



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, March 15, 2023, at 6:00 pm

WHERE: NRPC Offices, 30 Temple Street, Suite 310, Nashua, NH. If you are unable to attend in-person, you may participate remotely, using this link:

<https://nashuarpc.zoom.us/j/89527817370>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: February 15, 2023 (**Action Required**)
 - b. Feb-March Dashboard (**Action Required**)
 - c. Executive Director Evaluation
 - d. NRPC Statement of Strategy
 - e. NRPC Personnel Policy Amendments
3. Transportation Updates:
 - a. UPWP Updates
4. Other Business
5. Adjourn

Next Meeting: April 19, 2023



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 February 15, 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 Tamara Sorell Kim Queenan, Vice-Chair Karin Elmer Venu Rao Camille Correa – arrived at 5:55 Dave Hennessey – arrived at 6:03		Jim Battis, Treasurer Janet Langdell	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 5:36 pm.

2. Business

a. Minutes: January 18, 2023 (Action Required)

Sorell is misspelled on page 3. Seeing no further discussion, Tenhave accepted a motion from Queenan to accept the minutes of January 18th, 2023, as amended. Sorell seconded. The motion passed 3-0-2 by roll call vote:

Tenhave – Yes	Elmer - Yes	
Sorell -Yes	Rao - Abstain	
Queenan – Abstain		

b. January/February Dashboard (Action Required)

Minkarah reviewed the Dashboard – The checking account balance is about the same. Accounts payable and receivable is pretty stable.

Staff Activities - Numerous outreach activities by Donna. There was a meeting of the foundation. Sarah Marchant will be appointed to the foundation board, and we will be developing a logo.

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Working Budget – The Town of Wilton received a HOP grant which will be reflected in next month’s budget. Brookline and Hudson also applied for funding. The budget continues to be in a good position.

Profit and Loss – Just over 58% of the year. EPA brownfields is the old grant as we have just started work on the new Brownfields grant. Interest income has increased with the transfer to NH PDIP. We are starting to wrap up a number of local planning projects. Total expenses are at 52.57%, no significant concerns at this point.

At the request of Tenhave, Elmer moved to accept and file the January/February dashboard and budget, with a second by Sorell. The motion passed by roll-call vote 5-0-0:

Tenhave – Yes	Elmer – Yes	
Sorell -Yes	Rao - Yes	
Queenan – Yes		

c. CD & Checking Account Fund Transfers (Action Required)

Based on interest rates, the NH PDIP has the highest interest rate. The Bar Harbor account is only yielding an interest rate of .01%, while TD Bank is offering 1.83%. The benefit of Bar Harbor is we keep a relationship with a somewhat local bank. Recommend we keep \$15,000 at Bar Harbor to keep the account open with no fees, then transfer the remaining funds to TD Bank.

At the request of Tenhave, Elmer moved to recommend to close the Bard Harbor CD upon maturation and invest the balance into the existing NH PDIP account per the Finance Directors recommendations, with a second by Rao. The motion passed by roll-call vote 5-0-0:

Tenhave – Yes	Elmer - Yes	
Sorell -Yes	Rao – Yes	
Queenan – Yes		

At the request of Tenhave, Elmer moved 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 NRPCs primary checking account, with a second by Sorell. The motion passed by roll-call vote 5-0-0:

Tenhave – Yes	Elmer - Yes	
Sorell -Yes	Rao - Yes	
Queenan – Yes		

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c. Executive Director Evaluation

Tenhave has collected input from staff and is awaiting input from Minkarah.

Goals for the next year:

Rao suggested including a goal related to converting diesel school buses to electric buses. Need to identify a town who owns their school buses and work with them to convert to electric. Consider working with towns who are interested in community power.

Minkarah suggested making it broader to focus on EV charging and infrastructure. Develop guidance on EV infrastructure and EV conversions. Develop guidelines for our communities on EV charging.

Tenhave suggested:

- 1) Develop the Statement of Strategy in draft form by the December Executive Committee meeting. Motion by Tenhave to include this goal for next year, second by Elmer. 7-0-0

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

Correa suggested developing an implementation plan based on the final Statement of Strategy. This would be addressed next year.

- 2) The Executive Director will create a grant webpage with an on-going list of grants. Distributing this information to relevant members of the communities including, Planning Boards, Boards of Selectman, Road Agents, and Conservation Commissions. Updates should also be included in the newsletter. Moved by Elmer, seconded by Hennessey. 7-0-0

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

Langdell suggested creating an NRPC outreach and marketing plan. Create a written NRPC Outreach and Marketing plan for FY24 that engages current commissioners, includes a region-wide assessment of community priorities as defined by community leadership (i.e. Select Boards, School Boards, etc.), employs various publicly accessible mediums (i.e. newsletters, videos, community access television, live streams etc), emphasizes in-person meetings and collaborative discussions with community leadership (not just one-way online surveys), promotes services that NRPC currently offers that are included in the annual dues and are fee-based services, and defines strategies to promote inter-community communications and collaboration around common issues and needs.

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- 3) Sorell suggested that the Executive Director or his designee hold an outreach event or attend a town meeting to provide an overview of NRPC and its services. Ideally to combine it with a project or other purpose for the meeting. Moved by Sorell, second by Hennessey. 7-0-0.

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

d. NRPC Statement of Strategy

Tenhave wants a vision, mission type of statement and a strategy of how to do this, not a focus on the internal/daily functions. The concept of a dashboard for at-a-glance status reports is great. Minkarah noted that presenting at the September Quarterly Meeting may be tight. Correa noted that the proposal indicates that NRPC staff seems to be doing a lot of work. NRPC will send out the survey and do the analysis. This should be clarified so NRPC staff doesn't feel a burden with this effort. In general, the Memo of Understanding should be tightened up with more specifics. The final document should be 4-5 pages total.

Need to add a section that either party can terminate.

e. NRPC Personnel Policy Amendments

The Executive Committee did not address this agenda item.

3. Transportation Programs

- a. **SS4A** – No discussion.
- b. **UPWP Updates** - No discussion.

4. Other Business

- a. Staff Updates - No discussion.

5. Adjourn

At 6:52 pm, Elmer motioned to adjourn, seconded by Hennessey.

The next Executive Committee meeting will be March 15, 2023 at 6:00 pm.

NRPC FY 2023 DASHBOARD

Feb-23		Key Statistics	
TD Checking		Staff Activities Feb-March	
Beginning Balance	\$194,267.55	Leadership Academy for Public Health - Donna	
Deposits & Credits		United Way Community Advisory Council - Jay	
Payments		FHWA NH Advancing Freight Planning Webinar - Jay	
Ending Balance	\$203,834.21	UWGN Governance Board - Jay	
Bar Harbor Checking		Central-Southern CEDR Meeting - Jay, Camille	
Beginning Balance	\$110,680.96	Nashua Cultural Connections Committee - Donna	
Deposits & Credits		Nashua RCC - Donna, Matt, Kristin	
Payments		Transportation Planners Collaborative - Matt	
Ending Balance	\$257,544.78	NRPC RHNA Sounding Board - Jay, Camille	
Tuesday, February 28, 2023		RPC Dir & CDFA/Transformative Grant Program meet - Jay	
Accounts Payable	\$15,003.61	NTS Staff meetings - Ryan, Matt	
Accounts Receivable	\$163,223.81	Plan NH Town Hall (virtual) - Jay	
Oversight Activities		NHLMV Stormwater Coalition - Sara, Emma	
Line of credit (\$75,000) activated?	No	Regional Leadership & Coordination Workgroup Meet - Jay	
BHB CDs	\$66,651.53	Bi-weekly Community and Econ Dev Call - Jay	
NH PDIP	\$202,796.79	NH101 corridor informational meeting in Amherst - Matt	
Petty Cash	\$200.00	NH101 corridor informational meeting in Milford - Matt	
Audit Status	Complete	TTAC - Jay, Matt, Kristin, Vince, Tyrell, Emma	
		NRPC TMA Certification Review meeting - Jay, Matt	
		RPC Directors meeting - Jay	
		Interagency meeting - Matt	
		Nashua NH, MA UZA split negotiations - Matt	
		Professional Development - Feb-March	
		FHWA NH Advancing Freight Planning Webinar (2/16)	
		Tyrell, Vince	
		OPD Planning webinar (2/16) Emma	
		NAHMMA Webinar (2/22) Emma	
		NH Community Center Investment Program (2/23) Jay	
		ESRI ArcPro class (2/23 & 9/23) Ryan	
		Hazardous Waste Coordinator Training (3/9) Emma	
		Pending Grant Applications	
		FTA Section 5305e - \$67,920	
		NHDES 604 (b) grant - \$14,635	
		Regional Plan Grant - \$100,000	
		CMAQ - \$960,000	
Budget Narrative			
Bank Balances/Cash on hand:	\$574,596.83		
Payables and Receivables:	Receivables down by approximately 187K, Accounts payable up by \$9,270		
FY22 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,750
Federal Contracts	\$128,456	Dues & Subscriptions	\$20,980
Grants	\$378,482	Employee Benefits	\$182,035.00
Local Planning Contracts	\$226,258	GIS	\$19,700
Other Income	\$9,030	Insurance	\$9,129
State Contracts	\$1,140,120	IT	\$20,016
		Legal	\$1,200
		Marketing, Outreach, Annual Forum	\$11,000
		Office Expenditures	\$20,200
		Other Expenditures	\$107,077
		Professional Services	\$528,577
		Rent & CAM	\$98,000
		Salaries	\$938,720
		Staff Development	\$10,000
		Travel & Meeting Exp	\$11,000
		Utilities	\$11,688
Total revenues:	\$2,045,346	Total Expenses:	\$2,006,072
Pending Grant Application Totals	\$1,142,555	Delta	\$39,274

Nashua Regional Planning Commission
Balance Sheet
As of February 28, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1 TD Bank xx5715	203,834.21
2 Bar Harbor Bank xx1485	257,544.78
4 BHBT 19 Mo CD Maturity 3/6/23	66,662.85
5 NH PDIP	202,796.79
Petty Cash	200.00
Total Bank Accounts	\$ 731,038.63
Accounts Receivable	
Accounts Receivable	163,223.81
Total Accounts Receivable	\$ 163,223.81
Other Current Assets	
Undeposited Funds	9,899.90
Total Other Current Assets	\$ 9,899.90
Total Current Assets	\$ 904,162.34
Other Assets	
FP Mailing Postage Account	27.87
Prepaid Expense	11,032.10
Security Deposit	8,341.67
Total Other Assets	\$ 19,401.64
TOTAL ASSETS	\$ 923,563.98

LIABILITIES AND EQUITY**Liabilities****Current Liabilities****Accounts Payable**

Accounts Payable	15,003.61
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Total Accounts Payable	\$ 15,003.61
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Credit Cards

Bank of America -CC	2,870.78
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Total Credit Cards	\$ 2,870.78
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Other Current Liabilities

Local Dues	54,333.36
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Payroll Liabilities

E Aflac	148.58
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E Dental Insurance Withheld	-10.76
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E FSA - Medical	154.00
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E Health Insurance Withheld	46.39
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E NH PFML Withheld	40.80
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E Pension	-0.01
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E STD Insurance Withheld	-4.30
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Total Payroll Liabilities	\$ 374.70
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Retainers

Retainer-6300 HHW	32,127.53
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Retainer-MS4 Coop. Agreement	13,500.00
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Total Retainers	\$ 45,627.53
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Total Other Current Liabilities	\$ 100,335.59
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Total Current Liabilities	\$ 118,209.98
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Total Liabilities	\$ 118,209.98
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Equity

Employee Vacation Accrual	30,249.32
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Retained Earnings	776,943.95
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Net Income	-1,839.27
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Total Equity	\$ 805,354.00
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TOTAL LIABILITIES AND EQUITY	\$ 923,563.98
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Tuesday, Mar 14, 2023 09:25:05 AM GMT-7 - Accrual Basis

NASHUA REGIONAL PLANNING COMMISSION
Budget vs. Actuals: FY_2022_2023 - FY23 P&L
 July 2022 - February 2023

	Feb 2023	Jul 22- Feb 23	Total		
	Actual	Actual	Budget	over Budget	% of Budget
Income					
2000 Local Dues	13,583.33	108,666.64	163,000.00	-54,333.36	66.67%
Local Dues Match	-7,729.64	-57,723.29	0.00	-57,723.29	
Total 2000 Local Dues	\$ 5,853.69	\$ 50,943.35	\$ 163,000.00	-\$ 112,056.65	31.25%
Federal Contracts					
9007 Regional Plan Update		0.00	20,000.00	-20,000.00	0.00%
9011 EPA Brownfields		2,126.92	0.00	2,126.92	
9012 EPA Brownfields		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		72,706.94	65,000.00	7,706.94	111.86%
1300 CEDR	6,600.72	12,391.69	0.00	12,391.69	
5265 Robinson Pond Water Qual		22,113.34	19,580.00	2,533.34	112.94%
6300 NRSWMD	3,642.20	109,209.97	188,450.00	-79,240.03	57.95%
9006 Merrimack River Corridor		7,329.50	8,134.00	-804.50	90.11%
9010 Ledge Street School Safe		10,860.00	10,500.00	360.00	103.43%
9082 Hazard Mit		9,399.90	19,000.00	-9,600.10	49.47%
Total Grants	\$ 10,242.92	\$ 244,011.34	\$ 310,664.00	-\$ 66,652.66	78.55%
Interest Income	1,015.87	4,444.96	1,000.00	3,444.96	444.50%
Local Planning Contracts					
2114 Amherst Heritage Comm Map		0.00	0.00	0.00	
2123 Brookline Housing Ord Rev	188.91	3,080.95	0.00	3,080.95	
2133 Hudson Trail Mapping		0.00	9,200.00	-9,200.00	0.00%
2135 Hudson Engineering GIS		467.50	0.00	467.50	
2139 Hudson CR	950.00	11,512.50	15,000.00	-3,487.50	76.75%
2150 Mason CR	770.00	4,970.98	6,500.00	-1,529.02	76.48%
2176 Hollis Asset Mgmt Support		725.00	1,000.00	-275.00	72.50%
2177 Hollis Regulation Review		592.36	0.00	592.36	
2250 Litchfield CR	806.25	6,864.30	15,000.00	-8,135.70	45.76%
2251 Litchfield CIP		1,000.00	1,000.00	0.00	100.00%
2252 Litchfield Impact Fee		0.00	1,250.00	-1,250.00	0.00%
2260 Litchfield Con Comm Plan		4,500.00	0.00	4,500.00	
2271 Lyndeborough CR	577.50	7,473.77	10,080.00	-2,606.23	74.14%
2275 Lyndeborough Admin Support	1,200.00	3,620.00	0.00	3,620.00	
2361 MVD GIS	85.00	4,505.00	3,200.00	1,305.00	140.78%
2402 Milford CR		9,240.00	0.00	9,240.00	
2415 Milford MP Community Engag		3,227.74	0.00	3,227.74	
2532 Nashua Con Comm CR	1,145.00	4,277.50	5,000.00	-722.50	85.55%
2536 Nashua Sidewalk Assessment		17,093.22	37,500.00	-20,406.78	45.58%
2550 Pelham Conservation Plan	1,900.00	1,900.00	0.00	1,900.00	
2557 Pelham CIP		1,000.00	1,000.00	0.00	100.00%
2600 Wilton Code Enforcment		563.75	0.00	563.75	
2603 Wilton HOP	496.53	496.53	0.00	496.53	
2610 Wilton CR	2,448.00	20,154.85	24,500.00	-4,345.15	82.26%
2611 Wilton Admin Support		10,570.70	0.00	10,570.70	
2640 Wilton MP		8,690.29	5,500.00	3,190.29	158.01%
7516 NH Housing-GIS Support		0.00	1,000.00	-1,000.00	0.00%
Total Local Planning Contracts	\$ 10,567.19	\$ 126,526.94	\$ 136,730.00	-\$ 10,203.06	92.54%

Other Income					
8000 Pubs/Map Sales		2,029.80	2,000.00	29.80	101.49%
Total Other Income	\$ 0.00	\$ 2,029.80	\$ 2,000.00	\$ 29.80	101.49%
State Contracts					
1000 NH OPD		9,829.57	11,111.00	-1,281.43	88.47%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	4,976.22	70,635.71	61,380.00	9,255.71	115.08%
200 POLICY & PLANNING	13,912.51	123,476.85	199,556.00	-76,079.15	61.88%
300 PUBLIC INVOLV & COORD	5,711.66	30,636.58	67,104.00	-36,467.42	45.66%
400 PLAN SUPPORT	19,413.42	223,215.38	280,359.00	-57,143.62	79.62%
500 TECHNICAL ASSIST & SUPPORT	28,568.62	92,287.89	142,038.00	-49,750.11	64.97%
600 REGIONAL VOL DRIVER STUDY	4,714.02	8,566.19	35,247.00	-26,680.81	24.30%
Total 3000 DOT Highway Planning	\$ 77,296.45	\$ 548,818.60	\$ 785,684.00	-\$ 236,865.40	69.85%
3500 DOT 5310 SVTC		82,134.02	190,039.00	-107,904.98	43.22%
4020 Mobility Manager		55,760.34	122,650.00	-66,889.66	45.46%
Total State Contracts	\$ 77,296.45	\$ 696,542.53	\$ 1,109,484.00	-\$ 412,941.47	62.78%
Total RESOURCES	\$ 104,976.12	\$ 1,127,885.84	\$ 1,927,878.00	-\$ 799,992.16	58.50%
Expenses					
Depreciation		0.00	2,715.00	-2,715.00	0.00%
Annual Forum		2,000.00	8,000.00	-6,000.00	25.00%
Audit		12,187.00	16,750.00	-4,563.00	72.76%
Bank Service Charges		0.00	250.00	-250.00	0.00%
Capital Equipment		0.00	60,000.00	-60,000.00	0.00%
Dues & Subscriptions	707.45	8,538.18	9,348.00	-809.82	91.34%
Total Employee Benefits	\$ 11,671.88	\$ 104,021.23	\$ 176,197.00	-\$ 72,175.77	59.04%
Equipment Maintenance	0.00	149.76	1,750.00	-1,600.24	8.56%
GIS	1,516.67	13,233.31	19,700.00	-6,466.69	67.17%
Insurance	818.90	6,551.20	10,154.00	-3,602.80	64.52%
Internet Access/Telephone	956.42	7,325.82	9,000.00	-1,674.18	81.40%
IT Service	1,556.06	14,344.02	20,016.00	-5,671.98	71.66%
Janitorial	241.00	1,864.00	3,500.00	-1,636.00	53.26%
Legal	585.75	1,075.75	2,500.00	-1,424.25	43.03%
Legal Notices		491.38	1,000.00	-508.62	49.14%
Marketing and Outreach	2,500.00	2,962.47	5,000.00	-2,037.53	59.25%
Misc	282.56	14,302.68	13,500.00	802.68	105.95%
Office Expenses	4,066.97	18,910.63	14,000.00	4,910.63	135.08%
Payroll Expenses	0.00	0.00	0.00	0.00	
Postage	200.00	1,537.00	2,000.00	-463.00	76.85%
Printing	383.42	2,918.50	7,000.00	-4,081.50	41.69%
Professional Services	11,170.38	230,927.53	470,787.00	-239,859.47	49.05%
Rent & CAM	8,090.00	64,720.00	110,000.00	-45,280.00	58.84%
Reserve Fund		0.00	39,200.00	-39,200.00	0.00%
Total Salaries	\$ 69,392.01	\$ 587,736.91	\$ 883,814.00	-\$ 296,077.09	66.50%
Small Equipment	122.54	7,713.95	9,199.00	-1,485.05	83.86%
Staff Development	437.06	9,400.71	10,000.00	-599.29	94.01%
Total Travel	\$ 513.54	\$ 9,021.08	\$ 11,000.00	-\$ 1,978.92	82.01%
Utilities	974.00	7,792.00	11,500.00	-3,708.00	67.76%
Total EXPENSES	\$ 116,186.61	\$ 1,129,725.11	\$ 1,925,165.00	-\$ 795,439.89	58.68%
Total Expenses	\$ 116,186.61	\$ 1,129,725.11	\$ 1,927,880.00	-\$ 798,154.89	58.60%
Net Operating Income	-\$ 11,210.49	-\$ 1,839.27			