



NOTICE OF MEETING

WHO: NRPC Executive Committee

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

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: August 17, 2022 (**Action Required**)
 - b. Nonpublic Minutes: August 17, 2022 (**Action Required**)
 - c. Aug/September Dashboard (**Action Required**)
 - d. NRPC Reserve Fund Accounts (**Action Required**)
3. Transportation Programs
 - a. TYP Project Solicitation
 - b. Other UPWP updates
4. Other Business
 - a. New Contracts
 - b. Pending Grants
 - c. Other
5. Adjourn

Next Meeting: October 19, 2022



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 August 17, 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 Kim Queenan, Vice-Chair Jim Battis, Treasurer Camille Correa Karin Elmer Dave Hennessey Janet Langdell Venu Rao Camille Correa – in person and first then went remote.	Tamara Sorell Camille Correa – left in person and went to remote.		Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:04 pm.

2. Business

a. Nonpublic Minutes: April 20, 2022 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Queenan to accept the nonpublic minutes of April 18, 2022, and Hennessey seconded. The motion passed 9-0-0 by roll call vote:

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

b. Minutes: June 15, 2022 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of June 15, 2022, as amended, Hennessey seconded. The motion passed 9-0-0 by roll call vote:

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

c. June/July/August Dashboard (Action Required)

Minkarah reviewed the Dashboard.

**NRPC Executive Committee Minutes
June 15, 2022**

Very little change, the Bar Harbor account balance is a bit lower.

We do not have any financial reports for this month, or end of year financials either. Line of credit has not been activated, and the audit process has now begun.

Staff Activities –

Minkarah attended the front office meeting at the NH DOT to hear updates on the turnpike projects and one Brookline project. NRPC has met with NH DOT on safety improvement priorities for NH 101 improvements from Wilton to Bedford. Waiting on a date for a stakeholder meeting. Had a few capitol corridor meetings and trying to get a soft commitment from Simon on a rail station at the Pheasant Lane Mall. The Capitol Corridor financial meeting, they are looking for a soft commitment from the City of Nashua to pay for the Crown Street station by the end of the year. Project costs are looking substantial, as they have increased since the 2014 study and due to inflation rates, which historically were only based on a 2% increase.

Had the EPA big check event at the NIMCO building. Had the NH DOT mid-year contract review and it went very well. Matt Waitkins did a great job pulling it together.

Staff has participated in numerous professional development conferences.

Working budget only has minor changes given the early stage of fiscal year.

Langdell asked if anything came out of the ADU Roundtable. Minkarah noted NH Housing has hired a consultant to complete an assessment of ADUs and their impact. In general, the results have been underwhelming. Historically they are expensive to build and are often built without proper permitting. Langdell asked if there are going to be monthly rail meetings. Minkarah noted there are no plans for that.

At the request of Tenhave, Battis moved to accept the Dashboard of the June/July/August 2022 (not Financials) and place on file, with a second by Queenan. The motion passed by roll-call vote 9-0-0:

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

d. April-June Web/Social Media Stats

This is the first report since the new website went live. Monthly users and monthly sessions from June 2021 to June 2022 are very similar. Indicates visitors are not struggling to navigate the new site. New subscribers for the newsletters have increased. NRPC has been much more consistent about sending out the newsletter. Facebook followers has increased significantly and continues to be our most successful social media platform. This has largely improved by Kristin Wardner focusing on this effort and posting on town pages. Twitter activity is decreasing. LinkedIn followers have increased.

e. NRPC Vision Zero Statement (Action Required)

NRPC is considering applying for a Safe Streets for All Grant, which is focused on safety for all including pedestrians and bicyclists. You must develop an action plan to get funding for implementation projects

**NRPC Executive Committee Minutes
June 15, 2022**

after the plan is developed. \$200,000 minimum with a match of 20%. It seems unlikely that the MPOs will be able to submit a joint grant by the September deadline. Langdell asked if the foundation could obtain a grant and use those funds as match. Minkarah noted that was a good idea. Once a plan is developed, individuals are then eligible to apply for implementation grants. The federal government wants to see a strong level of commitment to Vision Zero or reducing fatalities and significant accidents. Vision Zero is based on the philosophy that fatalities and serious injuries are not inevitable.

Langdell requested staff send out the Vision Zero policy statement and guide.

Langdell made a motion, seconded by Rao, that the NRPC Executive Committee adopt the following Vision Zero policy statement: **It is the policy of the NRPC Commission that we have a goal to prevent traffic related deaths and significant injuries, as well as a systemwide approach to safe mobility for all users.**

The motion passed by roll-call vote 9-0-0:

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

3. Transportation Programs

a. TYP Project Solicitation

With increased outreach NRPC received 18 applications, with 8 from the Town of Amherst. Hudson had projects. All of the Amherst and Hudson projects are bike and pedestrian projects. These projects will be presented at the September TTAC meeting, then the selection committee will present their rankings at the October meeting.

b. Fieldwork

The fieldwork season is still well underway. Our interns are leaving within the next 2 weeks. We are ahead of schedule, in particular the sidewalk data collection project in Nashua is ahead of schedule.

c. Other UPWP Updates

No other updates.

4. Other Business

a. Statement of Strategy

This document needs to be updated, as it expired in 2020. Tenhave noted it has lots of good information, but no actual strategy. Hennessey noted economic development should be a core competency. Elmer asked if we needed a strategic plan or do we want to develop a new concept and plan. Tenhave would like a strategy to fit on one page. Rao noted our core competencies need to reflect the region's future needs. Hennessey noted the vision needs to be updated. Langdell agrees the vision needs to be updated to reflect current thoughts, ideals and language. Could we include an outreach component as part of the Regional Plan Update? This item will be continued at the October Executive Committee meeting.

b. Executive Director Evaluation Process

**NRPC Executive Committee Minutes
June 15, 2022**

Tenhave would like to scale down the evaluation form and reevaluate the process. Rao and Tenhave will develop a revised draft for the Executive Committee to review. Agreement that a new process would be considered.

c. Staff Updates

New planner is starting on Monday, Payton Hoyt. Has good public outreach skills.

At 7:57 Langdell made a motion to enter non-public session, seconded by Battis. The motion passed by roll-call vote 9-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Yes	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

At 8:10 Elmer made a motion to leave non-public session, seconded by Hennessey and to seal the minutes. The motion passed by roll-call vote 9-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Yes	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

Elmer motion to seal the minutes, seconded by Battis.

The motion passed by roll-call vote 9-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Yes	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

5. Adjourn

At 8:11 pm, Elmer motioned to adjourn Battis seconded.
The motion passed by roll-call vote 9-0-0:

Battis – Yes	Hennessey – Yes	Roa – Yes
Correa – Yes	Langdell – Yes	Sorell – Yes
Elmer – Yes	Queenan – Yes	Tenhave – Yes

The next Executive Committee meeting will be September 21, 2022

NRPC FY 2023 DASHBOARD

Aug-22		Key Statistics	
TD Checking		Staff Activities Aug-Sept	
Beginning Balance	\$193,009.33	UWGN Governance Board (2) - Jay	
Deposits & Credits		Bi-weekly Community and Econ Dev Call (3) Jay	
Payments		RCC Meeting - Matt, Donna	
Ending Balance	\$193,167.99	Southern-Central CEDR Meeting - Jay	
Bar Harbor Checking		NHARPC Meeting - Jay	
Beginning Balance	\$375,101.65	UWGN Community Advisory Committee - Jay	
Deposits & Credits		RHNA Statewide Group Meeting (2) - Jay, Emma, Caleb	
Payments		Regional Housing Leadership Workgroup Meeting - Jay	
Ending Balance	\$332,765.86	Planning for Performance meeting - Matt	
Wednesday, August 31, 2022		Interagency meeting - Matt	
Accounts Payable	\$89,379.55	RPC Directors Meeting - Jay	
Accounts Receivable	\$430,245.05	Continuum of Care Meeting - Donna	
Oversight Activities		NTS Staff Meetings - Matt/Ryan	
Line of credit (\$75,000) activated?	No	CommuteSmartNH Coordination Meeting - Donna	
BHB CDs	\$66,595.68	TTAC - Matt, Jay, Sara, Kristin, Caleb, Emma, Vince	
Audit Status	Underway	Friends of Souhegan Valley Rail Trail - Matt	
		NHLMV Stormwater Coalition (2) - Sara, Emma	
		Professional Development - Aug-Sept	
		Housing First Webinar (8/15 & 9/12) Jay, Emma	
		InvestNH Webinar (8/16) Jay, Emma	
		ERZ Program in NH Webinar (8/18) Jay	
		Populations Projections Training (8/30) Jay, Sara, Emma, Caleb, Ryan	
		Electric Trash Truck Webinar (9/1) Vince	
		NHDOT Designing for Bicyclist Safety (9/13 & 14)	
		Pending Grant Applications	
		NHDES 604 (b) grant - \$26,060	
		Regional Plan Grant - \$100,000	
		EPA Brownfields Assessment Program Grant - \$500,000	
		NH BEA CEDR Grant - \$31,362	
Budget Narrative			
BankBalances/Cash on hand:			
Payables and Receivables: Receivables up by \$137k+. Accounts payable steady.			
FY22 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,750
Federal Contracts	\$224,000	Dues & Subscriptions	\$9,348
Grants	\$291,664	Employee Benefits	\$176,195
Local Planning Contracts	\$136,730	GIS	\$19,700
Other Income	\$3,000	Insurance	\$10,154
State Contracts	\$1,109,484	IT	\$20,016
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$13,000
		Office Expenditures	\$14,000
		Other Expenditures	\$149,114
		Professional Services	\$470,787
		Rent & CAM	\$110,000
		Salaries	\$883,814
		Staff Development	\$10,000
		Travel & Meeting Exp	\$11,000
		Utilities	\$11,500
Total revenues:	\$1,927,878	Total Expenses:	\$1,927,878
Pending Grant Application Totals	\$657,422	Delta	\$0

Type text here

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Income				
RESOURCES				
2000 Local Dues				
Local Dues Match	(94,371.66)	0.00	(94,371.66)	100.0%
2000 Local Dues - Other	163,000.00	163,000.00	0.00	100.0%
Total 2000 Local Dues	68,628.34	163,000.00	(94,371.66)	42.1%
Federal Contracts				
9011 EPA Brownfields	12,444.64	29,500.00	(17,055.36)	42.19%
9056 EDA COVID Recovery Plan	118,370.90	92,951.00	25,419.90	127.35%
Total Federal Contracts	130,815.54	122,451.00	8,364.54	106.83%
Grants				
1100 Regional Housing Needs	26,999.11	0.00	26,999.11	100.0%
5265 Robinson Pond Water Qual	4,810.00	19,580.00	(14,770.00)	24.57%
6300 NRSWMD	237,200.28	235,215.00	1,985.28	100.84%
9006 Merrimack River Corridor	3,702.50	9,193.00	(5,490.50)	40.28%
9010 Ledge Street School Safe	31,500.00			
9082 Hazard Mit	1,000.01	0.00	1,000.01	100.0%
Total Grants	305,211.90	263,988.00	41,223.90	115.62%
Interest Income	958.35	2,000.00	(1,041.65)	47.92%
Local Planning Contracts				
2114 Amherst Heritage Comm Map	4,200.00	4,200.00	0.00	100.0%
2116 Amherst Buildout Analysis	7,500.00	0.00	7,500.00	100.0%
2139 Hudson CR	24,187.50	3,600.00	20,587.50	671.88%
2143 Hudson Regulatory Audit	2,311.18	3,000.00	(688.82)	77.04%
2150 Mason CR	6,028.14	6,500.00	(471.86)	92.74%
2176 Hollis Asset Mgmt Support	612.50	1,800.00	(1,187.50)	34.03%
2250 Litchfield CR	13,193.26	15,000.00	(1,806.74)	87.96%
2251 Litchfield CIP	1,000.00			
2252 Litchfield Impact Fee	1,250.00			
2271 Lyndeborough CR	11,182.80	0.00	11,182.80	100.0%
2361 MVD GIS	2,960.00	3,200.00	(240.00)	92.5%
2532 Nashua Con Comm CR	3,202.50	5,000.00	(1,797.50)	64.05%
2536 Nashua Sidewalk Assessment	10,315.52			
2552 Pelham Natural Resources	1,900.00	1,900.00	0.00	100.0%
2556 Pelham CIP	2,000.00	0.00	2,000.00	100.0%
2557 Pelham CIP	1,000.00			
2561 Pelham Buildout Study	5,000.00	5,000.00	0.00	100.0%
2610 Wilton CR	26,208.88	24,500.00	1,708.88	106.98%
2640 Wilton MP 4	8,988.74	5,500.00	3,488.74	163.43%
7516 NH Housing-GIS Support	174.23	1,500.00	(1,325.77)	11.62%
Total Local Planning Contracts	133,215.25	80,700.00	52,515.25	165.08%
Other Income				
8000 Pubs/Map Sales	1,914.00	2,000.00	(86.00)	95.7%
Other Income - Other	955.37			
Total Other Income	2,869.37	2,000.00	869.37	143.47%
State Contracts				
1000 NH OSI	11,111.00	11,111.00	0.00	100.0%
1200 NH Geodata Portal	18,000.00	18,000.00	0.00	100.0%
3000 DOT Highway Planning				
100 MPO ADMIN & TRAINING	92,094.12	69,750.00	22,344.12	132.04%
200 POLICY & PLANNING	111,722.25	178,493.00	(66,770.75)	62.59%
300 PUBLIC INVOLV & COORD	55,008.17	57,600.00	(2,591.83)	95.5%
400 PLAN SUPPORT	272,419.87	266,400.00	6,019.87	102.26%
500 TECHNICAL ASSIST & SUPPORT	174,221.70	161,775.00	12,446.70	107.69%
600 REGIONAL VOL DRIVER STUDY	16,761.42	26,820.00	(10,058.58)	62.5%
Total 3000 DOT Highway Planning	722,227.53	760,838.00	(38,610.47)	94.93%
3500 DOT 5310 SVTC	177,864.74	240,039.00	(62,174.26)	74.1%
4430 CTAP Phase III TDM - CNHRP	14,051.16	26,595.00	(12,543.84)	52.83%
Total State Contracts	943,254.43	1,056,583.00	(113,328.57)	89.27%

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Total RESOURCES	1,584,953.18	1,690,722.00	(105,768.82)	93.74%
Total Income	1,584,953.18	1,690,722.00	(105,768.82)	93.74%
Gross Profit	1,584,953.18	1,690,722.00	(105,768.82)	93.74%
Expense				
Depreciation	2,453.37	2,715.00	(261.63)	90.36%
EXPENSES				
Annual Forum	5,519.38	6,700.00	(1,180.62)	82.38%
Audit	16,250.00	16,250.00	0.00	100.0%
Bank Service Charges	382.52	250.00	132.52	153.01%
Capital Equipment	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	13,253.93	8,129.00	5,124.93	163.05%
Employee Benefits				
C Dental Insurance	7,784.95	7,128.00	656.95	109.22%
C Health Ins.	56,558.58	63,997.00	(7,438.42)	88.38%
C HSA Contribution	3,125.00	3,750.00	(625.00)	83.33%
C LTD Insurance	1,212.25	1,193.00	19.25	101.61%
C Retirement 401	22,207.23	26,570.00	(4,362.77)	83.58%
C STD Insurance	2,854.80	3,122.00	(267.20)	91.44%
P/R Taxes (Indirect)	59,032.10	60,158.00	(1,125.90)	98.13%
Total Employee Benefits	152,774.91	165,918.00	(13,143.09)	92.08%
Equipment Maintenance	980.33	1,750.00	(769.67)	56.02%
GIS	16,766.66	17,700.00	(933.34)	94.73%
Insurance	7,436.64	10,154.00	(2,717.36)	73.24%
Internet Access/Telephone	9,897.74	8,800.00	1,097.74	112.47%
IT Service	6,078.18	5,921.00	157.18	102.66%
Janitorial	2,700.00	3,300.00	(600.00)	81.82%
Legal	315.00	2,500.00	(2,185.00)	12.6%
Legal Notices	343.40	1,000.00	(656.60)	34.34%
Marketing and Outreach	3,000.16	2,500.00	500.16	120.01%
Misc	19,640.52	13,534.00	6,106.52	145.12%
Office Expenses	17,652.55	13,522.00	4,130.55	130.55%
Postage	927.49	1,800.00	(872.51)	51.53%
Printing	10,525.22	6,650.00	3,875.22	158.27%
Professional Services	391,841.13	467,460.00	(75,618.87)	83.82%
Recruiting	762.07			
Rent & CAM	101,645.03	94,035.00	7,610.03	108.09%
Reserve Fund	0.00	16,004.00	(16,004.00)	0.0%
Salaries				
Leave (Gross)	94,955.47	0.00	94,955.47	100.0%
Salaries (Gross)	668,235.81	0.00	668,235.81	100.0%
Salaries (Medical Reimb) Gross	5,075.49	0.00	5,075.49	100.0%
Salaries - Other	0.00	786,381.00	(786,381.00)	0.0%
Total Salaries	768,266.77	786,381.00	(18,114.23)	97.7%
Small Equipment	10,090.96	4,950.00	5,140.96	203.86%
Staff Development	5,957.18	8,500.00	(2,542.82)	70.08%
Travel				
Meeting Expenses (Lunch etc.)	1,031.28	1,500.00	(468.72)	68.75%
Mileage & Travel	4,746.44	6,000.00	(1,253.56)	79.11%
Vehicle Exp (Gas,Rep,Ins,ect.)	1,035.67	1,000.00	35.67	103.57%
Travel - Other	29.50			
Total Travel	6,842.89	8,500.00	(1,657.11)	80.51%
Utilities	11,482.00	10,800.00	682.00	106.32%
Total EXPENSES	1,581,332.66	1,688,008.00	(106,675.34)	93.68%
Total Expense	1,583,786.03	1,690,723.00	(106,936.97)	93.68%
Net Income	1,167.15	(1.00)	1,168.15	(116,715.0%)

*Difference due to rounding

Nashua Regional Planning Commission
Balance Sheet
 As of June 30, 2022

	Jun 30, 22	Jun 30, 21
ASSETS		
Current Assets		
Checking/Savings		
1 TD Bank xx5715	193,009.33	250,768.77
2 Bar Harbor Bank xx1485	352,813.55	224,080.85
3 BHBT 12 Mo CD Maturity 3/6/22	0.00	208,262.04
4 BHBT 19 Mo CD Maturity 3/6/23	66,573.43	66,275.65
Petty Cash	200.00	200.00
Total Checking/Savings	612,596.31	749,587.31
Accounts Receivable		
Accounts Receivable	295,053.34	222,481.49
Total Accounts Receivable	295,053.34	222,481.49
Other Current Assets		
FP Mailing Postage Account	237.87	193.01
Total Other Current Assets	237.87	193.01
Total Current Assets	907,887.52	972,261.81
Fixed Assets		
Accum Depr	-34,190.52	-37,868.14
Gain/Loss on Asset Disposal	1,865.95	0.00
Vehicle	21,828.00	21,828.00
Fixed Assets - Other	17,675.00	19,421.94
Total Fixed Assets	7,178.43	3,381.80
Total Fixed Assets	7,178.43	3,381.80
Other Assets		
Prepaid Expense	26,522.78	24,723.52
Security Deposit	8,341.67	8,341.67
Total Other Assets	34,864.45	33,065.19
TOTAL ASSETS	949,930.40	1,008,708.80

Nashua Regional Planning Commission
Balance Sheet

As of June 30, 2022

Total Current Assets	907,887.52	972,261.81
Fixed Assets		
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	100,147.77	116,771.88
Total Accounts Payable	100,147.77	116,771.88
Credit Cards		
Bank of America -CC	1,787.13	1,962.97
Total Credit Cards	1,787.13	1,962.97
Other Current Liabilities		
Accrued Payroll	41,078.40	41,806.36
Accrued Vaca Payable **offset	30,249.32	43,951.43
Direct Deposit Liabilities	-22,063.32	0.00
E Deferred 457 Withheld	-0.01	0.00
E FSA Total (wash)		
E FSA - Dependent Care	1,779.92	0.00
Total E FSA Total (wash)	1,779.92	0.00
P/R Liabilities - Other		
C HSA Contributions	15,625.00	12,500.00
C Pension	32.65	0.00
C Retirement 401	-0.01	0.00
E Aflac	-17.76	0.00
E Dental Insurance Withheld	71.13	157.85
E Health Insurance Withheld	-54.57	448.97
E HSA Contributions	-16,875.00	-12,500.00
E STD Insurance Withheld	16.59	32.35
Total P/R Liabilities - Other	-1,201.97	639.17
Payroll Liabilities	-90.98	0.00
Retainers		
Retainer-MS4 Coop. Agreement	13,500.00	20,000.00
Total Retainers	13,500.00	20,000.00
Total Other Current Liabilities	63,251.36	106,396.96
Total Current Liabilities	165,186.26	225,131.81
Total Liabilities	165,186.26	225,131.81
Equity		
Retained Earnings	753,327.67	709,663.43
Vacation Bene Payable ** offset	30,249.32	43,951.43
Net Income	1,167.15	29,962.13
Total Equity	784,744.14	783,576.99
TOTAL LIABILITIES & EQUITY	949,930.40	1,008,708.80

Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through August 2022 TOTAL

	Aug 22	Jul - Aug 22	Budget	\$ Over Budget	% of Budget
Income					
2000 Local Dues					
Local Dues Match	(6,421.48)	(10,719.96)	0.00	(10,719.96)	100.0%
2000 Local Dues - Other	13,583.33	27,166.66	163,000.00	(135,833.34)	16.67%
Total 2000 Local Dues	7,161.85	16,446.70	163,000.00	(146,553.30)	10.09%
Federal Contracts					
9007 Regional Plan Update	0.00	0.00	20,000.00	(20,000.00)	0.0%
9012 EPA Brownfields	0.00	0.00	185,000.00	(185,000.00)	0.0%
Total Federal Contracts	0.00	0.00	205,000.00	(205,000.00)	0.0%
Grants					
1100 Regional Housing Needs	7,646.98	19,909.73	65,000.00	(45,090.27)	30.63%
5265 Robinson Pond Water Qual	0.00	0.00	19,580.00	(19,580.00)	0.0%
6300 NRSWMD	29,292.61	31,196.90	188,450.00	(157,253.10)	16.55%
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	36,939.59	51,106.63	310,664.00	(259,557.37)	16.45%
Interest Income	140.30	186.75	1,000.00	(813.25)	18.68%
Local Planning Contracts					
2133 Hudson Trail Mapping	0.00	0.00	9,200.00	(9,200.00)	0.0%
2139 Hudson CR	1,600.00	3,225.00	15,000.00	(11,775.00)	21.5%
2150 Mason CR	847.50	1,187.50	6,500.00	(5,312.50)	18.27%
2176 Hollis Asset Mgmt Support	0.00	725.00	1,000.00	(275.00)	72.5%
2250 Litchfield CR	681.25	993.75	15,000.00	(14,006.25)	6.63%
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	0.00	0.00	0.00	0.0%
2271 Lyndeborough CR	725.00	1,300.00	10,080.00	(8,780.00)	12.9%
2361 MVD GIS	510.00	510.00	3,200.00	(2,690.00)	15.94%
2402 Milford CR	2,310.00	2,310.00	0.00	2,310.00	100.0%
2415 Milford MP Community Engag	0.00	0.00	0.00	0.00	0.0%
2532 Nashua Con Comm CR	52.50	192.50	5,000.00	(4,807.50)	3.85%
2536 Nashua Sidewalk Assessment	5,366.58	17,093.22	37,500.00	(20,406.78)	45.58%
2557 Pelham CIP	1,000.00	1,000.00	1,000.00	0.00	100.0%
2600 Wilton Code Enforcment	248.75	248.75	0.00	248.75	100.0%
2610 Wilton CR	2,492.75	7,190.50	24,500.00	(17,309.50)	29.35%
2611 Wilton Admin Support	5,334.00	6,238.20	0.00	6,238.20	100.0%
2640 Wilton MP 4	1,731.28	7,425.12	5,500.00	1,925.12	135.0%
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	22,899.61	49,639.54	136,730.00	(87,090.46)	36.31%
Other Income					
8000 Pubs/Map Sales	40.00	40.00	2,000.00	(1,960.00)	2.0%
Total Other Income	40.00	40.00	2,000.00	(1,960.00)	2.0%
State Contracts					
1000 NH OSI	0.00	0.00	11,111.00	(11,111.00)	0.0%
3000 DOT Highway Planning					

Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through August 2022 TOTAL

	Aug 22	Jul - Aug 22	Budget	\$ Over Budget	% of Budget
100 MPO ADMIN & TRAINING	13,291.98	22,031.31	61,380.00	(39,348.69)	35.89%
200 POLICY & PLANNING	6,766.40	13,159.74	199,556.00	(186,396.26)	6.6%
300 PUBLIC INVOLV & COORD	3,882.63	7,907.61	67,104.00	(59,196.39)	11.78%
400 PLAN SUPPORT	33,136.87	53,237.20	280,359.00	(227,121.80)	18.99%
500 TECHNICAL ASSIST & SUPPORT	6,576.32	10,046.47	142,038.00	(131,991.53)	7.07%
600 REGIONAL VOL DRIVER STUDY	560.56	817.23	35,247.00	(34,429.77)	2.32%
Total 3000 DOT Highway Planning	64,214.76	107,199.56	785,684.00	(678,484.44)	13.64%
3500 DOT 5310 SVTC	0.00	0.00	190,039.00	(190,039.00)	0.0%
4020 Mobility Manager	0.00	0.00	122,650.00	(122,650.00)	0.0%
Total State Contracts	64,214.76	107,199.56	1,109,484.00	(1,002,284.44)	9.66%
Total Income	131,396.11	224,619.18	1,927,878.00	(1,703,258.82)	11.65%
Expense					
Depreciation	138.89	277.78	2,715.00	(2,437.22)	10.23%
Annual Forum	0.00	0.00	8,000.00	(8,000.00)	0.0%
Audit	0.00	0.00	16,750.00	(16,750.00)	0.0%
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	1,306.74	2,428.69	9,348.00	(6,919.31)	25.98%
Total Employee Benefits	10,432.33	29,055.20	176,197.00	(147,141.80)	16.49%
Equipment Maintenance	49.92	99.84	1,750.00	(1,650.16)	5.71%
GIS	1,516.66	3,033.32	19,700.00	(16,666.68)	15.4%
Insurance	818.90	1,637.80	10,154.00	(8,516.20)	16.13%
Internet Access/Telephone	942.28	1,884.22	9,000.00	(7,115.78)	20.94%
IT Service	1,556.06	3,054.98	20,016.00	(16,961.02)	15.26%
Janitorial	225.00	450.00	3,500.00	(3,050.00)	12.86%
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	0.00	1,442.39	5,000.00	(3,557.61)	28.85%
Misc	912.30	978.83	13,500.00	(12,521.17)	7.25%
Office Expenses	1,140.93	6,807.99	14,000.00	(7,192.01)	48.63%
Payroll Expenses	0.00	0.00			
Postage	514.99	654.93	2,000.00	(1,345.07)	32.75%
Printing	513.47	1,006.47	7,000.00	(5,993.53)	14.38%
Professional Services	28,519.10	30,858.20	470,787.00	(439,928.80)	6.56%
Rent & CAM	8,090.00	16,180.00	110,000.00	(93,820.00)	14.71%
Reserve Fund	0.00	0.00	39,200.00	(39,200.00)	0.0%
Total Salaries	69,918.68	125,729.34	883,814.00	(758,084.66)	14.23%
Small Equipment	0.00	4,423.61	9,199.00	(4,775.39)	48.09%
Staff Development	682.24	1,380.02	10,000.00	(8,619.98)	13.8%
Total Travel	796.38	1,180.48	11,000.00	(9,819.52)	10.73%
Utilities	974.00	1,948.00	11,500.00	(9,552.00)	16.94%
Total Expense	129,048.87	234,512.09	1,927,880.00	(1,693,367.91)	12.16%
Net Income	2,347.24	(9,892.91)	(2.00)	(9,890.91)	

**Due to rounding*

Nashua Regional Planning Commission

Balance Sheet

As of August 31, 2022

Aug 31, 22

ASSETS

Current Assets

Checking/Savings

1 TD Bank xx5715	193,167.99
2 Bar Harbor Bank xx1485	332,765.86
4 BHBT 19 Mo CD Maturity 3/6/23	66,595.68
Petty Cash	200.00

Total Checking/Savings 592,729.53

Accounts Receivable

Accounts Receivable	430,245.05
---------------------	------------

Total Accounts Receivable 430,245.05

Other Current Assets

FP Mailing Postage Account	237.87
----------------------------	--------

Total Other Current Assets 237.87

Total Current Assets 1,023,212.45

Fixed Assets

Fixed Assets

Accum Depr	-34,468.30
Gain/Loss on Asset Disposal	1,865.95
Vehicle	21,828.00
Fixed Assets - Other	17,675.00

Total Fixed Assets 6,900.65

Total Fixed Assets 6,900.65

Other Assets

Prepaid Expense	25,645.15
Security Deposit	8,341.67

Total Other Assets 33,986.82

TOTAL ASSETS 1,064,099.92

Nashua Regional Planning Commission

Balance Sheet

As of August 31, 2022

Aug 31, 22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 89,379.55

Total Accounts Payable 89,379.55

Credit Cards

Bank of America -CC 2,551.89

Total Credit Cards 2,551.89

Other Current Liabilities

Accrued Vaca Payable **offset 33,414.16

E Deferred 457 Withheld -0.01

E FSA Total

E FSA - Dependent Care 1,779.92

Total E FSA Total 1,779.92

Local Dues 135,833.34

P/R Liabilities - Other

C HSA Contributions 15,625.00

C Pension 32.65

C Retirement 401 -0.01

E Aflac 26.78

E Dental Insurance Withheld 156.22

E Health Insurance Withheld 45.18

E HSA Contributions -16,887.00

E STD Insurance Withheld 41.69

Total P/R Liabilities - Other -959.49

Payroll Liabilities 136.98

Retainers

Retainer-6300 HHW 15,915.60

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 29,415.60

Total Other Current Liabilities 199,620.50

Total Current Liabilities 291,551.94

Total Liabilities 291,551.94

Equity

Retained Earnings 751,329.98

Vacation Bene Payable ** offset 33,414.16

Net Income -12,196.16

Total Equity 772,547.98

TOTAL LIABILITIES & EQUITY 1,064,099.92

Memo

To: Executive Committee
From: Kate Lafond, Finance Director
cc: Jay Minkarah
Date: 09/16/2022
Re: Investment options

NRPC currently has a 13-month CD in the amount of \$66,595.68, yielding .20% apr which matures March 2023. The 19-month CD that was previously held was closed upon maturation in March due to low offered rates. Currently, rates are trending up, and below are current CD rates with NRPC's current banking institutions:

Bar Harbor Bank CD:	TD Bank CDs:
11-month - .35%	6-month – .50%
	12-month – .65%
	24-month - .75%

The New Hampshire Public Deposit Investment Pool (NH PDIP) is another investment option with a rate of 2.38% as of 9/12/22. NH PDIP is subject to weekly market fluctuations, and it is possible to lose money, however, rates are reported weekly which would provide sufficient time to transfer funds should the rate begin to trend down.

At this time, it is my recommendation to invest \$200,000 into NH PDIP.