TD Checking and Bar Harbor saw little change. Accounts Payable and Receivable are up significantly due to the end of the quarter. The CD is growing. Staff activities are pretty standard.

Grant applications – this month we submitted a CMAQ application for transit expansion to Milford.

Working Budget – A few adjustments have been made, mainly due to the addition of smaller local projects resulting in a delta of approximately \$36,000.

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Profit and Loss – We are now 50% of the way through the year. The Regional Plan Update is now included. Total resources are just under 50%, total expenses are just under 46% with a net positive of just over 48k for the month and 56k for the year.

At the request of Tenhave, Battis moved to accept and file the December/January dashboard and budget, with a second by Sorell. The motion passed by roll-call vote 6-0-0:

| | | |
|----------------------|-----------------------|--|
| Tenhave – Yes | Langdell – Yes | |
| Battis - Yes | Queenan - Yes | |
| Correa – Yes | Sorell -Yes | |

c. Web/Social Media Stats

Activity is typically lower in December. It increases in the summer months with HHW events. The newsletter open rate is fairly static. New subscribers were low this fall. Facebook followers are increasing slowly. The Envision Milford project generated quite a bit of interest on the website and Facebook. LinkedIn is slowly increasing too.

d. NRPC Statement of Strategy

Minkarah took the feedback back to Robin LeBlanc. We could reduce the scope and budget not to exceed 25k. Wil start with a survey of key stakeholders, with a primary focus on NRPC services and programs. What do people value, what do they use on our site, and what would they like us to change? She will provide a revised proposal then get started on the survey. Ideally, we could release the survey in February. The full commission meets in February, and this would be an ideal opportunity for input. It will be deployed electronically. Kristin will also be releasing the Save the Date for the Forum, and part of this process requires updating all of the new town contacts. This will be ideal for releasing the survey too.

The outreach / brainstorming sessions will be held in April, on an evening, with one virtual and one in person. A similar session will be completed with staff as well. She will also provide monthly updates to the Executive Committee. Tenhave suggested we provide context at the beginning of the survey.

e. Executive Director Evaluation

Tenhave has solicited input from staff and Jay, due in February. In March, the Executive Committee will provide input so it can be wrapped up in April. Should be SMART goals - Specific, Measurable, Attainable and Timely.

Draft Executive Director Goals for next year:

- 1) Greater emphasis should be placed on NRPC as a resource for our communities:

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- a. Increasing the accessibility of information to our member communities readily on our website. This can be done, by focusing on the town pages on the website, including items like bike and pedestrian counts.
- 2) Focus on climate change and sustainability.
 - a. Solar panels, energy, fleet conversion of school buses, energy aggregation, and integrating sustainability in master plans.
 - b. Transportation projects are increasingly ranked on resiliency. NRPC does not currently have methods to measure resiliency. Need to consider the vulnerability of our infrastructure.
 - c. Staff would pursue grants and training regarding these topics.
- 3) Strengthening the pipeline of projects that are funding ready.
 - a. If projects are ready to be implemented by our member communities, it is easier to apply for funding and schedule them for implementation.
 - b. Now NRPC has UPWP funding to hire an engineer to assist in project costs.
- 4) NRPC will be ending FY 2022 with a net loss and Jay would like to see FY 2023 with a net gain.
- 5) Get NRPC fully staffed and keep it that way for at least year.
- 6) Sorrell would like to see more active outreach to member communities. Langdell suggested a video about what NRPC offers that could be shared on community TV. She also noted that NRPC used to do a road show to highlight what services NRPC offers. A presentation was done at each community annually. Look at opportunities to share our information at existing events and booths. Need good marketing materials to distribute. NRPC could post our Commission meetings on YouTube and share on our website.
- 7) Create a Marketing and Outreach Plan
- 8) Add a section on the website for legislative updates that impact our member communities, including hearings and opportunities for input. Add legislative items that we are watching to the newsletter.
- 9) Grant Writing
- 10) Issue a monthly report of what is going on in each community, similar to the Commissioner Round Table.
- 11) Explore a regional assessment of emergency response and mutual aid to surrounding communities. How to address future growth and safety in the region.
- 12) Regional workforce skill sets.

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- 13) Southern NH University has challenge getting students from Nashua to the campus. Need for increased transit service between Nashua and Manchester.
- 14) Continue the Brownfields Program.
- 15) Spark identifies many items that NRPC will do, where are we at with this?
- 16) Could specific areas in the region gain more support from NRPC, such as looking at the Souhegan Valley towns.
- 17) Drive to completion of the Statement of Strategy by the end of the year.
- 18) Increase participation at the Commission Meetings by a certain percentage. Obtain more commissioners from the member communities. Use social media and advertise new speakers.

Pattison suggested starting the Executive Committee meeting at 5:45 pm to allow more time to transition to the Commission Meeting on Zoom and allow Commission members to wait in the conference room.

Kristin will send out a calendar invite for the February meeting starting at 5:30.

f. Annual Forum Topic

Maybe Economic Development. Could invite Tyler Caswell, Federal Treasury Department and a local person. What is the effect of economic development planning, to include housing and workforce development. Conversion of office buildings to residential, like the Brookstone building. Staff will flesh this out in greater detail for the next meeting.

g. NRPC Personnel Policy Amendments

Kate has not had time to address the comments from the last meeting.

3. Transportation Programs

a. UPWP Updates

Minkarah met with NH DOT staff about our UPWP for FY24-FY25.

4. Other Business

- a. Cassie Cashin will be returning to NRPC as a Regional Planner. Interviews are underway for a Principal Transportation Planner.

5. Adjourn

At 7:48 pm, Battis motioned to adjourn, Queenan seconded.

The next Executive Committee meeting will be February 18, 2023 at 5:30 pm.

NRPC FY 2023 DASHBOARD

| Jan-23 | | Key Statistics | |
|---|--|---|--------------------|
| TD Checking | | Staff Activities Jan-Feb | |
| Beginning Balance | \$193,967.83 | UWGN Governance Board - Jay Nashua Parking Study meeting: Future Conditions (2) - Jay Central-Southern CEDR Meeting - Jay, Camille Mayor’s Legislative Breakfast - Donna Nashua Cultural Connections Committee - Donna GIS Apps by the Amherst Heritage Comm. Webinar - Tyrell Nashua RCC - Donna, Matt, Kristin Transportation Planners Collaborative - Matt NRPC RHNA Sounding Board - Jay, Camille Nashua Rail Transit Committee - Jay NTS Staff meetings - Ryan, Matt NRPC Foundation Meeting - Jay, Kate NHLMV Stormwater Coalition - Sara, Emma Continuum of Care Meeting - Donna Bi-weekly Community and Econ Dev Call - Jay Partnering for Performance meeting - Matt, Vince Interagency meeting - Matt Hudson Litchfield Rotary Presentation - Donna TTAC - Jay, Matt, Sara, Kristin, Vince, Tyrell, Emma, Caleb RPC Directos meeting - Jay PHAC Quarterly Executive Committee Meeting - Jay | |
| Deposits & Credits | | | |
| Payments | | | |
| Ending Balance | \$194,267.55 | | |
| Bar Harbor Checking | | | |
| Beginning Balance | \$177,626.87 | | |
| Deposits & Credits | | | |
| Payments | | | |
| Ending Balance | \$110,680.96 | | |
| Tuesday, January 31, 2023 | | | |
| Accounts Payable | \$5,733.08 | | |
| Accounts Receivable | \$350,131.07 | | |
| Oversight Activities | | | |
| Line of credit (\$75,000) activated? | No | | |
| BHB CDs | \$66,651.53 | | |
| NH PDIP | \$202,075.39 | | |
| Petty Cash | \$200.00 | | |
| Audit Status | Underway | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Budget Narrative | | Professional Development - Jan-Feb | |
| Bank Balances/Cash on hand: | \$640,521.62 | (OPD) Planning Webinar - Legislation (1/19) Jay, Emma Leadership for Public Health Webinar (1/25) Donna The Transit Retreat - Myrtle Beach (2/1-2/2) Donna | |
| Payables and Receivables: | Receivables up by approximately 20K, Accounts payable down by \$36K+ | | |
| | | Pending Grant Applications | |
| | | NHDES 604 (b) grant - \$14,635 Regional Plan Grant - \$100,000 CMAQ - \$960,000 | |
| | | | |
| | | | |
| 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 | \$181,941.00 |
| Local Planning Contracts | \$222,175 | GIS | \$19,700 |
| Other Income | \$9,030 | Insurance | \$9,129 |
| State Contracts | \$1,073,328 | IT | \$20,016 |
| | | Legal | \$2,500 |
| | | Marketing, Outreach, Annual Forum | \$13,000 |
| | | Office Expenditures | \$20,200 |
| | | Other Expenditures | \$82,720 |
| | | Professional Services | \$518,577 |
| | | Rent & CAM | \$110,000 |
| | | Salaries | \$938,720 |
| | | Staff Development | \$10,000 |
| | | Travel & Meeting Exp | \$11,000 |
| | | Utilities | \$11,688 |
| Total revenues: | \$1,975,763 | Total Expenses: | \$1,975,289 |
| Pending Grant Application Totals | \$1,074,635 | Delta | \$474 |

Nashua Regional Planning Commission Balance Sheet

As of January 31, 2023

Jan 31, 23

ASSETS

Current Assets

Checking/Savings

| | |
|---------------------------------|---------------|
| 1 TD Bank xx5715 | 194,267.55 |
| 2 Bar Harbor Bank xx1485 | 110,680.96 |
| 4 BHBT 19 Mo CD Maturity 3/6/23 | 66,651.53 |
| 5 NH PDIP | 202,075.39 |
| Petty Cash | <u>200.00</u> |

Total Checking/Savings 573,875.43

Accounts Receivable

| | |
|----------------------------------|-------------------|
| Accounts Receivable | <u>350,131.07</u> |
| Total Accounts Receivable | <u>350,131.07</u> |

Total Current Assets 924,006.50

Other Assets

| | |
|----------------------------|-----------------|
| FP Mailing Postage Account | 27.87 |
| Prepaid Expense | 13,473.07 |
| Security Deposit | <u>8,341.67</u> |

Total Other Assets 21,842.61

TOTAL ASSETS 945,849.11

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|------------------|-----------------|
| Accounts Payable | <u>5,733.08</u> |
|------------------|-----------------|

Total Accounts Payable 5,733.08

Credit Cards

| | |
|---------------------|-----------------|
| Bank of America -CC | <u>6,207.38</u> |
|---------------------|-----------------|

Total Credit Cards 6,207.38

Other Current Liabilities

E FSA Total (wash)

| | |
|-----------------|--------------|
| E FSA - Medical | <u>77.00</u> |
|-----------------|--------------|

Total E FSA Total (wash) 77.00

Local Dues 67,916.69

P/R Liabilities - Other

| | |
|-----------------------------|--------------|
| E Aflac | 148.58 |
| E Dental Insurance Withheld | -5.38 |
| E Health Insurance Withheld | -78.50 |
| E NH PFML Withheld | 19.20 |
| E Pension | -0.01 |
| E STD Insurance Withheld | <u>-2.15</u> |

Total P/R Liabilities - Other 81.74

Retainers

| | |
|------------------------------|------------------|
| Retainer-6300 HHW | 35,769.73 |
| Retainer-MS4 Coop. Agreement | <u>13,500.00</u> |

Total Retainers 49,269.73

Nashua Regional Planning Commission
Balance Sheet

As of January 31, 2023

| | <u>Jan 31, 23</u> |
|---------------------------------------|---------------------------------|
| Total Other Current Liabilities | 117,345.16 |
| Total Current Liabilities | <u>129,285.62</u> |
| Total Liabilities | 129,285.62 |
| Equity | |
| Employee Vacation Accrual | 30,249.32 |
| Retained Earnings | 776,943.95 |
| Net Income | <u>9,370.22</u> |
| Total Equity | <u>816,563.49</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>945,849.11</u></u> |

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through January 2023

| | TOTAL | | | | |
|---------------------------------------|-----------------|-------------------|-------------------|---------------------|----------------|
| | Jan 23 | Jul '22 - Jan 23 | Budget | \$ Over Budget | % of Budget |
| Income | | | | | |
| 2000 Local Dues | | | | | |
| Local Dues Match | (5,557.40) | (49,993.65) | 0.00 | (49,993.65) | 100.0% |
| 2000 Local Dues - Other | 13,583.33 | 95,083.31 | 163,000.00 | (67,916.69) | 58.33% |
| Total 2000 Local Dues | 8,025.93 | 45,089.66 | 163,000.00 | (117,910.34) | 27.66% |
| 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 | 1,260.00 | 185,000.00 | (183,740.00) | 0.68% |
| Total Federal Contracts | 0.00 | 3,386.92 | 205,000.00 | (201,613.08) | 1.65% |
| Grants | | | | | |
| 1100 Regional Housing Needs | 2,023.73 | 72,706.94 | 65,000.00 | 7,706.94 | 111.86% |
| 1300 CEDR | 2,364.83 | 5,790.97 | | | |
| 5265 Robinson Pond Water Qual | 0.00 | 22,113.34 | 19,580.00 | 2,533.34 | 112.94% |
| 6300 NRSWMD | 2,357.89 | 105,567.77 | 188,450.00 | (82,882.23) | 56.02% |
| 9006 Merrimack River Corridor | 0.00 | 7,329.50 | 8,134.00 | (804.50) | 90.11% |
| 9010 Ledge Street School Safe | 0.00 | 10,860.00 | 10,500.00 | 360.00 | 103.43% |
| 9082 Hazard Mit | 0.00 | 9,399.90 | 19,000.00 | (9,600.10) | 49.47% |
| Total Grants | 6,746.45 | 233,768.42 | 310,664.00 | (76,895.58) | 75.25% |
| Interest Income | 1,075.68 | 3,429.09 | 1,000.00 | 2,429.09 | 342.91% |
| Local Planning Contracts | | | | | |
| 2114 Amherst Heritage Comm Map | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 2123 Brookline Housing Ord Rev | 871.10 | 2,892.04 | | | |
| 2133 Hudson Trail Mapping | 0.00 | 0.00 | 9,200.00 | (9,200.00) | 0.0% |
| 2135 Hudson Engineering GIS | 0.00 | 467.50 | | | |
| 2139 Hudson CR | 1,475.00 | 10,562.50 | 15,000.00 | (4,437.50) | 70.42% |
| 2150 Mason CR | 472.40 | 4,200.98 | 6,500.00 | (2,299.02) | 64.63% |
| 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 | 1,108.05 | 6,058.05 | 15,000.00 | (8,941.95) | 40.39% |
| 2251 Litchfield CIP | 0.00 | 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 | 1,019.00 | 6,896.27 | 10,080.00 | (3,183.73) | 68.42% |
| 2275 Lyndeborough Admin Support | 0.00 | 2,420.00 | | | |
| 2361 MVD GIS | 297.50 | 4,420.00 | 3,200.00 | 1,220.00 | 138.13% |
| 2402 Milford CR | 0.00 | 9,240.00 | 0.00 | 9,240.00 | 100.0% |
| 2415 Milford MP Community Engag | 0.00 | 3,227.74 | 0.00 | 3,227.74 | 100.0% |
| 2532 Nashua Con Comm CR | 280.00 | 3,132.50 | 5,000.00 | (1,867.50) | 62.65% |
| 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 Enforcement | 0.00 | 563.75 | 0.00 | 563.75 | 100.0% |
| 2610 Wilton CR | 2,277.85 | 17,706.85 | 24,500.00 | (6,793.15) | 72.27% |
| 2611 Wilton Admin Support | 0.00 | 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 | 7,800.90 | 115,959.75 | 136,730.00 | (20,770.25) | 84.81% |
| Other Income | | | | | |
| 8000 Pubs/Map Sales | 1,989.80 | 2,029.80 | 2,000.00 | 29.80 | 101.49% |
| Total Other Income | 1,989.80 | 2,029.80 | 2,000.00 | 29.80 | 101.49% |

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through January 2023

| | TOTAL | | | | |
|--|--------------------|---------------------|---------------------|---------------------|---------------|
| | Jan 23 | Jul '22 - Jan 23 | Budget | \$ Over Budget | % of Budget |
| State Contracts | | | | | |
| 1000 NH OSI | 0.00 | 9,829.57 | 11,111.00 | (1,281.43) | 88.47% |
| 3000 DOT Highway Planning | | | | | |
| 100 MPO ADMIN & TRAINING | 4,612.97 | 65,659.49 | 61,380.00 | 4,279.49 | 106.97% |
| 200 POLICY & PLANNING | 15,846.69 | 109,564.34 | 199,556.00 | (89,991.66) | 54.9% |
| 300 PUBLIC INVOLV & COORD | 2,121.55 | 24,924.92 | 67,104.00 | (42,179.08) | 37.14% |
| 400 PLAN SUPPORT | 16,837.31 | 203,801.96 | 280,359.00 | (76,557.04) | 72.69% |
| 500 TECHNICAL ASSIST & SUPPORT | 15,637.87 | 63,719.27 | 142,038.00 | (78,318.73) | 44.86% |
| 600 REGIONAL VOL DRIVER STUDY | 517.61 | 3,852.17 | 35,247.00 | (31,394.83) | 10.93% |
| Total 3000 DOT Highway Planning | 55,574.00 | 471,522.15 | 785,684.00 | (314,161.85) | 60.01% |
| 3500 DOT 5310 SVTC | 0.00 | 82,134.02 | 190,039.00 | (107,904.98) | 43.22% |
| 4020 Mobility Manager | 0.00 | 55,760.34 | 122,650.00 | (66,889.66) | 45.46% |
| Total State Contracts | 55,574.00 | 619,246.08 | 1,109,484.00 | (490,237.92) | 55.81% |
| Total RESOURCES | 81,212.76 | 1,022,909.72 | 1,927,878.00 | (904,968.28) | 53.06% |
| Total Income | 81,212.76 | 1,022,909.72 | 1,927,878.00 | (904,968.28) | 53.06% |
| Expense | | | | | |
| Depreciation | 0.00 | 0.00 | 2,715.00 | (2,715.00) | 0.0% |
| 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 | 2,841.15 | 7,830.73 | 9,348.00 | (1,517.27) | 83.77% |
| Total Employee Benefits | 21,052.66 | 92,349.35 | 176,197.00 | (83,847.65) | 52.41% |
| Equipment Maintenance | 0.00 | 149.76 | 1,750.00 | (1,600.24) | 8.56% |
| GIS | 1,516.67 | 11,716.64 | 19,700.00 | (7,983.36) | 59.48% |
| Insurance | 818.90 | 5,732.30 | 10,154.00 | (4,421.70) | 56.45% |
| Internet Access/Telephone | 956.39 | 6,369.40 | 9,000.00 | (2,630.60) | 70.77% |
| IT Service | 1,648.02 | 12,787.96 | 20,016.00 | (7,228.04) | 63.89% |
| Janitorial | 241.00 | 1,623.00 | 3,500.00 | (1,877.00) | 46.37% |
| Legal | 0.00 | 490.00 | 2,500.00 | (2,010.00) | 19.6% |
| Legal Notices | 491.38 | 491.38 | 1,000.00 | (508.62) | 49.14% |
| Marketing and Outreach | 21.53 | 462.47 | 5,000.00 | (4,537.53) | 9.25% |
| Misc | 1,189.85 | 14,021.12 | 13,500.00 | 521.12 | 103.86% |
| Office Expenses | 1,130.30 | 14,843.66 | 14,000.00 | 843.66 | 106.03% |
| Payroll Expenses | 0.00 | 0.00 | | | |
| Postage | 0.00 | 1,337.00 | 2,000.00 | (663.00) | 66.85% |
| Printing | 300.71 | 2,535.08 | 7,000.00 | (4,464.92) | 36.22% |
| Professional Services | 5,292.70 | 219,757.15 | 470,787.00 | (251,029.85) | 46.68% |
| Rent & CAM | 8,090.00 | 56,630.00 | 110,000.00 | (53,370.00) | 51.48% |
| Reserve Fund | 0.00 | 0.00 | 39,200.00 | (39,200.00) | 0.0% |
| Total Salaries | 77,547.62 | 518,344.90 | 883,814.00 | (365,469.10) | 58.65% |
| Small Equipment | 0.00 | 7,591.41 | 9,199.00 | (1,607.59) | 82.52% |
| Staff Development | 2,172.81 | 8,963.65 | 10,000.00 | (1,036.35) | 89.64% |
| Total Travel | 2,040.85 | 8,507.54 | 11,000.00 | (2,492.46) | 77.34% |
| Utilities | 974.00 | 6,818.00 | 11,500.00 | (4,682.00) | 59.29% |
| Total EXPENSES | 128,326.54 | 1,013,539.50 | 1,925,165.00 | (911,625.50) | 52.65% |
| Total Expense | 128,326.54 | 1,013,539.50 | 1,927,880.00 | (914,340.50) | 52.57% |
| Net Income | (47,113.78) | 9,370.22 | | | |

Memo

To: Executive Committee
From: Kate Lafond, Finance Director
cc: Jay Minkarah, Executive Director; Camille Pattison, Assistant Director
Date: 2/8/23
Re: Investment and Banking options

NRPC currently has a 13-month CD in the amount of \$66,640.21, yielding .20% apr which matures on March 6, 2023. Rates have increased and below are current CD rates with NRPC's current banking institutions:

| | |
|---------------------|------------------|
| Bar Harbor Bank CD: | TD Bank CD: |
| 7-month - 3% | 24-month – 4.25% |

The New Hampshire Public Deposit Investment Pool (NH PDIP) where NRPC currently has \$201,312.31 invested is yielding a rate of 4.51% as of 2/6/23. While NH PDIP is subject to market fluctuations the rate has increased from 2.38% since opening the account in November 2022. At this time, I anticipate NH PDIP to continue to trend up however should the rate take a downward turn there is sufficient time to transfer the funds out of the account to avoid loss.

It is my recommendation to close the Bar Harbor Bank CD upon maturation and invest the balance into the existing NH PDIP account.

In addition, the TD Bank checking account is yielding 1.83% right now whereas the Bar Harbor Bank checking account yields .01%. Funds over \$250,000 in TD Bank are insured and collateralized whereas they are not in Bar Harbor Bank requiring consistent monitoring to keep the fund level under the \$250k threshold.

It is my recommendation to keep the minimum required balance (\$15,000) in the Bar Harbor Bank checking account to maintain that banking relationship and move the balance of funds into the TD Bank checking account to be used as NRPC's primary checking account.