



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, February 16, 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 the link below:
<https://us02web.zoom.us/j/88969845610?pwd=dVZMUkFaS1gzem02OWJSSStjemhrQT09>

AGENDA

1. Call to Order
2. Business
 - a. Minutes: October 20, 2021 (**Action Required**)
 - b. Minutes: December 15, 2021 (**Action Required**)
 - c. Jan-Feb Dashboard (**Action Required**)
 - d. 12-month CD Renewal (**Action Required**)
3. Transportation Programs
 - a. UPWP Updates
4. Project Updates
 - a. Regional Housing Needs Assessment
 - b. Economic Recovery Plan
5. Staff Updates
6. Other Business
 - a. Executive Director Review
 - b. FY24 NRPC Dues
 - c. Juneteenth Holiday
 - d. New Website
 - e. Annual Forum
 - f. HB 1275 *relative to municipal representation on regional planning commissions*
7. Adjourn

Next Meeting: March 16, 2022



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 October 20, 2021**

In-Person Public Meeting with Zoom Attendance Option

Members Attending In Person	Members Attending on Zoom	Members Absent	Staff Attending	Others Present
Ruch, Chair Jim Battis, Treasurer Kim Queenan Tamara Sorell Tim Tenhave Janet Langdell Venu Rao	none	Karin Elmer Sarah Marchant	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	none

1. Call to Order

Ruch called the meeting to order at 6:00. An in-person quorum was present. No members or public participated via Zoom.

2. Business

a. Minutes: September 22, 2021

After no discussion, Battis moved to approve and file the minutes of September 22, as presented. Tenhave seconded the motion, which passed 7-0-0.

b. September - October Dashboard

Minkarah reviewed the Dashboard, Profit and Loss, and Balance Sheet. The Dashboard’s Working budget reflects a substantial increase for the regional housing needs assessment. Costs are also up for related professional services. The delta is going to reserve.

In terms of staff activities: a key meeting was the Capitol Corridor Stakeholders Meeting. There is momentum to make the Pheasant Lane Mall the preferred site over the Dow Site alternative. Both Simon Properties and Tyngsborough are supportive. Commissioners discussed how this could potentially rekindle efforts toward establishing proposed new southbound exit of the turnpike as well as create an opportunity for transit-oriented development. Ruch and Rao requested an invitation to attend the next stakeholder meeting on Financial Planning to address environmental concerns which must be considered early, i.e., in the design phases.

Minkarah reported little controversy at the GACIT public hearing in Merrimack which had a notably low turnout. The removal of the Hudson Circumferential Highway was not contested. Chris Buchanan of Amherst Fire gave compelling first-hand testimony relative to the need for safety improvements along Route 101.

There are no designated freight corridors in the NRPC region, however we completed a required MPO Freight Assessment meeting with FHWA, and it went smoothly.

NRPC Executive Committee Minutes
October 20, 2021

Minkarah and Rao attended the School Bus Electrification Initiative Kick-off Meeting with World Resources Institute which is supported by the Bezos Foundation.

On the topic of pending grants, the mobility management opportunity is moving forward and will grant \$120K for each regional coordination council for each of two years to hire a regional mobility manager.

NRPC will pursue another round of EPA brownfields assessments and we are optimistic for this round.

Minkarah is also pursuing an application to the EPA Brownfields revolving loan fund. The application will be through the NRPC Foundation once we are situated with a DUNS number and plan to register with the System for Award Management (SAM). This would allow NRPC to offer low interest loans for brownfields remediation. The ceiling is \$1M and we will go for the max. The Foundation would receive the funds as a grant, and then we would be able to grant up to half with no payback obligation.

Battis moved to accept and place on file for audit the Dashboard and Financials of September/October. Langdell seconded the motion. The motion passed 7-0-0.

c. FY22 Q1 Quarterly Web Analytics

Website traffic remains consistent relative to audience traffic, geographic distribution, and top page content. Siskavich clarified that geo is detected by IP address and therefore has limitations. Newsletter stats reflect that we sent two newsletters in September. All newsletter performance metrics are up including clicks. Clicks are distributed across many article types. Audience dynamics are active, some adds, some removes, and overall, there was plus 1 net subscriber. Social media is trending consistently with Facebook by far showing stronger performance than Twitter. HHW is dominating our social channels which is appropriate considering it's NRPC's largest public-facing service. NRPC's Facebook page migrated to the new Pages format and analytics changed substantially. We are still looking at how to track total engaged users, which why it is blank on the report. There are not enough available data yet to report activity on LinkedIn.

3. Transportation Programs

Minkarah reported that vehicular count field work, particularly turning movement counts to support several local studies, is still active. The Transit expansion study is essentially complete. We are going out to bid on transportation engineering services.

4. Project Updates

Minkarah gave brief updates on the regional housing needs assessment template. The Economic recovery plan steering committee's November meeting will be an examination of the state's housing market. The last Household Hazardous Waste (HHW) event will be November 6. Energy aggregation is tough this year because of wild rate fluctuations. Rao reported that Hollis is interested in alternatives proposed by Community Power and suggests that NRPC invite them to come talk to us.

5. Staff Updates

Andrew Smeltz is leaving for a planner position at Southwest. NRPC will be recruiting to fill that vacancy as well as an administrative assistant position.

6. Other Business

a. New Website

Minkarah briefly described how the desire to stand up a robust Economic Development web page evolved into working with a vendor to overhaul the entire NRPC website. A few days ago, NRPC went under agreement with Revize out of Michigan a who has a large portfolio of regional customers. The new site will have a modern look and feel and will offer additional functionality such as translation and accessibility. Langdell reported on the current efforts to brand the RCC and they are a highly interested project stakeholder. Rao encouraged NRPC to engage stakeholders early, through either a broad survey and/or by assembling a beta team. Siskavich will circulate example Revize websites to the Executive Committee.

b. Annual Forum

There was discussion about options for an in-person event next spring. NRPC will look at venues for an outdoor event in the late May timeframe.

c. Annual Dues

Minkarah has been looking at the other RPCs' dues-setting strategies and would like to suggest we propose a modest increase. There was discussion about communication of NRPC's value alongside the dues proposal. Ruch requested that NRPC prepare numbers for the Executive Committee's consideration.

7. Adjourn

At 8:08, Battis moved, with a second by Rao, to adjourn. The motion passed 7-0-0.

The next Executive Committee meeting will be November 17, 2021



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 December 15, 2021**

In-Person Public Meeting with Zoom Attendance Option

Members Attending In-Person	Members Attending on Zoom	Members Absent	Staff Attending	Others Present
Susan Ruch, Chair Jim Battis, Treasurer Karin Elmer Kim Queenan Tamara Sorell	Janet Langdell Tim Tenhave	Venu Rao	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

While the Executive Committee waited for an in-person quorum to assemble, there was discussion about the potential impacts of HB 1275 relative to municipal representation on regional planning commissions, the plan for an in-person, “indoor with outdoor terrace option” Annual Forum at Labelle in the spring, new staff hires at NRPC, progress on the new NRPC website, and the need for nominations to fill vacancies on the Executive Committee, the NRPC offices of Chair and Vice-Chair, and the NRPC Foundation.

1. Call to Order

Ruch called the meeting to order at 6:53 pm once an in-person quorum was present. Langdell and Tenhave participated remotely due to individual health concerns.

2. Business

a. Minutes: October 20, 2021

The October 20, 2021 minutes were mistakenly omitted from the agenda packet. Accordingly, action on the October minutes was deferred until the January 2022 meeting.

b. November – December Dashboard and Financials

Due to the departure of NRPC staff member Kate Lafond, monthly financial reports were unavailable. No action was taken on the Dashboard.

c. Nomination to NRPC Executive Committee

Elmer nominated Camille Correa of Nashua Transit System to fill the vacancy in the Executive Committee due to the departure of Sarah Marchant. Battis seconded the motion which passed unanimously by roll call vote:

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

**NRPC Executive Committee Meeting Notes
December 15, 2021**

d. Nomination of NRPC Officers to Fill Vacancies

Elmer moved to nominate Queenan to the office of Vice-chair for the remainder of the unexpired term of the office and Tenhave to the office of Chair for the remainder of the unexpired term of the office. Langdell seconded. The motion passed unanimously by roll-call vote:

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

e. Nomination of NRPC Commissioner to the NRPC Foundation Board of Directors

Elmer moved to nominate Peter Howd of Wilton to the NRPC Foundation Board of Directors. Ruch seconded. The motion passed unanimously by roll-call vote:

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

3. Adjourn

At 6:56, Elmer moved, with a second by Sorell, to adjourn. The motion passed unanimously.

The next Executive Committee meeting will be January 19, 2022

NRPC FY 2022 DASHBOARD

Jan-22	
TD Checking	
Beginning Balance	\$250,873.90
Deposits & Credits	
Payments	
Ending Balance	\$250,895.21
Bar Harbor Checking	
Beginning Balance	\$174,692.44
Deposits & Credits	
Payments	
Ending Balance	\$71,583.59
Monday, January 31, 2022	
Accounts Payable	\$41,780.68
Accounts Receivable	\$155,283.75
Oversight Activities	
Line of credit (\$75,000) activated?	No
BHB CDs	\$275,030.30
Audit Status	Underway

Key Statistics	
Staff Activities Jan-Feb	
Bi-weekly NHBEA Community and Econ Dev Call (2) - Jay Nashua Parking Study Steering Committee - Jay, Gregg NTS General Staff Meetings - Ryan NRSWMD Quarterly Meeting - Mason, Jay, Emma NRPC Complete Streets Committee - Matt, Ryan, Emma Commutesmart NH Meeting - Emma Nashua Region Coordinating Council (RCC) - Matt, Mason Central-Southern CEDR Meetings (2) - Jay UWGN Community Advisory Council - Jay Middlesex 3 Transportation Meeting - Jay Nashua RCC Meeting - Matt Capital Corridor Financial Stakeholders group - Jay Nashua Chamber Legislative Kick-off - Jay PAC Meeting - 201 Main Street RE Corp meeting - Jay TTAC - Gregg, Matt, Emma NHLMV Stormwater Coalition - Sara, Emma Statewide Coordinating Council - Gregg, Matt Planning for Performance group - Gregg, Matt Friends of Souhegan Valley rail trail - Matt Interagency Consultation - Gregg, Matt RPC Directors Meeting - Jay	
Professional Development - Jan-Feb	
GoToWebinar - Missing Middle Housing (1/25) Jay, Emma Infrastructure Investment and Jobs Act Informational Session (1/26) Jay FTA Census Webinar (1/26) Matt Highway Safety Research Center - Child and youth pedestrian crashes (1/27) Matt	
Pending Grant Applications	
NHDOT Mobility Management Grant - \$190,000 EPA Brownfields Assessment Program Grant - \$500,000	

Budget Narrative

Bank Balances/Cash on hand:	We continue to have a healthy balance, but lower than in recent months.
Payables and Receivables:	Financials partially complete

FY21 Working Budget

Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$116,218	Dues & Subscriptions	\$9,307
Grants	\$314,988	Employee Benefits	\$175,472
Local Planning Contracts	\$100,067	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	\$101,425
		Professional Services	\$471,059
		Rent & CAM	\$94,035
		Salaries	\$804,593
		Staff Development	\$8,500
		Travel & Meeting Exp	\$8,500
		Utilities	\$10,800
Total revenues:	\$1,756,939	Total Expenses:	\$1,756,938
Pending Grant Application Totals	\$690,000	Delta	\$1

**Nashua Regionla Planning Commission
Profit & Loss Budget vs. Actual
July though November 2021**

	TOTAL				
	Nov 21	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
RESOURCES					
Local Dues Match	(4,768.42)	(34,154.77)	0.00	(34,154.77)	100.0%
2000 Local Dues - Other	13,583.33	67,916.65	163,000.00	(95,083.35)	41.67%
Total 2000 Local Dues	8,814.91	33,761.88	163,000.00	(129,238.12)	20.71%
Federal Contracts					
9011 EPA Brownfields	0.00	5,148.26	29,500.00	(24,351.74)	17.45%
9055 EDA	0.00	0.00	0.00	0.00	0.0%
9056 EDA COVID Recovery Plan	0.00	46,961.52	92,951.00	(45,989.48)	50.52%
Total Federal Contracts	0.00	52,109.78	122,451.00	(70,341.22)	42.56%
Grants					
1100 Regional Housing Needs	1,311.36	3,485.45	0.00	3,485.45	100.0%
5265 Robinson Pond Water Qual	0.00	0.00	19,580.00	(19,580.00)	0.0%
6300 NRSWMD	26,102.96	121,202.78	235,215.00	(114,012.22)	51.53%
9006 Merrimack River Corridor	0.00	0.00	9,193.00	(9,193.00)	0.0%
9025 EPA Healthy Communities	0.00	0.00	0.00	0.00	0.0%
9082 Hazard Mit	0.00	1,000.01	0.00	1,000.01	100.0%
Total Grants	27,414.32	125,688.24	263,988.00	(138,299.76)	47.61%
Interest Income	22.30	497.39	2,000.00	(1,502.61)	24.87%
Local Planning Contracts					
2114 Amherst Heritage Comm Map	0.00	0.00	4,200.00	(4,200.00)	0.0%
2116 Amherst Buildout Analysis	0.00	1,500.00	0.00	1,500.00	100.0%
2139 Hudson CR	1,400.00	7,062.50	3,600.00	3,462.50	196.18%
2143 Hudson Regulatory Audit	0.00	2,311.18	3,000.00	(688.82)	77.04%
2150 Mason CR	400.87	2,851.99	6,500.00	(3,648.01)	43.88%
2152 Mason MP	0.00	0.00	0.00	0.00	0.0%
2176 Hollis Asset Mgmt Support	0.00	500.00	1,800.00	(1,300.00)	27.78%
2250 Litchfield CR	791.15	5,504.45	15,000.00	(9,495.55)	36.7%
2271 Lyndeborough CR	954.80	3,491.60	0.00	3,491.60	100.0%
2361 MVD GIS	0.00	80.00	3,200.00	(3,120.00)	2.5%
2532 Nashua Con Comm CR	140.00	1,540.00	5,000.00	(3,460.00)	30.8%
2534 Nashua Ped/Bike Study	0.00	0.00	0.00	0.00	0.0%
2552 Pelham Natural Resources	0.00	0.00	1,900.00	(1,900.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	0.00	2,000.00	100.0%
2561 Pelham Buildout Study	1,500.00	2,500.00	5,000.00	(2,500.00)	50.0%
2610 Wilton CR	1,471.96	10,408.02	24,500.00	(14,091.98)	42.48%
2640 Wilton MP 4	398.00	1,862.16	5,500.00	(3,637.84)	33.86%
7516 NH Housing-GIS Support	0.00	0.00	1,500.00	(1,500.00)	0.0%
Total Local Planning Contracts	7,056.78	41,611.90	80,700.00	(39,088.10)	51.56%
Other Income					
8000 Pubs/Map Sales	0.00	0.00	2,000.00	(2,000.00)	0.0%
Total Other Income	0.00	0.00	0.00	0.00	0.0%
State Contracts					
1000 NH OSI	0.00	935.93	11,111.00	(10,175.07)	8.42%
1200 NH Geodata Portal	0.00	3,500.00	18,000.00	(14,500.00)	19.44%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	3,793.55	22,369.44	69,750.00	(47,380.56)	32.07%
200 POLICY & PLANNING	7,911.92	48,623.35	178,493.00	(129,869.65)	27.24%
300 PUBLIC INVOLV & COORD	2,141.02	17,580.98	57,600.00	(40,019.02)	30.52%
400 PLAN SUPPORT	15,128.05	103,137.68	266,400.00	(163,262.32)	38.72%
500 TECHNICAL ASSIST & SUPPORT	11,679.58	66,256.88	161,775.00	(95,518.12)	40.96%
600 REGIONAL VOL DRIVER STUDY	1,892.47	8,734.46	26,820.00	(18,085.54)	32.57%
Total 3000 DOT Highway Planning	42,546.59	266,702.79	760,838.00	(494,135.21)	35.05%
3500 DOT 5310 SVTC	0.00	40,495.96	240,039.00	(199,543.04)	16.87%
4430 CTAP Phase III TDM - CNHRP	3,293.36	8,842.93	26,595.00	(17,752.07)	33.25%
Total State Contracts	45,839.95	320,477.61	1,056,583.00	(736,105.39)	30.33%
Total RESOURCES	89,148.26	574,146.80	1,690,722.00	(1,116,575.20)	33.96%

Expense					
Depreciation	197.17	1,073.18	2,715.00	(1,641.82)	39.53%
Annual Forum	0.00	0.00	6,700.00	(6,700.00)	0.0%
Audit	0.00	11,015.00	16,250.00	(5,235.00)	67.79%
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	218.98	5,352.26	8,129.00	(2,776.74)	65.84%
Total Employee Benefits	6,644.06	16,256.22	29,692.00	(13,435.78)	54.75%
Equipment Maintenance	100.13	630.89	1,750.00	(1,119.11)	36.05%
GIS	1,475.00	7,375.00	17,700.00	(10,325.00)	41.67%
Insurance	679.52	3,397.63	10,154.00	(6,756.37)	33.46%
Internet Access/Telephone	780.95	3,918.27	8,800.00	(4,881.73)	44.53%
IT Service	573.19	1,963.72	5,921.00	(3,957.28)	33.17%
Janitorial	225.00	1,125.00	3,300.00	(2,175.00)	34.09%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	0.00	343.40	1,000.00	(656.60)	34.34%
Marketing and Outreach	1,020.00	1,041.00	2,500.00	(1,459.00)	41.64%
Misc	878.19	5,982.59	13,534.00	(7,551.41)	44.2%
Office Expenses	3,543.21	7,706.29	13,522.00	(5,815.71)	56.99%
Payroll Expenses	0.00	0.00	0.00	0.00	0.0%
Postage	0.00	253.36	0.00	253.36	100.0%
Printing	493.00	2,534.00	6,650.00	(4,116.00)	38.11%
Professional Services	23,920.31	149,316.17	467,460.00	(318,143.83)	31.94%
Rent & CAM	7,713.67	46,282.02	94,035.00	(47,752.98)	49.22%
Reserve Fund	0.00	0.00	16,004.00	(16,004.00)	0.0%
Total Salaries	60,258.23	290,984.72	786,381.00	(495,396.28)	37.0%
Small Equipment	2,291.00	3,612.22	4,950.00	(1,337.78)	72.97%
Staff Development	979.43	3,833.91	8,500.00	(4,666.09)	45.11%
Total Travel	326.48	3,146.20	8,500.00	(5,353.80)	37.01%
Utilities	856.00	5,136.00	10,800.00	(5,664.00)	47.56%
Total EXPENSES	118,008.39	618,463.92	1,688,008.00	(1,069,544.08)	36.64%
INDIRECT EXPENSES @ 123.00%	0.00	0.00	0.00	0.00	0.0%
Total Expense	118,205.56	619,537.10	1,690,723.00	(1,071,185.90)	36.64%
Net Income	29,057.30	45,390.30	1.00	45,389.30	4,539,030.0%

Nashua Regional Planning Commission

Balance Sheet

As of November 30, 2021

Nov 30, 21

ASSETS

Current Assets

Checking/Savings

1 TD Bank xx5715	250,873.90
2 Bar Harbor Bank xx1485	219,644.71
3 BHBT 12 Mo CD Maturity 3/6/22	208,436.12
4 BHBT 19 Mo CD Maturity 3/6/23	66,484.85
Petty Cash	200.00

Total Checking/Savings 745,639.58

Accounts Receivable

Accounts Receivable 139,242.66

Total Accounts Receivable 139,242.66

Other Current Assets

FP Mailing Postage Account 229.37

Undeposited Funds 245.00

Total Other Current Assets 474.37

Total Current Assets 885,356.61

Fixed Assets

Fixed Assets

Accum Depr -32,810.33

Gain/Loss on Asset Disposal 1,865.95

Vehicle 21,828.00

Fixed Assets - Other 17,675.00

Total Fixed Assets 8,558.62

Total Fixed Assets 8,558.62

Other Assets

Prepaid Expense 16,810.01

Security Deposit 8,341.67

Total Other Assets 25,151.68

TOTAL ASSETS 919,066.91

Nashua Regional Planning Commission

Balance Sheet

As of November 30, 2021

Nov 30, 21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 27,265.98

Total Accounts Payable 27,265.98

Credit Cards

Bank of America -CC 4,252.41

Total Credit Cards 4,252.41

Other Current Liabilities

Accrued Vaca Payable **offset 42,945.04

Local Dues 95,083.35

P/R Liabilities - Other

C HSA Contributions 12,500.00

E Aflac 26.78

E Dental Insurance Withheld 161.68

E Health Insurance Withheld 471.07

E HSA Contributions -12,500.00

E STD Insurance Withheld 32.74

Total P/R Liabilities - Other 692.27

Payroll Liabilities 380.60

Retainers

Retainer-6300 HHW -3,595.28

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 9,904.72

Total Other Current Liabilities 149,005.98

Total Current Liabilities 180,524.37

Total Liabilities

180,524.37

Equity

Retained Earnings 740,987.80

Vacation Bene Payable ** offset 42,945.04

Net Income -45,390.30

Total Equity 738,542.54

TOTAL LIABILITIES & EQUITY 919,066.91