



## **NOTICE OF MEETING**

**WHO: NRPC Executive Committee**

**WHEN: Wednesday, August 18, 2021, 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/83850409507?pwd=Vm5DTTJFcmVsaFhrY0hjWCtESndKZz09>

## **AGENDA**

1. Call to Order
2. Business:
  - a. Minutes: June 16, 2021 (**Action Required**)
  - b. June-Aug Dashboard (**Action Required**)
  - c. FY21 Year End Financials (**Action Required**)
3. Transportation Programs
  - a. UPWP Updates
    - Transit Expansion Feasibility Study
    - Bike/Ped Plan
    - Volunteer Driver Feasibility Study
    - CTAP
    - RSMS Projects
    - Amherst Village & Exit 12 Traffic Studies
4. Project Updates
  - a. Economic Recovery Plan
  - b. HHW
  - c. Energy Aggregation
  - d. New Projects
    - Pelham CIP
    - Litchfield Conservation Plan
    - Amherst Buildout
    - Mason Circuit Rider

5. Pending Projects
6. Staff Updates
7. Other Business
8. Adjourn

*Next Meeting: September 15, 2021*



**DRAFT MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
June 16, 2021**

**In-Person Public Meeting with Zoom Attendance Option**

<b>Members Attending In Person</b>	<b>Members Attending On Zoom</b>	<b>Members Absent</b>	<b>Staff Attending</b>	<b>Others Present</b>
Jim Battis, Vice Chair Sarah Marchant, Treasurer Janet Langdell Kim Queenan Tim Tenhave Venu Rao Karin Elmer	Susan Ruch, Chair (joined 6:10) Tim Tenhave (joined 6:30)	Tamara Sorell	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	Ed Weber (joined in-person 6:37)

**1. Call to Order**

Battis called the meeting to order at 6:04 and took attendance.

**2. Business**

**a. Minutes: May 19, 2021**

Hearing no discussion, Battis accepted a motion from Marchant, seconded by Queenan, to approve the minutes. The motion passed 7-0-1 with abstention from Elmer.

**b. May/June Dashboard**

Balances: TD balances are stable; Bar Harbor balances are up \$30K. Receivables are down \$60K because large outstanding invoices were paid. Payables are also down. We see slight increases in CDs. We have not activated our line of credit.

Staff activities: Highlights include a roundtable on urban air mobility hosted by Taylor Caswell; a meeting with the NHDOT Ten Year Plan process, and RCC 7 and 8 roundtable on new opportunities related to mobility management because of DHHS's efforts to secure CDC funding. Other highlights include a Chamber in-person event, the staff outing at Monson Village, and the Greater Nashua Community Connections forum. Congrats to Jeff Gowan and Karin Elmer on their retirements from town service.

Pending Grant Opportunities: We do not have pending grant opportunities.

Profit and Loss and Balance Sheet:

The Profit and Loss Report reflects 92% of the fiscal year and highlights projects that will close out versus carry-over, several of which such as our circuit rider and hourly support contracts renew at the calendar year. The UPWP is drawing to a close, and the office expense line reflects the AV equipment purchase.

There was some discussion about the accounting relative to the HHW retainer.

Working Budget: There is no significant update to the working budget.

Langdell moved, with a second from Elmer, to accept and place on file for audit the Dashboard and Financials of May/June. The motion passed unanimously by rollcall vote:

Rao – yes	Marchant – yes	Battis – yes	Ruch- yes
Queenan – yes	Langdell – yes	Elmer- yes	

**c. Recommendation to Commission to approve the FY22 Budget and Work Program**

Minkarah briefly reviewed the proposed FY22 Budget which is largely the same as was included in the May Executive Committee agenda packet and highlighted the conclusion of some projects, carryover of other projects, and some new projects. On the expense side, Minkarah noted that salaries reflect the addition of some temporary staff for FY22 including interns. In conclusion, the total budget is increased by approximately \$15K from FY21.

Elmer made a motion to recommend to the Full Commission the FY22 Budget and Work Program, with a second from Rao. The motion passed unanimously by roll-call vote:

Rao – yes	Marchant – yes	Battis – yes	Ruch - yes
Queenan – yes	Langdell – yes	Elmer- yes	Tenhavé – yes

**d. Recommendation to Commission to approve FY23 Dues Allocation**

Minkarah presented the FY23 Dues Allocation. Because the DRA assessment inputs to the allocation formula have not been updated, the proposal is identical to the FY22 adopted allocation.

Elmer moved to recommend to the Full Commission the FY23 Dues Allocation, as presented. Venu seconded, but for discussion requested the typo in the last column of the table be corrected from FY22 to FY23. The motion, as amended, passed unanimously by roll-call vote:

Tenhavé – yes	Queenan – yes	Langdell – yes	Elmer- yes
Rao – yes	Marchant – yes	Battis – yes	Ruch- yes

**e. NRPC Officers**

After discussion, Langdell moved to recommend to the NRPC Full Commission the slate of Susan Ruch as NRPC Chair, Sarah Marchant as Vice-Chair, and Jim Battis, Treasurer, for Fiscal Year 2022. Elmer seconded the motion. The motion passed unanimously by roll-call vote:

Tenhavé – yes	Queenan – yes	Langdell – yes	Elmer- yes
Rao – yes	Marchant – yes	Battis – yes	Ruch- yes

**f. Director Nominations for the NRPC Foundation**

At the request of Ruch, Minkarah clarified that NRPC officers are automatically appointed to the NRPC Foundation Board of Directors; other Foundation directors are recommended by the Executive Committee and appointed by Full Commission. NRPC put the word out, and Dave Hennessey and Mary Anne Melizzi-Golja have expressed interest in serving as a Commissioner and a Citizen-at-Large, respectively.

Elmer made a motion to hereby recommend to the Full Commission that Dave Hennessey, as Commissioner, and Mary Anne Melizzi-Golja, as Citizen-at-Large, be appointed to the NRPC Board of Directors. Rao seconded the motion. The motion passed unanimously by roll-call vote:

Tenhave – yes

Queenan – yes

Langdell – yes

Elmer- yes

Rao – yes

Marchant – yes

Battis – yes

Ruch- yes

Ruch and Elmer requested that Directors apply to the position of Director, even if the application were to be completely retroactively to their appointment. Not only would this be in the spirit of transparency, but it would also document the skill set(s) of each Director and screen for any potential conflicts of interest. Minkarah agreed to draft an application.

### **3. Transportation Programs**

No other transportation program updates were presented.

### **4. Other Business**

No other business was brought forward.

### **5. Adjourn**

At 6:51, Elmer moved, with a second to by Rao, to adjourn. The motion passed.

*The next Executive Committee meeting will be July 21, 2021*

# NRPC FY 2020 DASHBOARD

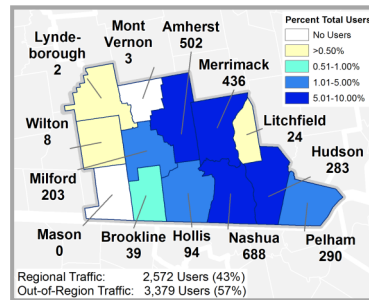
Jul-21		Key Statistics	
TD Checking		Staff Activities June-Aug	
Beginning Balance	\$250,748.16	Bi-weekly Community and Economic Dev Call - Jay	
Deposits & Credits		NRPC Complete Streets Committee - Matt, Ryan	
Payments		NHHFA Public Hearing @ NRPC - Jay	
Ending Balance	\$250,790.07	RCC Meetings (2) - Matt, Mason	
		NRPC Planning Board Workshop Webinar - Caleb	
		NTS General Staff Meetings - Ryan, Matt	
		NRSWMD Quarterly Meeting - Mason, Jay, Kate, Cassie	
		Capitol Corridor South Nashua Station site meeting - Jay	
		Nashua Rail Committee Meeting - Jay	
		Friends of Souhegan Valley Rail Trail Board - Matt	
		RPC Directors Meetings (2) - Jay, Sara	
		NHLMV Stormwater Coalition (2) - Sara, Andrew, Mason	
		Senator Hassan Transit Zoom Meeting - Jay	
		Transportation Planners Collaborative - Matt	
		Partners for Performance NH - Gregg, Matt	
		GACIT Hearing - Jay, Gregg, Matt	
		RPC Housing Group Meeting - Jay	
		UWGN Community Advisory Council - Jay	
		NH Statewide Pedestrian Bicycle Plan - Jay, Matt	
		Medium and Heavy-Duty Electric Vehicle Expo - Jay	
		Nashua BIDA @ NRPC - Jay	
		Interagency Consultation (2) - Gregg, Matt	
		Statewide ped-bike plan Q & A with NHDOT - Matt	
		NHARPC Annual Meeting - Jay	
		State Coordinating Council Meeting - Matt	
		August HHW Nashua Event - Mason, Andrew, Derek, Caleb	
		TTAC - Jay, Matt, Cassie, Caleb, Derek, Mason	
		Professional Development - June-Aug	
		FHWA bicycle infrastructure workshop (6/15) Matt	
		New England States VPI Workshop (3 sessions) Jay	
		ESRI Conference, various sessions (7/12-15) Sara, Andrew, Ryan, Derek & Genevieve	
		How to Make your Bike Data Count Webinar (7/20) Derek	
		Smart Growth Principals Webinar (7/22) Mason	
		Primex webinar (7/24) Kate	
		American Rescue Plan Recovery Funds in NH (7/27) Jay	
		Pending Grant Applications	
		None	
Budget Narrative			
BankBalances/Cash on hand:		We continue to have a healthy balance, Bar Harbor down by 85k.	
Payables and Receivables:		Receivables up by \$275k+, accounts payable up by \$9k+.	
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$116,218	Dues & Subscriptions	\$9,271
Grants	\$264,988	Employee Benefits	\$166,658
Local Planning Contracts	\$99,555	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	\$77,943
		Professional Services	\$461,411
		Rent & CAM	\$94,035
		Salaries	\$796,061
		Staff Development	\$8,500
		Travel & Meeting Exp	\$8,500
		Utilities	\$10,800
Total revenues:	\$1,706,427	Total Expenses:	\$1,706,426
Pending Grant Application Totals	\$0	Delta	\$1

## WEBSITES

Audience Traffic:  
3-Months vs.  
Previous 2-Years

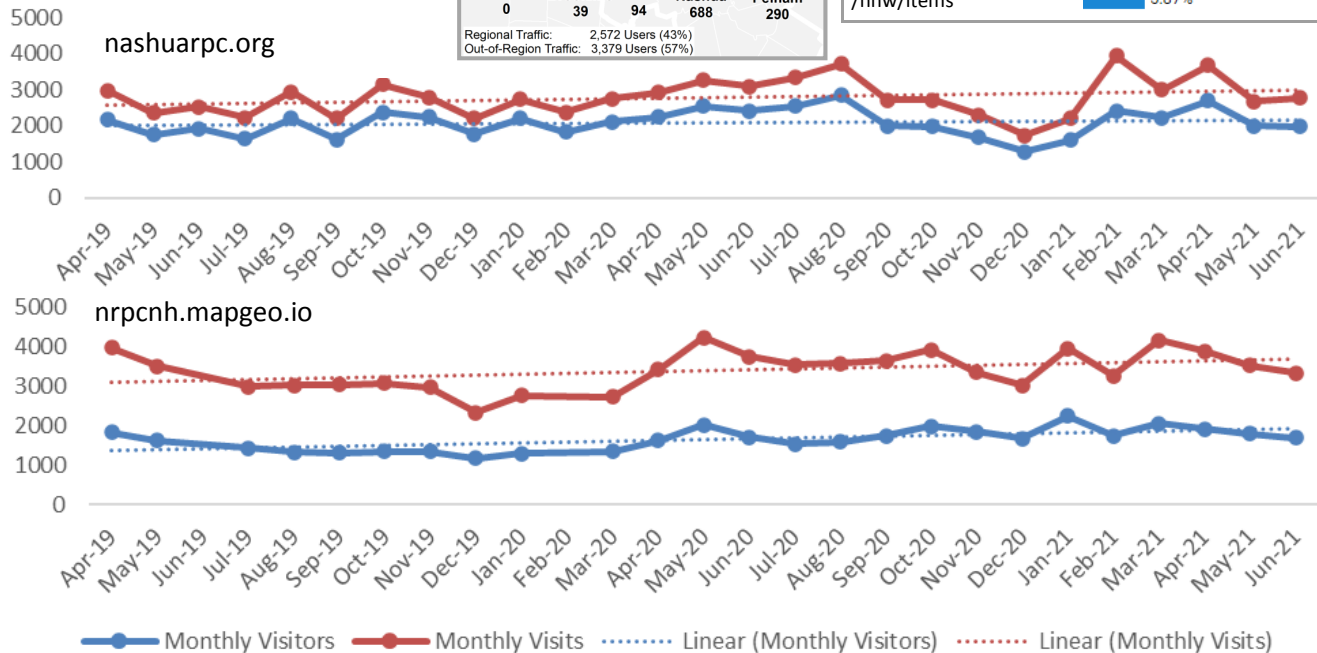
	Avg. Visitors/ Month	Avg. Visits/ Month
nashuarpc.org	+7%	+11%
nrpcnh.mapgeo.io	+11%	+6%

Audience Geo:  
3-Month Period



Top Content:  
3-Month Period

Page	% Total Monthly Page Views
/	18.51%
/hwh/schedule-location	12.55%
/hwh	7.66%
/gis-mapping	6.15%
/hwh/items	5.87%



## NEWSLETTER

Newsletter Performance:  
3-Months vs.  
Previous 2-Years

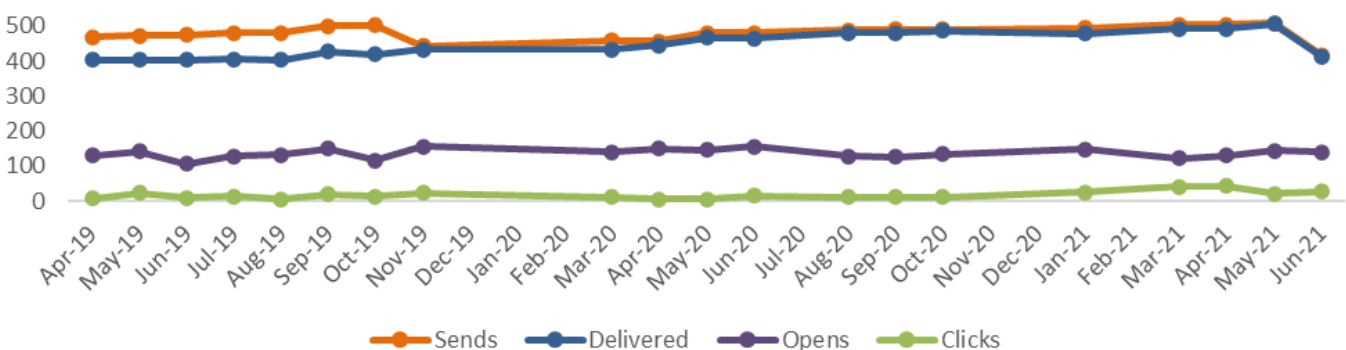
Sends	-1%
Delivered	+6%
Opens	+1%
Clicks	+100%

Audience Dynamics:  
3-Month Period

Added by NRPC	Subscribed	Removed by NRPC	Unsubscribed
+10	+6	-90	-6

Top Content:  
3-Month Period

Link	% Total Unique Clicks
Lower Merr Valley Stormwater Coalition	7%
NRPC Web Calendar	6%
NRPC Bike-Ped Planning Page	5%
Friends of Souhegan Valley Trail	4%
Active Recreation Shortlist App	4%



## FACEBOOK

### Post

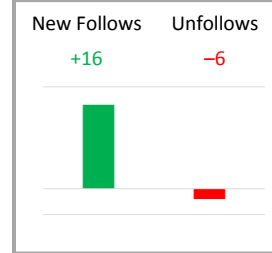
#### Performance:

3-Months vs.  
Previous 2-Years

Total Reach **+84%**  
Total En-  
gaged Users **-16%**

### Audience Dynamics:

#### 3-Month Period

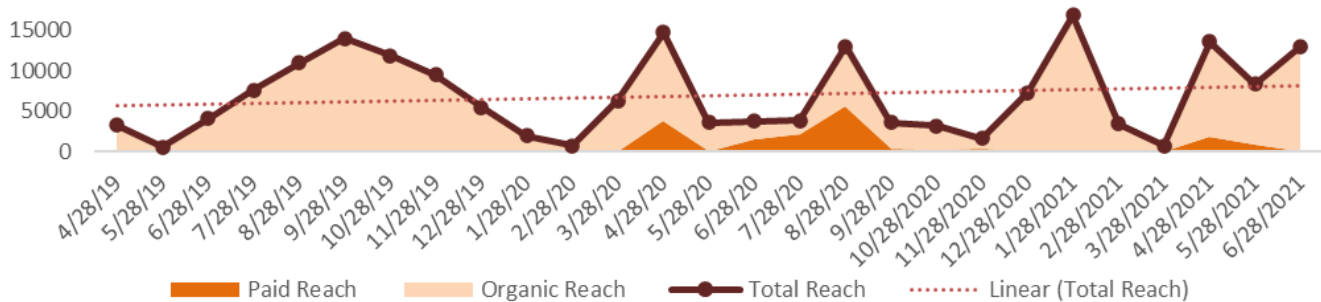


### Top Content:

#### 3-Month Period

Post	% Total Organic Reach
Our next hazardous waste collection event...	37%
We've been busy adding locations to our Active Rec App	11%
Merrimack, River at Risk...	11%
Newly installed bike rack outside of 30 Temple Street...	10%
One last reminder! HHHW TOMORROW, (April 17) ...	7%

**Facebook 28-Day Reach:** the number of unique people who see page content



## TWITTER

### Tweet

#### Performance:

3-Months vs.  
Previous 2-Years

Impressions: **-38%**

### Audience Dynamics:

#### 3-Month Period

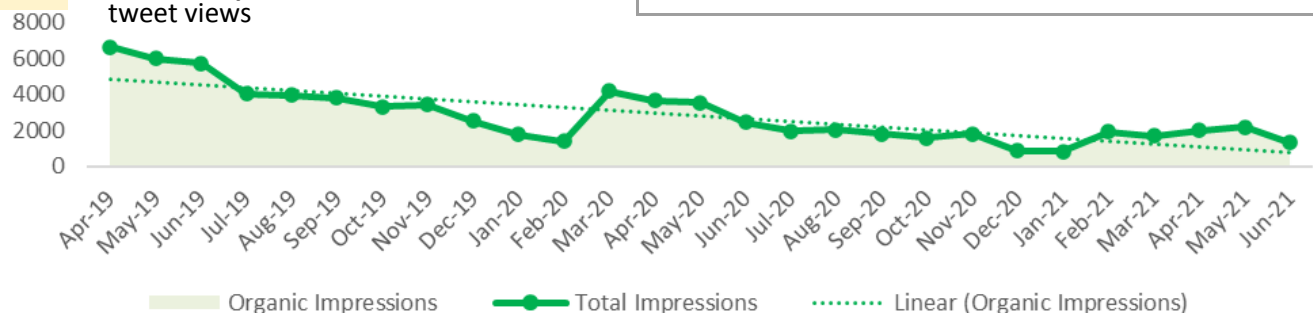
Net Change  
in Followers: **+6**

### Top Content:

#### 3-Month Period

Month	Top Tweet	Impressions
Apr	One week from today is the first HHW collection ...	2007
May	The next HHW Collection is Thursday, June 3...	2204
Jun	Join us for this introduction to NH land use boards...	1306

**Twitter Impressions:** total number of tweet views



## LinkedIn

<coming soon>



# Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July 2021 through June 2022

TOTAL

	Jul 21	Jul '21	Budget	\$ Over Budget	% of Budget
<b>RESOURCES</b>					
Local Dues Match	(5,138.95)	(5,138.95)	0.00	(5,138.95)	100.0%
2000 Local Dues - Other	13,583.33	13,583.33	163,000.00	(149,416.67)	8.33%
<b>Total 2000 Local Dues</b>	<b>8,444.38</b>	<b>8,444.38</b>	<b>163,000.00</b>	<b>(154,555.62)</b>	<b>5.18%</b>
<b>Federal Contracts</b>					
9011 EPA Brownfields	0.00	0.00	29,500.00	(29,500.00)	0.0%
9055 EDA	0.00	0.00	0.00	0.00	0.0%
9056 EDA COVID Recovery Plan	0.00	0.00	92,951.00	(92,951.00)	0.0%
<b>Total Federal Contracts</b>	<b>0.00</b>	<b>0.00</b>	<b>122,451.00</b>	<b>(122,451.00)</b>	<b>0.0%</b>
<b>Grants</b>					
5265 Robinson Pond Water Qual	0.00	0.00	19,580.00	(19,580.00)	0.0%
6300 NRSWMD	4,893.77	4,893.77	235,215.00	(230,321.23)	2.08%
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	0.00	0.00	0.00	0.0%
<b>Total Grants</b>	<b>4,893.77</b>	<b>4,893.77</b>	<b>263,988.00</b>	<b>(259,094.23)</b>	<b>1.85%</b>
<b>Interest Income</b>	<b>157.62</b>	<b>157.62</b>	<b>2,000.00</b>	<b>(1,842.38)</b>	<b>7.88%</b>
<b>Local Planning Contracts</b>					
2139 Hudson CR	1,250.00	1,250.00	3,600.00	(2,350.00)	34.72%
2143 Hudson Regulatory Audit	921.88	921.88	3,000.00	(2,078.12)	30.73%
2150 Mason CR	959.72	959.72	6,500.00	(5,540.28)	14.77%
2176 Hollis Asset Mgmt Support	500.00	500.00	1,800.00	(1,300.00)	27.78%
2250 Litchfield CR	1,552.35	1,552.35	15,000.00	(13,447.65)	10.35%
2361 MVD GIS	0.00	0.00	3,200.00	(3,200.00)	0.0%
2532 Nashua Con Comm CR	770.00	770.00	5,000.00	(4,230.00)	15.4%
2552 Pelham Natural Resources	0.00	0.00	1,900.00	(1,900.00)	0.0%
2556 Pelham CIP	1,000.00	1,000.00	0.00	1,000.00	100.0%
2561 Pelham Buildout Study	0.00	0.00	5,000.00	(5,000.00)	0.0%
2610 Wilton CR	2,279.20	2,279.20	24,500.00	(22,220.80)	9.3%
2640 Wilton MP 4	0.00	0.00	5,500.00	(5,500.00)	0.0%
7516 NH Housing-GIS Support	0.00	0.00	1,500.00	(1,500.00)	0.0%
XXXX Amherst Hertiage Comm Map	0.00	0.00	4,200.00	(4,200.00)	0.0%
<b>Total Local Planning Contracts</b>	<b>9,233.15</b>	<b>9,233.15</b>	<b>80,700.00</b>	<b>(71,466.85)</b>	<b>11.44%</b>
<b>Other Income</b>					
8000 Pubs/Map Sales	0.00	0.00	2,000.00	(2,000.00)	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>(2,000.00)</b>	<b>0.0%</b>
<b>State Contracts</b>					
1000 NH OSI	0.00	0.00	11,111.00	(11,111.00)	0.0%
1200 NH Geodata Portal	0.00	0.00	18,000.00	(18,000.00)	0.0%
<b>3000 DOT Highway Planning</b>					
100 MPO ADMIN & TRAINING	8,814.26	8,814.26	69,750.00	(60,935.74)	12.64%
200 POLICY & PLANNING	9,923.06	9,923.06	178,493.00	(168,569.94)	5.56%
300 PUBLIC INVOLV & COORD	868.63	868.63	57,600.00	(56,731.37)	1.51%
400 PLAN SUPPORT	20,468.20	20,468.20	266,400.00	(245,931.80)	7.68%

# Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July 2021 through June 2022

TOTAL

	Jul 21	Jul '21	Budget	\$ Over Budget	% of Budget
500 TECHNICAL ASSIST & SUPPORT	8,216.10	8,216.10	161,775.00	(153,558.90)	5.08%
600 NASHUA TRANSIT EXP. STUDY	0.00	0.00	0.00	0.00	0.0%
600 REGIONAL VOL DRIVER STUDY	1,455.74	1,455.74	26,820.00	(25,364.26)	5.43%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	49,745.99	49,745.99	760,838.00	(711,092.01)	6.54%
3500 DOT 5310 SVTC	0.00	0.00	240,039.00	(240,039.00)	0.0%
4430 CTAP Phase III TDM - CNHRP	1,053.54	1,053.54	26,595.00	(25,541.46)	3.96%
Total State Contracts	50,799.53	50,799.53	1,056,583.00	(1,005,783.47)	4.81%
Total RESOURCES	73,528.45	73,528.45	1,690,722.00	(1,617,193.55)	4.35%
Expense					
Depreciation	226.28	226.28	2,715.00	(2,488.72)	8.33%
Annual Forum	0.00	0.00	6,700.00	(6,700.00)	0.0%
Audit	0.00	0.00	16,250.00	(16,250.00)	0.0%
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	1,715.66	1,758.61	8,129.00	(6,370.39)	21.63%
Total Employee Benefits	15,635.74	24,739.56	165,918.00	(141,178.44)	14.91%
Equipment Maintenance	50.21	50.21	1,750.00	(1,699.79)	2.87%
GIS	1,475.00	1,475.00	17,700.00	(16,225.00)	8.33%
Insurance	679.53	679.53	10,154.00	(9,474.47)	6.69%
Internet Access/Telephone	786.05	1,296.87	8,800.00	(7,503.13)	14.74%
IT Service	295.35	577.32	5,921.00	(5,343.68)	9.75%
Janitorial	225.00	225.00	3,300.00	(3,075.00)	6.82%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	164.00	164.00	1,000.00	(836.00)	16.4%
Marketing and Outreach	0.00	0.00	2,500.00	(2,500.00)	0.0%
Misc	663.81	663.81	13,534.00	(12,870.19)	4.91%
Office Expenses	861.89	1,074.38	13,522.00	(12,447.62)	7.95%
Payroll Expenses	0.00	0.00			
Postage	130.19	130.19	1,800.00	(1,669.81)	7.23%
Printing	562.00	562.00	6,650.00	(6,088.00)	8.45%
Professional Services	2.75	2.75	467,460.00	(467,457.25)	0.0%
Rent & CAM	15,427.34	23,141.01	94,035.00	(70,893.99)	24.61%
Reserve Fund	0.00	0.00	16,004.00	(16,004.00)	0.0%
Total Salaries	51,694.51	83,640.19	786,381.00	(702,740.81)	10.64%
Small Equipment	269.23	269.23	4,950.00	(4,680.77)	5.44%
Staff Development	903.16	1,039.67	8,500.00	(7,460.33)	12.23%
Total Travel	470.34	648.45	8,500.00	(7,851.55)	7.63%
Utilities	1,712.00	2,568.00	10,800.00	(8,232.00)	23.78%
Total EXPENSES	93,723.76	144,705.78	1,688,008.00	(1,543,302.22)	8.57%
Total Expense	93,950.04	144,932.06	1,690,723.00	(1,545,790.94)	8.57%
Net Income	(20,421.59)	(71,403.61)	(1.00)	(71,402.61)	7,140,361.0%

Nashua Regional Planning Commission

Balance Sheet

As of July 31, 2021

Jul 31, 21

ASSETS

Checking/Savings

1 TD Bank xx5715 250,790.07

2 Bar Harbor Bank xx1485 112,954.53

3 BHBT 12 Mo CD Maturity 3/6/22 208,304.83

4 BHBT 19 Mo CD Maturity 3/6/23 66,367.54

Petty Cash 200.00

Total Checking/Savings 638,616.97

Accounts Receivable

Accounts Receivable 415,834.27

Total Accounts Receivable 415,834.27

Other Current Assets

FP Mailing Postage Account 62.82

Total Other Current Assets 62.82

Total Current Assets 1,054,514.06

Fixed Assets

Accum Depr -38,094.42

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 3,155.52

Total Fixed Assets 3,155.52

Other Assets

Prepaid Expense 25,337.58

Security Deposit 8,341.67

Total Other Assets 33,679.25

TOTAL ASSETS 1,091,348.83

# Nashua Regional Planning Commission

## Balance Sheet

As of July 31, 2021

Jul 31, 21

### LIABILITIES & EQUITY

#### Current Liabilities

Accounts Payable 51,845.28

Total Accounts Payable 51,845.28

#### Credit Cards

Bank of America -CC 7,994.65

Total Credit Cards 7,994.65

#### Other Current Liabilities

Accrued Vaca Payable \*\*offset 43,586.85

Local Dues 149,416.67

#### P/R Liabilities - Other

C HSA Contributions 12,500.00

E Dental Insurance Withheld 182.68

E Health Insurance Withheld 648.80

E HSA Contributions -12,500.00

E STD Insurance Withheld 43.20

Total P/R Liabilities - Other 874.68

Payroll Liabilities 565.32

#### Retainers

Retainer-6300 HHW 53,909.98

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 73,909.98

Total Other Current Liabilities 268,353.50

Total Current Liabilities 328,193.43

Total Liabilities 328,193.43

#### Equity

Retained Earnings 739,990.14

Vacation Bene Payable \*\* offset 43,586.85

Net Income -20,421.59

Total Equity 763,155.40

**TOTAL LIABILITIES & EQUITY 1,091,348.83**

# Nashua Regional Planning Commission

## Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>RESOURCES</b>				
<b>2000 Local Dues</b>				
Local Dues Match	(102,229.40)	0.00	(102,229.40)	100.0%
2000 Local Dues - Other	163,000.00	163,000.00	0.00	100.0%
<b>Total 2000 Local Dues</b>	60,770.60	163,000.00	(102,229.40)	37.28%
<b>Federal Contracts</b>				
9011 EPA Brownfields	206,798.84	162,000.00	44,798.84	127.65%
9055 EDA	26,363.95	12,654.00	13,709.95	208.35%
9056 EDA COVID Recovery Plan	31,137.65	0.00	31,137.65	100.0%
<b>Total Federal Contracts</b>	264,300.44	174,654.00	89,646.44	151.33%
<b>Grants</b>				
6300 NRSWMD	248,497.36	216,605.00	31,892.36	114.72%
9025 EPA Healthy Communities	1,242.68	0.00	1,242.68	100.0%
9082 Hazard Mit	34,000.24	20,000.00	14,000.24	170.0%
<b>Total Grants</b>	283,740.28	236,605.00	47,135.28	119.92%
<b>Interest Income</b>	2,940.03	4,000.00	(1,059.97)	73.5%
<b>Local Planning Contracts</b>				
2139 Hudson CR	21,300.00	0.00	21,300.00	100.0%
2143 Hudson Regulatory Audit	2,688.82	0.00	2,688.82	100.0%
2150 Mason CR	6,434.62	5,040.00	1,394.62	127.67%
2152 Mason MP	171.00	0.00	171.00	100.0%
2176 Hollis Asset Mgmt Support	1,250.00	3,600.00	(2,350.00)	34.72%
2250 Litchfield CR	12,623.05	18,000.00	(5,376.95)	70.13%
2361 MVD GIS	3,200.00	3,200.00	0.00	100.0%
2532 Nashua Con Comm CR	2,520.00	0.00	2,520.00	100.0%
2534 Nashua Ped/Bike Study	6,500.00	6,500.00	0.00	100.0%
2552 Pelham Natural Resources	1,900.00	0.00	1,900.00	100.0%
2556 Pelham CIP	2,000.00	2,000.00	0.00	100.0%
2566 Pelham Senior Needs Assess	5,000.00			
2610 Wilton CR	28,632.10	18,000.00	10,632.10	159.07%
2640 Wilton MP 4	3,973.16	10,000.00	(6,026.84)	39.73%
7516 NH Housing-GIS Support	0.00	3,000.00	(3,000.00)	0.0%
<b>Total Local Planning Contracts</b>	98,192.75	69,340.00	28,852.75	141.61%
<b>Other Income</b>				
8000 Pubs/Map Sales	1,733.50	2,000.00	(266.50)	86.68%
Other Income - Other	531.64			
<b>Total Other Income</b>	2,265.14	2,000.00	265.14	113.26%
<b>State Contracts</b>				
1000 NH OSI	11,111.00	11,111.00	0.00	100.0%
1200 NH Geodata Portal	40,000.00	40,000.00	0.00	100.0%
3000 DOT Highway Planning				
100 MPO ADMIN & TRAINING	47,131.06	40,595.00	6,536.06	116.1%
200 POLICY & PLANNING	229,255.75	217,544.00	11,711.75	105.38%

**Nashua Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
300 PUBLIC INVOLV & COORD	52,765.91	47,523.00	5,242.91	111.03%
400 PLAN SUPPORT	310,579.82	263,237.00	47,342.82	117.99%
500 TECHNICAL ASSIST & SUPPORT	124,506.92	126,871.00	(2,364.08)	98.14%
600 NASHUA TRANSIT EXP. STUDY	55,941.40	50,346.00	5,595.40	111.11%
Total 3000 DOT Highway Planning	820,180.86	746,116.00	74,064.86	109.93%
3500 DOT 5310 SVTC	177,933.27	206,140.00	(28,206.73)	86.32%
4430 CTAP Phase III TDM - CNHRP	4,800.87	21,944.00	(17,143.13)	21.88%
Total State Contracts	1,054,026.00	1,025,311.00	28,715.00	102.8%
Total RESOURCES	1,766,235.24	1,674,910.00	91,325.24	105.45%
Total Income	1,766,235.24	1,674,910.00	91,325.24	105.45%
Gross Profit	1,766,235.24	1,674,910.00	91,325.24	105.45%
Expense				
Depreciation	2,715.39	2,715.00	0.39	100.01%
EXPENSES				
Annual Forum	0.00	4,890.00	(4,890.00)	0.0%
Audit	16,250.00	16,250.00	0.00	100.0%
Bank Service Charges	250.00	250.00	0.00	100.0%
Capital Equipment	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	22,872.20	7,410.00	15,462.20	308.67%
Employee Benefits				
C Dental Insurance	7,111.76	7,614.00	(502.24)	93.4%
C Health Ins.	58,533.25	67,340.00	(8,806.75)	86.92%
C HSA Contribution	3,750.00	4,375.00	(625.00)	85.71%
C LTD Insurance	1,155.86	1,166.00	(10.14)	99.13%
C Retirement 401	24,033.12	24,715.00	(681.88)	97.24%
C STD Insurance	2,834.82	2,643.00	191.82	107.26%
P/R Taxes (Indirect)	54,936.10	55,351.00	(414.90)	99.25%
Total Employee Benefits	152,354.91	163,204.00	(10,849.09)	93.35%
Equipment Maintenance	351.47	1,750.00	(1,398.53)	20.08%
GIS	17,700.00	17,700.00	0.00	100.0%
Insurance	10,865.82	11,870.00	(1,004.18)	91.54%
Internet Access/Telephone	8,982.46	8,400.00	582.46	106.93%
IT Service	5,082.29	5,930.00	(847.71)	85.71%
Janitorial	2,700.00	3,300.00	(600.00)	81.82%
Legal	2,808.00	2,500.00	308.00	112.32%
Legal Notices	573.55	1,000.00	(426.45)	57.36%
Marketing and Outreach	1,280.45	2,500.00	(1,219.55)	51.22%
Misc	14,654.26	12,264.00	2,390.26	119.49%
Office Expenses	24,621.79	11,302.00	13,319.79	217.85%
Postage	889.69	1,800.00	(910.31)	49.43%
Printing	6,649.55	6,650.00	(0.45)	99.99%
Professional Services	578,408.67	515,440.00	62,968.67	112.22%
Rent & CAM	90,323.69	89,375.00	948.69	101.06%
Reserve Fund	0.00	23,015.00	(23,015.00)	0.0%

**Nashua Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Salaries</b>				
Leave (Gross)	101,450.65	0.00	101,450.65	100.0%
Salaries (Gross)	645,517.83	0.00	645,517.83	100.0%
Salaries (Medical Reimb) Gross	3,396.86	0.00	3,396.86	100.0%
Salaries - Other	0.00	723,545.00	(723,545.00)	0.0%
<b>Total Salaries</b>	<b>750,365.34</b>	<b>723,545.00</b>	<b>26,820.34</b>	<b>103.71%</b>
<b>Small Equipment</b>	<b>7,458.94</b>	<b>5,950.00</b>	<b>1,508.94</b>	<b>125.36%</b>
<b>Staff Development</b>	<b>6,393.01</b>	<b>8,500.00</b>	<b>(2,106.99)</b>	<b>75.21%</b>
<b>Travel</b>				
Meeting Expenses (Lunch etc.)	45.96	2,300.00	(2,254.04)	2.0%
Mileage & Travel	997.88	8,500.00	(7,502.12)	11.74%
Vehicle Exp (Gas,Rep,Ins,ect.)	1,001.70	1,000.00	1.70	100.17%
<b>Total Travel</b>	<b>2,045.54</b>	<b>11,800.00</b>	<b>(9,754.46)</b>	<b>17.34%</b>
<b>Utilities</b>	<b>9,676.09</b>	<b>10,600.00</b>	<b>(923.91)</b>	<b>91.28%</b>
<b>Total EXPENSES</b>	<b>1,733,557.72</b>	<b>1,672,195.00</b>	<b>61,362.72</b>	<b>103.67%</b>
<b>Total Expense</b>	<b>1,736,273.11</b>	<b>1,674,910.00</b>	<b>61,363.11</b>	<b>103.66%</b>
<b>Net Income</b>	<b>29,962.13</b>	<b>0.00</b>	<b>29,962.13</b>	<b>100.0%</b>

# Nashua Regional Planning Commission

## Balance Sheet

As of June 30, 2021

	Jun 30, 21	Jun 30, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1 TD Bank xx5715	250,768.77	250,674.39
2 Bar Harbor Bank xx1485	224,069.65	100,624.49
3 BHBT 12 Mo CD Maturity 3/6/22	208,262.04	206,788.72
4 BHBT 19 Mo CD Maturity 3/6/23	66,275.65	65,169.45
Petty Cash	200.00	200.00
<b>Total Checking/Savings</b>	749,576.11	623,457.05
<b>Accounts Receivable</b>		
Accounts Receivable	222,481.49	213,042.48
<b>Total Accounts Receivable</b>	222,481.49	213,042.48
<b>Other Current Assets</b>		
FP Mailing Postage Account	193.01	96.76
<b>Total Other Current Assets</b>	193.01	96.76
<b>Total Current Assets</b>	972,250.61	836,596.29
<b>Fixed Assets</b>		
<b>Fixed Assets</b>		
Accum Depr	-37,868.14	-35,152.75
Vehicle	21,828.00	21,828.00
Fixed Assets - Other	19,421.94	19,421.94
<b>Total Fixed Assets</b>	3,381.80	6,097.19
<b>Total Fixed Assets</b>	3,381.80	6,097.19
<b>Other Assets</b>		
Prepaid Expense	24,723.52	22,922.16
Security Deposit	8,341.67	8,341.67
<b>Total Other Assets</b>	33,065.19	31,263.83
<b>TOTAL ASSETS</b>	<b>1,008,697.60</b>	<b>873,957.31</b>



**Nashua Regional Planning Commission**  
**Balance Sheet**  
As of June 30, 2021

	Jun 30, 21	Jun 30, 20
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	116,760.68	27,167.64
<b>Total Accounts Payable</b>	116,760.68	27,167.64
<b>Credit Cards</b>		
Bank of America -CC	1,962.97	3,080.46
<b>Total Credit Cards</b>	1,962.97	3,080.46
<b>Other Current Liabilities</b>		
Accrued Payroll	41,806.36	32,471.30
Accrued Vaca Payable **offset	43,951.43	37,023.35
<b>P/R Liabilities - Other</b>		
C HSA Contributions	12,500.00	8,750.00
E Dental Insurance Withheld	157.85	154.55
E Health Insurance Withheld	448.97	413.71
E HSA Contributions	-12,500.00	-8,750.00
E STD Insurance Withheld	32.35	31.44
<b>Total P/R Liabilities - Other</b>	639.17	599.70
<b>Retainers</b>		
Retainer-MS4 Coop. Agreement	20,000.00	20,000.00
<b>Total Retainers</b>	20,000.00	20,000.00
<b>Total Other Current Liabilities</b>	106,396.96	90,094.35
<b>Total Current Liabilities</b>	225,120.61	120,342.45
<b>Total Liabilities</b>	225,120.61	120,342.45
<b>Equity</b>		
Retained Earnings	709,663.43	636,806.51
Vacation Bene Payable ** offset	43,951.43	37,023.35
Net Income	29,962.13	79,785.00
<b>Total Equity</b>	783,576.99	753,614.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,008,697.60</b>	<b>873,957.31</b>