



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, May 20, 2020 6:00 pm

WHERE: Teleconference

AMENDED AGENDA

1. Call to Order
2. Public Hearing: Approval of Amendment #4 to the adopted Nashua Metropolitan Area 2019-2022 Transportation Improvement Program (TIP) and the 2019-2045 Metropolitan Transportation Plan (MTP) (**Action Required**)
3. Business
 - a. Minutes: April 15th (**Action Required**)
 - b. April-May Dashboard (**Action Required**)
 - c. Draft FY 2021 Budget
 - d. Audit RFP (**Action Required**)
4. Nonpublic Session in accordance with 91-A:3 (j) – consideration of confidential commercial and financial information (*if needed*).
5. Old Business
 - a. Covid-19 Planning
 - b. Annual Forum
 - c. TMA/MPO Governing Body Composition
 - d. NRPC 501(c)(3)
6. Transportation Programs
 - a. UPWP Updates
7. Other Business
 - a. Project Updates
 - b. Executive Committee Membership
8. Adjourn

Next Meeting: June 17, 2020

MEMORANDUM

TO: NRPC Executive Committee
FROM: Gregg Lantos, MPO Coordinator
SUBJECT: **2019 – 2022 TIP Amendment #4**
DATE: May 14, 2019

The Nashua Regional Planning Commission (NRPC) has received proposed Amendment #4 to the adopted Nashua Metropolitan Area 2019 – 2022 Transportation Improvement Program (TIP) from the New Hampshire Department of Transportation (NH DOT). The NRPC is requested to amend the TIP to account for changes to projects within the Nashua region and to maintain consistency with the Statewide TIP (STIP). The NRPC is also amending the 2019 – 2045 Metropolitan Transportation Plan (MTP) project list and fiscal constraint analysis to maintain consistency with the amended TIP project list.

ANALYSIS:

One regional project is impacted by the amendment, Amherst (41413), NH 122 bridge deck replacement over NH 101. Preliminary engineering costs are reduced and construction is being advanced from 2024 to 2021. This project is exempt from Air Quality Conformity analysis.

One Statewide Program scope amendment is being made. Statewide installation of road and weather systems is modified to remove the project advertising date of October 29, 2019.

Written comments from the public are being accepted by NRPC staff through **Tuesday, May 19, 2020**. A virtual Public Hearing will be held on **May 20th, 2020** at 6:00 PM via Zoom. The web notice on the NRPC website provides information for online or telephone access to the meeting.

Nashua Transit System, which is the FTA Section 5307(c) applicant, has consulted with the MPO and concurs that the public involvement process adopted by the MPO for the development of the TIP satisfies the public hearing requirements that pertain to the development of the Program of Projects for regular Section 5307, Urbanized Area Formula Program, grant applications, including the provision for public notice and the time established for public review and comment.

RECOMMENDATION:

NRPC staff has reviewed this amendment in consultation with the NH DOT, NH DES, FHWA, FTA and representatives of the MPO. The NRPC Transportation Technical Advisory Committee voted on May 13, 2020 to recommend approval of the proposed Amendment #4 by the Nashua MPO Policy Committee.

Revision Report

Pending Approval

A4.20

4/13/2020

Approved Dollars

AMHERST (41413)

All Project Cost: \$2,836,183

Route/Road/Entity: NH Route 122

Scope: Address Red List bridge carrying NH 122 (Main St) over NH 101 in the Town of Amherst (135/109)

Phase	Year	Federal	State	Other	Total	Funding
PE	2019	\$220,000	\$0	\$0	\$220,000	STP-5 to 200K, Toll Credit
PE	2021	\$226,160	\$0	\$0	\$226,160	STP-State Flexible, Toll Credit
		\$446,160	\$0	\$0	\$446,160	

Regionally Significant: No

Managed By: DOT

CAA Code: E-19

RPC: NRPC

Proposed Dollars

AMHERST (41413)

All Project Cost: \$2,475,000

Route/Road/Entity: NH Route 122

Scope: No Change

Phase	Year	Federal	State	Other	Total	Funding
PE	2019	\$220,000	\$0	\$0	\$220,000	STP-5 to 200K, Toll Credit
PE	2021	\$55,000	\$0	\$0	\$55,000	STP-State Flexible, Toll Credit
Construction	2021	\$2,200,000	\$0	\$0	\$2,200,000	STP-State Flexible, Toll Credit
		\$2,475,000	\$0	\$0	\$2,475,000	

Regionally Significant: No

Managed By: DOT

CAA Code: E-19

RPC: NRPC



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
April 15, 2020**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Susan Ruch, Treasurer Sarah Marchant Tamara Sorell Tim Tenhave Janet Langdell		Jay Minkarah, Executive Director Sara Siskavich, Assistant Director Gregg Lantos, MPO Coordinator	

1. Call to Order

Elmer called the Executive Committee meeting to order at 6:04 p.m.

2. Public Hearing: Approval of the Locally Coordinated Transportation Plan for the Greater Nashua and Milford Region 2020-2024

With a motion from Battis, seconded by Tenhave, Elmer opened the public hearing at 6:04 by a unanimous vote.

Minkarah began the presentation by introducing the legal obligation relative to FTA section 5310 funding, the plan's purpose and goals, the process including extensive stakeholder input in the form of stakeholder interviews and surveys, and major sections such as demographic profiles. He then reviewed how the findings of the plan and community needs translate into strategies and future projects. The full presentation is available at https://www.nashuarpc.org/download_file/3304/

Battis reflected that in the recent transit expansion report, ridership in Hudson was not predicted to be high enough to justify new fixed-route service, but this plan seems to suggest otherwise. In response, Lantos clarified that the former transit expansion plan examined the totality of a Rte 3A line; costs for a shorter route into Hudson are certainly worth a second look. Minkarah added that the terminus of Lowell Transit in Hudson and potential commuter connections to Lowell and Alewife by way of Hudson, as well as potential limited service to the Milford Hitchiner area, could influence the overall picture.

Tenhave observed that desired destinations reported in the surveys seemed to lack entertainment venues, e.g., movie theaters, bowling, recreational spaces, town centers. Minkarah responded that they, in fact, didn't come up, but it is unclear as to whether it was because of the way questions were framed, or if they simply weren't recognized by respondents as potential candidate destination because they aren't currently served.

Sorell observed that there potentially a market for premium bus service to Manchester airport.

Hearing no further comment, Battis motioned, seconded by Sorell, to close the public hearing at 6:39. The motion carried unanimously.

Battis made a motion, seconded by Tenhave, to approve the Locally Coordinated Transportation Plan for the Greater Nashua and Milford Region 2020-2024. The motion carried unanimously.

3. Business

a. Coronavirus Response Update

Minkarah reviewed the status of NRPC operations. The 30 Temple building is closed to the public. NRPC personnel is intermittently on-site to collect mail, conduct document sign-offs, etc. These activities are timed in a way to be compatible with social distancing. Staff is fully accessible at home via email and calls to their work extensions are routed to their home lines. The waiver of physical quorum requirements for public meetings in NH is important to our operations. NRPC has canceled two HHW events and several other projects are subject to postponements. Fieldwork is on hold, and there is some shifting in terms of UPWP utilization. Federal projects such as EPA brownfields and Healthy Communities are progressing.

b. Minutes: February 19th (Action Required)

Elmer accepted a motion by Battis, seconded by Ruch, to accept the Executive Committee minutes of February 19th, 2020. The motion passed with abstention from Tenhave.

c. Feb-March Dashboard (Action Required)

Minkarah briefly revisited the February-March balances and noted CDs continued to build. Staff activities were up. NRPC hosted Congresswoman Kuster's announcement of rail legislation, the transportation planners' collaborative is continuing again, and Minkarah testified at the Ten-Year Plan public hearing in support of the Merrimack 101A full-build project.

d. March-April Dashboard (Action Required)

Balances here remain consistent. Staff activities include meeting with Middlesex 3, a Transportation Management Association funding largely by private employers that facilitates reverse commute shuttle services from the Alewife MBTA Station in Cambridge to outer

suburbs. RPCs heard from the NHDOT Commissioner who deemed us essential, as is NHDOT and state government as a whole—they expect us to function on schedule as much as possible. Guidance has not been received from Federal partners on the validity of virtual meetings, so we will follow the lead of NHDOT.

The dashboard reflects staff training and webinars are way up, as are web stats that reflect increased posting activity from staff with messages that resonate with our audience.

There are no changes to the working budget.

Since financials are cumulative Minkarah progressed to the March reports. Receivables have been a bit slow, assets are up, payables are a bit high but we are not falling behind on bills. Overall our position is good.

We are just at about 75% of the fiscal year, grants are at 64% overall. We are unlikely to draw down HHW due to event cancellations, but EPA Healthy Communities can help offset that situation.

Notable expenses include the deposit for the Annual Forum and associated invitation costs. Overall, total income exceeds target.

Ruch made a motion to accept and place on file for audit the dashboard and financial reports for the periods of February-March and March-April 2020. After a second by Sorell, the motion passed unanimously.

e. NRPC Operating Policies Amendments (Action Required)

Minkarah introduced this item as a carryover from earlier discussions whereby edits were requested and are reflected in this red-lined version. Elmer asked if the current policy is relevant and appropriate given the sudden switch to remote work. Minkarah said yes overall and referred the question to Siskavich to answer in the context of the telecommuting policy. Siskavich pointed out that telecommuting required no additional technology and was implemented successfully, though staff that didn't have a suitable computer at home were loaned NRPC equipment. Elmer said this discretion can be exercised within the confines of the policy.

Ruch expressed the following additional suggestions:

P. 8, for added flexibility: *Expense report forms and checks payable to the Executive Director will be approved by the Treasurer or Chair, or if needed the Assistant Director.*

P.8. Designated "secure spot" should be edited to "locked file cabinet" as specified in other document sections describing handling of sensitive items, for example, personnel records.

Ruch made a motion, seconded by Battis, to approve the NRPC Operating Policy subject to amendments of today. The motion passed unanimously.

4. Old Business

a. Annual Forum

After some discussion, the Executive Committee reached a consensus to try to reschedule the April Forum even to a date in the Fall. Minkarah will research and provide some dates as late as October.

b. Audit RFP

Due to COVID-19 NRPC extended the deadline and modified the RFP to accepted electronic responses. Two firms responded, one of which is our current auditor. Ruch, Battis, and Tenhave agreed to form a subcommittee to review the responses.

c. TMA/MPO Governing Body Composition & NRPC 501(c)(3)

In light of the cancellation of the March Full Commission meeting, Elmer will call a special meeting of the Commission in May to present these two governance items, with the goal to have the Commission take action on both in June.

5. Transportation Programs

The Transit Expansion Study is underway and we are busy gathering data. We are also responding to action items that came out of the TMA compliance review. The MTP will be coming due, plus we are looking ahead to an update on the Prospectus. Staff is participating in a statewide working group looking at project ranking criteria for the 10-year plan process. NRPC is also watching closely for a potential infrastructure bill.

6. Other Business

a. Project Updates

No other project updates were discussed.

b. Strategic Governance

Mr. Mike Akilian of the Center for Strategic Governance has approached NRPC with an interest in developing RPC capacity to offer strategic governance as a line of service.

c. Executive Committee Membership

Minkarah pointed out that there are two Executive Committee vacancies. Tenhave suggested this be a specific meeting agenda item for Full Commission. Commissioner recruitment strategies were discussed.

6. Adjourn

With a motion from Battis, seconded by Tenhave, Elmer closed the meeting at 7:47 after a unanimous vote.

Next Meeting: May 20, 2020

NRPC FY 2020 DASHBOARD

Apr-20		Key Statistics	
TD Checking		Staff Activities April/May	
Beginning Balance	\$250,611.23	Econ Recovery Strategies for Nashua meetings (5) Jay Merrimack Decision Framework: Workshop 1A & B - Jay Milford Transit Extension Meeting - Jay, Matt NTS WebEx Meeting - Ryan Ten Year Plan criteria subcommittee - Matt Nashua - Riverfront Plan Meetings (2) - Jay Transportation Planners Collaboratives Meeting - Gregg MRCC meeting - Matt What's happening to our economy? BIA Presentation - Jay RCC Meeting - Jay & Matt Brownfields Advisory Committee - Jay & Mason MA/NH Transportation Think Tank TTAC - Jay, Gregg, Matt & Derek NRPC Special Meet - Jay, Sara, Gregg, Matt, Kate & Mason Stormwater Coalition Remote Meeting - Sara & Andrew RPC Directors Remote Meeting - Jay NRPC Audit Subcommittee - Jay, Sara & Kate Commute Smart NH Meeting - Derek	
Deposits & Credits			
Payments			
Ending Balance	\$250,580.92		
Bar Harbor Checking			
Beginning Balance	\$100,796.76		
Deposits & Credits			
Payments			
Ending Balance	\$35,345.19		
Thursday, April 30, 2020			
Accounts Payable	\$43,646.38		
Accounts Receivable	\$278,000.25		
Oversight Activities			
Line of credit (\$75,000) activated?	No		
BHB CDs	\$271,009.87		
Audit Status	Complete		
Staff Education & Training - April/May			
Secure, Accessible Virtual Public Meetings (4/23) Jay Intro to Metroquest Webinar (4/27) Mason & Cassie			
April 1-30, 2020 Web Stats			
Channel	Activity (1-month trend)		
enewsletter: 1 campaign/444 Recipients/143 opens (+) Group Email: 3 emails/75 Recipients (-) NRPC Website: 2,230 Unique Users/2,889 Sessions (=) MapGeo: 1622 Unique Users/3410 Visits (+) Facebook: 15 posts/511 Followers/14,867 Total Reach (++) Twitter: 14 tweets/500 Followers/3392 Impressions (=)			
Budget Narrative			
BankBalances/Cash on hand:	We continue to have a healthy balance that supports about five months of operating expenses.		
Payables and Receivables:	Payables up moderately (+ 41k); Receiveables up significantly (+113k)		
FY20 Working Budget			
Funding Sources	Expenses		
Local Dues	Audit		
Federal Contracts	Dues & Subscriptions		
Grants	Employee Benefits		
Local Planning Contracts	GIS		
Other Income	Insurance		
State Contracts	IT		
	Legal		
	Marketing, Outreach, Annual Forum		
	Office Expenditures		
	Other Expenditures		
	Professional Services		
	Rent & CAM		
	Salaries		
	Staff Development		
	Travel & Meeting Exp		
	Utilities		
Total revenues:	Total Expenses:		
Pending Grant Applications	Delta		

Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual - EC
July 2019 through April 2020

	TOTAL				
	Apr 20	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Income					
2000 Local Dues					
Local Dues Match	(7,455.41)	(82,844.28)	0.00	(82,844.28)	100.0%
2000 Local Dues - Other	13,583.33	135,836.30	163,000.00	(27,163.70)	83.34%
Total 2000 Local Dues	6,127.92	52,992.02	163,000.00	(110,007.98)	32.51%
Federal Contracts					
9011 EPA Brownfields	0.00	40,533.82	98,000.00	(57,466.18)	41.36%
9055 EDA	0.00	15,915.07	37,963.00	(22,047.93)	41.92%
9082 Hazard Mit	0.00	0.00	18,570.00	(18,570.00)	0.0%
Total Federal Contracts	0.00	56,448.89	154,533.00	(98,084.11)	36.53%
Grants					
6300 NRSWMD	5,885.74	153,662.96	241,450.00	(87,787.04)	63.64%
7516 NH Housing-GIS Support	0.00	2,447.87	4,648.00	(2,200.13)	52.67%
9025 EPA Healthy Communities	0.00	14,828.15	12,484.00	2,344.15	118.78%
Total Grants	5,885.74	170,938.98	258,582.00	(87,643.02)	66.11%
Interest Income	512.06	5,946.06	6,000.00	(53.94)	99.1%
Local Planning Contracts					
2112 Amherst Housing Needs	0.00	1,500.00	1,500.00	0.00	100.0%
2113 Amherst Ordinance Assess	0.00	1,000.00	1,000.00	0.00	100.0%
2142 Hudson MP	1,447.67	16,121.08	19,378.00	(3,256.92)	83.19%
2150 Mason CR	227.50	5,687.12	5,000.00	687.12	113.74%
2152 Mason MP	1,279.70	1,279.70	4,000.00	(2,720.30)	31.99%
2176 Hollis Asset Mgmt Support	1,087.50	2,637.50	3,000.00	(362.50)	87.92%
2245 Litchfield CIP	0.00	1,942.55	1,943.00	(0.45)	99.98%
2250 Litchfield CR	562.50	9,592.98	18,000.00	(8,407.02)	53.29%
2361 MVD GIS	0.00	3,000.00	3,000.00	0.00	100.0%
2362 MVD Service Mapping	3,750.00	3,750.00	5,000.00	(1,250.00)	75.0%
2534 Nashua Ped/Bike Study	0.00	8,000.00	14,500.00	(6,500.00)	55.17%
2535 Nashua Enrollment Project	0.00	1,500.00	1,500.00	0.00	100.0%
2554 Pelham Master Plan	0.00	0.00	2,000.00	(2,000.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	2,000.00	0.00	100.0%
2565 Pelham MS4 Field Support	0.00	525.00	2,000.00	(1,475.00)	26.25%
2610 Wilton CR	1,277.50	21,062.79	18,000.00	3,062.79	117.02%
6600 REDC CEDS	0.00	1,500.00	1,500.00	0.00	100.0%
Total Local Planning Contracts	9,632.37	81,098.72	103,321.00	(22,222.28)	78.49%
Other Income					
8000 Pubs/Map Sales	0.00	2,118.00	1,800.00	318.00	117.67%
Other Income - Other	0.00	0.04			
Total Other Income	0.00	2,118.04	1,800.00	318.04	117.67%
State Contracts					
1000 NH OSI	0.00	11,111.00	11,111.00	0.00	100.0%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	13,484.01	99,026.09	72,000.00	27,026.09	137.54%
200 POLICY & PLANNING	19,603.26	102,973.50	173,250.00	(70,276.50)	59.44%
300 PUBLIC INVOLV & COORD	6,561.33	48,520.19	52,200.00	(3,679.81)	92.95%
400 PLAN SUPPORT	19,570.68	240,105.84	270,450.00	(30,344.16)	88.78%
500 TECHNICAL ASSIST & SUPPORT	13,319.15	182,298.48	156,119.00	26,179.48	116.77%
600 NASHUA TRANSIT EXP. STUDY	2,015.69	5,786.53	28,105.00	(22,318.47)	20.59%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	74,554.12	678,710.63	752,124.00	(73,413.37)	90.24%
3100 Transit Expansion	0.00	20,807.89	27,000.00	(6,192.11)	77.07%
3250 LTS - RPC	0.00	4,100.36	6,767.00	(2,666.64)	60.59%
3500 DOT 5310 SVTC	0.00	137,531.71	190,039.00	(52,507.29)	72.37%

Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual - EC
July 2019 through April 2020

	TOTAL				
	Apr 20	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
3505 DOT/5310 Formula	0.00	0.00	0.00	0.00	0.0%
4430 CTAP Phase III TDM - CNHRP	0.00	8,250.12	16,000.00	(7,749.88)	51.56%
State Contracts - Other	0.00	0.00	0.00	0.00	0.0%
Total State Contracts	74,554.12	860,511.71	1,003,041.00	(142,529.29)	85.79%
Total Income	96,712.21	1,230,054.42	1,690,277.00	(460,222.58)	72.77%
Expense					
Depreciation	226.28	2,262.80	0.00	2,262.80	100.0%
Annual Forum	0.00	2,423.11	5,000.00	(2,576.89)	48.46%
Audit	0.00	15,900.00	15,900.00	0.00	100.0%
Bank Service Charges	0.00	250.00	250.00	0.00	100.0%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	832.67	17,536.67	10,000.00	7,536.67	175.37%
Employee Benefits					
C Dental Insurance	618.98	6,126.71	7,507.00	(1,380.29)	81.61%
C Health Ins.	5,208.62	51,003.60	71,535.00	(20,531.40)	71.3%
C HSA Contribution	625.00	4,375.00	3,750.00	625.00	116.67%
C LTD Insurance	94.76	1,042.28	1,386.00	(343.72)	75.2%
C Retirement 401	1,755.68	17,194.91	22,600.00	(5,405.09)	76.08%
C Retirement 457	0.00	0.00	0.00	0.00	0.0%
C STD Insurance	214.87	2,053.49	2,750.00	(696.51)	74.67%
P/R Taxes (Indirect)					
P/R SUTA	0.00	0.00			
P/R Taxes (Indirect) - Other	4,221.53	46,651.54	57,383.00	(10,731.46)	81.3%
Total P/R Taxes (Indirect)	4,221.53	46,651.54	57,383.00	(10,731.46)	81.3%
Total Employee Benefits	12,739.44	128,447.53	166,911.00	(38,463.47)	76.96%
Equipment Maintenance	0.00	218.00	1,750.00	(1,532.00)	12.46%
GIS	1,471.99	14,719.90	18,000.00	(3,280.10)	81.78%
Insurance	912.21	(956.69)	11,740.00	(12,696.69)	(8.15%)
Internet Access/Telephone	693.98	7,119.49	6,840.00	279.49	104.09%
IT Service	340.07	4,324.47	5,500.00	(1,175.53)	78.63%
Janitorial	225.00	2,250.00	3,600.00	(1,350.00)	62.5%
Legal	0.00	1,399.50	2,500.00	(1,100.50)	55.98%
Legal Notices	0.00	973.30	0.00	973.30	100.0%
Marketing and Outreach	0.00	315.80	5,000.00	(4,684.20)	6.32%
Misc	474.00	2,765.87	4,130.00	(1,364.13)	66.97%
Office Expenses	524.15	11,370.17	16,750.00	(5,379.83)	67.88%
Payroll Expenses	0.00	0.00			
Postage	210.94	1,091.37	2,000.00	(908.63)	54.57%
Printing	493.00	4,930.00	6,500.00	(1,570.00)	75.85%
Professional Services	5.50	261,874.04	427,485.00	(165,610.96)	61.26%
Recruiting	0.00	0.00	0.00	0.00	0.0%
Rent & CAM	7,512.33	79,250.66	86,515.00	(7,264.34)	91.6%
Reserve Fund	0.00	0.00	21,730.00	(21,730.00)	0.0%
Total Salaries	58,896.99	606,403.00	750,102.00	(143,699.00)	80.84%
Small Equipment	0.00	5,941.06	5,950.00	(8.94)	99.85%
Staff Development	536.10	7,224.50	10,000.00	(2,775.50)	72.25%
Total Travel	(3.16)	9,679.88	14,150.00	(4,470.12)	68.41%
Utilities	877.00	12,425.78	13,068.00	(642.22)	95.09%
Total Expense	86,968.49	1,200,140.21	1,616,371.00	(416,230.79)	74.25%
Net Income	9,743.72	29,914.21			

Nashua Regional Planning Commission - FY 2020

Balance Sheet

As of April 30, 2020

Apr 30, 20

ASSETS

Checking/Savings

1 TD Bank xx5715	250,611.73
2 Bar Harbor Bank xx1485	35,453.19
3 BHBT 19 Mo CD Maturity 7/6/20	206,023.27
4 BHBT 19 Mo CD Maturity 8/6/21	64,986.60
Petty Cash	200.00

Total Checking/Savings 557,274.79

Accounts Receivable

Accounts Receivable	278,000.25
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Total Accounts Receivable 278,000.25

Other Current Assets

FP Mailing Postage Account	256.06
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Total Other Current Assets 256.06

Total Current Assets 835,531.10

Fixed Assets

Accum Depr	-34,700.16
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Vehicle	21,828.00
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Fixed Assets - Other	19,421.94
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Total Fixed Assets 6,549.78

Total Fixed Assets 6,549.78

Other Assets

Prepaid Expense	19,583.56
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Security Deposit	8,341.67
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Total Other Assets 27,925.23

TOTAL ASSETS 870,006.11

Nashua Regional Planning Commission - FY 2020

Balance Sheet

As of April 30, 2020

Apr 30, 20

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 43,646.38

Total Accounts Payable 43,646.38

Credit Cards

Bank of America -CC 1,069.56

Total Credit Cards 1,069.56

Other Current Liabilities

Accrued Vaca Payable **offset 36,874.29

E United Way Withheld 10.00

Local Dues 27,166.70

P/R Liabilities - Other

C HSA Contributions 8,750.00

E Dental Insurance Withheld 165.01

E Health Insurance Withheld 502.73

E HSA Contributions -8,750.00

E STD Insurance Withheld 35.12

Total P/R Liabilities - Other 702.86

Retainers

Retainer-6300 HHW 36,797.25

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 56,797.25

Total Other Current Liabilities 121,551.10

Total Current Liabilities 166,267.04

Total Liabilities 166,267.04

Equity

Retained Earnings 636,950.57

Vacation Bene Payable ** offset 36,874.29

Net Income 29,914.21

Total Equity 703,739.07

TOTAL LIABILITIES & EQUITY 870,006.11

REVENUE		FY20 Adopted	FY21 Proposed	Difference	Match/Dues Allocation	Pass through	FY20 YTD Revenue	Notes
2000 Local Dues								
2000 Local Dues		\$ 163,000	\$ 163,000	\$ -			\$ 52,992	Revenue=Dues-match
Federal Contracts								
	9011 EPA Brownfields Grant	\$ 98,000	\$ 162,000	\$ 64,000		\$ 130,500	\$ 40,534	2nd Year of three-year \$300,000 grant
	9055 EDA Grant	\$ -	\$ 4,218		\$ 4,218		\$ 15,915	\$42,181 grant with 1:1 match - 90/10% split FY19/FY20
	9082 HSEM Hazard Mit.	\$ 18,570	\$ 18,286	\$ (284)				Amherst, Lyndeborough, Merrimack, Milford, Mont Vernon, Wilton
Total Federal Contracts		\$ 116,570	\$ 184,504	\$ 63,716				
Grants								
	6300 NRSWMD - HHW	\$ 241,450	\$ 219,105	\$ (22,345)		\$ 159,105	\$ 153,663	Mostly pass through (\$60,000 NRPC Salaries) 6 events in FY21, 7 were budgeted in FY20
	7516 NH Housing - GIS Support	\$ 4,648	\$ 3,000	\$ (1,648)			\$ 2,448	2nd year of two-year contract not to exceed \$6000
	9025 EPA Healthy Communities	\$ 12,484	\$ -	\$ (12,484)			\$ 14,828	\$27,467.00 total contract - \$2,500 Local Match
Total Grants		\$ 258,582	\$ 222,105	\$ (36,477)				
Local Planning Contracts								
	100 - Electricity/Energy			\$ -	\$ 10,500			
	200 - Special Projects			\$ -	\$ 5,000			
	300 - GIS/Tax mapping			\$ -	\$ 7,500			
	400 - Municipal Services			\$ -	\$ 23,000			
	2142 Hudson MP	\$ 19,378	\$ -	\$ (19,378)			\$ 16,121	
	2150 Mason CR	\$ 5,000	\$ 5,040	\$ 40			\$ 5,687	Annual contract - part A not to exceed budgeted amount
	2152 Mason MP	\$ -	\$ 2,000	\$ 2,000			\$ 1,280	*2/3, 1/3 split between FY20 & FY21
	2176 Hollis Asset Mgmt Support		\$ -	\$ -			\$ 2,638	
	2245 Litchfield CIP	\$ -	\$ -	\$ -			\$ 1,943	*Possibly defer \$1,000? of FY20 revenue to FY21
	2250 Litchfield CR	\$ 18,000	\$ 18,000	\$ -			\$ 9,593	Annual contract - part A not to exceed budgeted amount
	2361 MVD GIS	\$ 3,000	\$ 3,000	\$ -			\$ 3,000	Annual contract - GIS Services
	2362 MVD Service Mapping		\$ -	\$ -				
	2534 Nashua Ped/Bike Transport Study		\$ 6,500	\$ 6,500			\$ 8,000	
	2554 Pelham Master Plan	\$ 2,000	\$ -	\$ (2,000)				No activity since 2017
	2565 Pelham MS4 Support	\$ 2,000	\$ -	\$ (2,000)			\$ 525	
	2610 Wilton CR	\$ 18,000	\$ 18,000	\$ -			\$ 21,063	Annual contract - part A not to exceed budgeted amount
Total Local Planning Contracts		\$ 67,378	\$ 52,540	\$ (14,838)				
Other Income								
	8000 Pubs/Map Sales	\$ 1,800	\$ 2,000	\$ 200		\$ 1,800	\$ 2,118	PLUR books pass thru
	Interest Income	\$ 6,000	\$ 4,000	\$ (2,000)			\$ 5,946	Rates in flux due to COVID-19, can expect to earn less this FY
Total Other Income		\$ 7,800	\$ 6,000	\$ (1,800)				
State Contracts								
	1000 OSI TBG	\$ 11,111	\$ 11,111	\$ -			\$ 11,111	
	3000 DOT Highway Planning							
	100 MPO ADMIN & TRAINING	\$ 72,000	\$ 72,000	\$ -	\$ 8,000		\$ 99,026	Year 2 of two year contract - end in June 2021
	200 POLICY & PLANNING	\$ 173,250	\$ 173,250	\$ -	\$ 19,250		\$ 102,974	
	300 PUBLIC INVOLV & COORD	\$ 52,200	\$ 52,200	\$ -	\$ 5,800		\$ 48,520	
	400 PLAN SUPPORT	\$ 270,450	\$ 270,450	\$ -	\$ 30,050		\$ 240,106	
	500 TECHNICAL ASSIST & SUPPORT	\$ 156,119	\$ 156,119	\$ 0	\$ 17,347		\$ 182,298	
	600 NASHUA TRANSIT EXPANSION STUDY	\$ 28,105	\$ 28,105	\$ (0)	\$ 3,123		\$ 5,787	
	3000 DOT Highway Planning	\$ 752,124	\$ 752,124	\$ 0				
	3100 Transit SPR 5305	\$ 27,000	\$ -	\$ (27,000)			\$ 20,808	
	3250 LTS	\$ 6,767	\$ -	\$ (6,767)			\$ 4,100	
	3500 DOT 5310 SVTC	\$ 190,039	\$ 206,140	\$ 16,101		\$ 200,140	\$ 137,532	Mostly pass through (\$6,000 NRPC ADMIN)
	4430 CTAP	\$ 16,000	\$ 21,944	\$ 5,944	\$ 4,056		\$ 8,250	Total budget is \$57,100 with \$9,085 match (15.6%) spans to 12/21 (FY22)
Total State Contracts		\$ 1,003,041	\$ 991,319	\$ (11,722)				

REVENUE		FY20 Adopted	FY21 Proposed	Difference	Match/Dues Allocation	Pass through	FY20 YTD Revenue	Notes
Total RESOURCES		\$ 1,616,371	\$ 1,619,468	\$ (1,121)	\$ 137,843	\$ 491,545		
EXPENSE		FY20 Adopted	FY21 Proposed				FY20 YTD Expense	Notes
Annual Forum		\$ 5,000	\$ 4,890	\$ (110)			\$ 2,423	Expended \$6,764 FY19. Budgeted 1 event for FY21, if revenue allows hold 2 events
Audit		\$ 15,900	\$ 16,695	\$ 795		\$ 4,200	\$ 15,900	Current \$4,000 NRSWMD, \$11,900 NRPC, estimate 5% increase
Bank Service Charges		\$ 250	\$ 250	\$ -			\$ 250	Line of Credit Fee
Capital Equipment		\$ 5,000	\$ 5,000	\$ -				See Other Expenses Tab
Dues & Subscriptions		\$ 10,000	\$ 7,410	\$ (2,590)			\$ 17,537	See Other Expenses Tab
Employee Benefits								
	C Dental Insurance	\$ 7,507	\$ 7,614	\$ 107			\$ 6,127	Estimated 5% increase for 1/21-6/20
	C Health Ins.	\$ 71,535	\$ 67,340	\$ (4,195)			\$ 56,212	Estimated 5% increase for 1/21-6/20
	C HSA Contribution	\$ 3,750	\$ 4,375	\$ 625			\$ 4,375	
	C LTD Insurance	\$ 1,386	\$ 1,166	\$ (220)			\$ 1,042	Estimated 5% increase for 1/21-6/20
	C Retirement 401	\$ 22,600	\$ 24,715	\$ 2,115			\$ 18,073	
	C STD Insurance	\$ 2,750	\$ 2,643	\$ (107)			\$ 2,053	Estimated 5% increase for 1/21-6/20
	P/R Taxes (Indirect)	\$ 57,383	\$ 55,351	\$ (2,032)			\$ 48,659	SS 6.2%, Medi 1.45%
Total Employee Benefits		\$ 166,911	\$ 163,204	\$ (3,707)				
Equipment Maintenance		\$ 1,750	\$ 1,750	\$ -		\$ 750	\$ 218	\$750 NRSWMD
GIS		\$ 18,000	\$ 17,700	\$ (300)			\$ 14,720	See Other Expenses Tab
Insurance		\$ 11,740	\$ 11,870	\$ 130			\$ (957)	Primex Workers Comp, Property Liability, Unemployment
Internet Access/Telephone		\$ 6,840	\$ 8,400	\$ 1,560			\$ 7,592	Comcast, Verizon
IT Service		\$ 5,500	\$ 5,930	\$ 430			\$ 4,404	See Other Expenses Tab
Janitorial		\$ 3,600	\$ 3,300	\$ (300)			\$ 2,250	Weekly office cleaning - \$225/mo + \$150 for qtrly specific cleaning
Legal Notices		\$ -	\$ 1,000	\$ 1,000			\$ 973	Ads for public hearings (Town of Mason, SVTC grant)
Legal		\$ 2,500	\$ 2,500	\$ -			\$ 1,400	Misc, 91A
Marketing and Outreach		\$ 5,000	\$ 2,500	\$ (2,500)			\$ 316	Expos and Old Home days
Misc		\$ 4,130	\$ 12,264	\$ 8,134		\$ 3,155	\$ 3,021	\$1355 NRSWMD PD detail. See Other Expense Tab
Office Expenses		\$ 16,750	\$ 11,302	\$ (5,448)		\$ 250	\$ 12,011	\$250 NRSWMD. See Other Expenses Tab
Postage		\$ 2,000	\$ 1,800	\$ (200)			\$ 1,091	
Printing		\$ 6,500	\$ 6,650	\$ 150		\$ 700	\$ 4,930	Canon , \$700 NRSWMD
Professional Services		\$ 427,485	\$ 481,740	\$ 54,255		\$ 481,640	\$ 261,874	\$151,000 Veolia, \$179,140 NTS, \$21000 Janet, \$100 LGC, \$130,500 Credere
Rent & CAM		\$ 86,515	\$ 89,375	\$ 2,860			\$ 79,251	Rent \$66,494.97+\$22,880.01, CAM \$127/mo (9 mo) estimate \$150/mo (3 mo)
Reserve Fund		\$ 21,730	\$ 3,279	\$ (18,451)				
Salaries		\$ 750,102	\$ 723,545	\$ (26,557)			\$ 633,393	\$60,000 NRSWMD
Small Equipment		\$ 5,950	\$ 4,500	\$ (1,450)			\$ 5,941	See Other Expenses Tab
Staff Development		\$ 10,000	\$ 7,500	\$ (2,500)		\$ 600	\$ 7,252	\$600 NRSWMD
Meeting Expenses		\$ 2,300	\$ 2,300	\$ -			\$ 1,734	Food, Room fees, Advertisement
Mileage and Travel		\$ 10,850	\$ 8,500	\$ (2,350)		\$ 250	\$ 7,724	Meeting mileage and out of region travel - \$250 NRSWMD
Vehicle Expenses		\$ 1,000	\$ 1,000	\$ -			\$ 222	Gas,Rep,Ins,ect
Utilities		\$ 13,068	\$ 10,600	\$ (2,468)			\$ 12,426	Electric \$877/mo (9 mo), estimate \$900/mo (3 mo)
Depreciation - not budgeted for		\$ -	\$ 2,715	\$ 2,715			\$ 2,263	
		\$ 1,616,371	\$ 1,619,469	\$ 3,098		\$ 491,545		
Balance (Revenue - Expenses)		\$ -	\$ (0)					