



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, December 18, 2019 6:00 pm

WHERE: NRPC Conference Room

AGENDA

1. Call to Order
2. Business
 - a. Minutes: November 20th, 2019 (**Action Required**)
 - b. Nov-Dec Dashboard (**Action Required**)
3. Old Business
 - a. Annual Forum
 - b. TMA/MPO Governing Body Composition
 - c. NRPC 501(c)(3)
4. Transportation Programs
 - a. UPWP Updates
5. Other Business
6. Adjourn

Next Meeting: January 15, 2020



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
November 20, 2019**

Present:

Karin Elmer, Chair
Jim Battis, Vice Chair
Susan Ruch, Treasurer
Janet Langdell
Sarah Marchant (via phone)
Tim Tenhave
Mary Ann Melizzi-Golja

Absent:

Tamara Sorell

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

1. Call to Order

Elmer called the Executive Committee meeting to order at 6:01 p.m.

2. Business

a. Public Hearing: Approval of FY 2019-2020 Transportation Improvement Program Amendment #2/Metropolitan Transportation Plan Minor Update

At 6:01 p.m. Elmer opened the public hearing with a motion from Melizzi-Golja and second from Battis.

Minkarah reviewed the Amendment which is largely administrative in nature. There are some adjustments to funding in various years mainly to manage fiscal constraint. In the Brookline Route 13 there is more funding now in preliminary analysis to reflect additional ROW needed and PE is shifted. He reviewed the changes to the Turnpike project reflecting a shift of funding to "child" projects and additional dollars to account for inflation. At the request of Langdell, Minkarah clarified that none of the 61 signals in the statewide signalization project are located in the NRPC region, but that could change in the future.

At 6:11 pm, noting that there were no members of the public in attendance, Elmer accepted a motion by Ruch, seconded by Tenhave, to close the public hearing. The motion passed 7-0-0.

Ruch motioned, with a second from Langdell, to approve the FY 2019-2020 Transportation Improvement Program Amendment #2/Metropolitan Transportation Plan Minor Update. The motion passed 7-0-0.

b. Approval of Minutes from October 16, 2019

Tenhave moved to approve the Executive Committee Minutes from October 16, 2019, seconded by Battis. The motion passed 6-0-1 with abstention from Elmer.

c. October-November Dashboard

There has been no TD checking activity, but lots of activity in the Bar Harbor account, particularly payables. There are a few invoices outstanding, but only two beyond 60 days for reasons that are anticipated and expected to be resolved. CDs continue to bump up and there has been no activation of credit.

The most notable staff activity, with many staff involved, was the intensive two-day TMA certification review which went rather smoothly. NRPC is starting to get information requests from FHWA, specifically in the area of civil rights compliance, and we are now starting to get questions related to our TMA board makeup.

Discussion turned to the need to dive deeper into MPO/TMA organizational issues versus waiting for specific federal feedback. Langdell cautioned that it would be confusing to make a recommendation to the Commission in December, only to then have to revise it afterwards. Tenhave asked for clarification on the timeline with must follow in order to comply, but Minkarah said that is somewhat undetermined and depends on the particular topic or issue at hand, for example, administrative corrections needed in the area of civil rights may be simpler fixes and could prompt more immediate action.

Minkarah then briefed the group on the latest GACIT hearing. NDOT has proposed changes to the draft Ten Year Plan; most significantly, several of our projects have advanced as reflection of a proposed increase in the amount of borrowing. The NHDOT agreed to conduct a corridor study for Daniel Webster Highway in Merrimack between Exit 12 to the Bedford Town line. The Executive Council will soon bring forward to a vote on the elimination of Exit 11 tolls in Merrimack, effective January 1, 2020. Minkarah will prepare a Commissioner communication on these matters.

Other notable staff activities include Minkarah's presentation at the Souhegan Chamber and site visits at collaborative and innovative workspaces in support of economic development planning. NRPC Staffed the NHARPC booth at the NHMA conference for two days and two staff members attended the NNECAPA conference at the Mt. Washington. Minkarah noted that the conference was particularly good this year. Household Hazardous Waste events have wrapped up for the season and final reports are being prepared for communities.

The working budget shows no changes. In terms of Profit and Loss, we are about a third of the way through the fiscal year, the EPA and EDA grants, both on a quarterly cycle, are gearing up, but the overall income at 28% is below where we want to be. Expenditures are lower overall also, though we did have some small equipment purchases and overall expenditures have outpaced revenue, reflecting a loss.

At the request of Elmer, Ruch made a motion to accept the Dashboard and Financials and place them on file for audit, seconded by Battis. The motion passed 7-0-0.

3. Old Business

a. TMA/MPO Governing Body Composition

Minkarah reviewed the packet items that describe three potential paths forward in terms of TMA/MPO Governing Body Composition, i.e. 1) maintain the status quo, 2) a “minimum intervention” option, and 3) the creation of a free-standing MPO Policy Board. He then followed with an overview of the structure of the Rockingham RPC which contains a clear hierarchy with the MPO Policy Committee being a superset of the Commission. Discussion followed regarding the pros and cons of a new, more frequent meeting schedule, whether or not MPO reps need to be elected officials or if designees could be allowed if they themselves were not also elected officials, the incongruence between state law defining RPC representation and Federal MPO policy board membership requirements, and the general challenges of recruiting volunteers to serve on boards.

Golja reported that her status as a Commissioner will be ending in December. The group thanked her for her service to the Commission and Executive Committee.

The Executive Committee then set Thursday April 9 as the date for the Annual Forum, being that it is seemingly free of conflicts with most local board and vacation schedules. Minkarah would like to plan a theme of entrepreneurship. Langdell thought that topic could be broadened to include non-profit entrepreneurship.

b. NRPC 501(c)(3)

Minkarah provided the bylaws of the Sustainable SNHPC foundation, the purpose of which is to support and enhance the efforts of the Southern NH Planning Commission. He also provided an excerpt from the newsletter of the Upper Valley Lake Sunapee Regional Planning Commission’s newsletter announcing their application to the Internal Revenue Service for their non-profit had been approved.

c. Proposed Personnel Policy Amendments

Minkarah departed the meeting for another work obligation, at which point Siskavich reviewed the latest proposed changes to the working draft of the NRPC personnel budget, specifically the removal of gender-specific references in Section 5.3 Acceptable Attire and revisions to the Telecommute Policy Appendix as requested last meeting. The group concurred that the language “regular part-time” should be added to clarify the eligibility of part-time employees for this benefit, and to make the language consistent with other areas of the document.

Siskavich then briefly reviewed all other previously-discussed substantial proposed changes in this draft. At the request of Elmer, Tenhave moved to adopt the NRPC Proposed Personnel Policy Amendments, as amended, seconded by Langdell. The motion passed 7-0-0.

4. Transportation Programs

a. TMA Certification Review

Item adequately covered in 3a TMA/MPO Governing Body Composition.

b. UPWP Updates

Siskavich did not provide a specific UPWP update beyond the staff activities discussed on the dashboard.

c. TYP updates

Item adequately covered under Agenda items 1,2, and 3.

5. Other Business

Siskavich agreed to provide the hard-copy handouts not in the agenda packet to Marchant and Sorell.

Langdell noted a typo in the Dashboard which should read FY20 working budget.

Discussion returned to the web stats presentation on the dashboard. Ruch and Tenhave noted the remove of trend information which they found helpful. Siskavich agreed to add it next time.

Discussion then turned to the nature of group email and associated analytics that can be collected. Siskavich agreed to look into disclosure and opt-out language to the group email template similar to the NRPC newsletter.

6. Adjourn

With a motion from Ruch, seconded by Battis, the meeting adjourned at 7:23 p.m.

Next Meeting: December 18th, 2019

NRPC FY 2020 DASHBOARD

Nov-19	
TD Checking	
Beginning Balance	\$248,883.03
Deposits & Credits	\$1,541.02
Payments	\$0.00
Ending Balance	\$250,424.05

Bar Harbor Checking	
Beginning Balance	\$175,822.40
Deposits & Credits	\$169,856.52
Payments	\$246,048.91
Ending Balance	\$99,630.01

Saturday, November 30, 2019	
Accounts Payable	\$1,329.67
Accounts Receivable	\$147,676.09

Oversight Activities	
Line of credit (\$75,000) activated?	No
BHB CDs	\$268,653.76
Audit Status	In-process

Budget Narrative	
TD/BH BankBalance/Cash on hand:	We continue to have a healthy
Payables and Receivables:	One account between 61 and 90 days, one over 90 days.

FY20 Working Budget	
Funding Sources	Expenses
Local Dues	Audit
Federal Contracts	Dues & Subscripti
Grants	Employee Benefit
Local Planning Contracts	GIS
Other Income	Insurance
State Contracts	IT
	Legal
	Marketing, Outre:
	Office Expenditur
	Other Expenditur
	Professional Servi
	Rent & CAM
	Salaries
	Staff Developmen
	Travel & Meeting
	Utilities
Total revenues:	Total Expenses:
Pending Grant Applications	Delta

	\$163,000		\$15,900
	\$135,963		\$22,500
	\$258,582		\$165,024
	\$86,878		\$18,000
	\$7,800		\$11,740
	\$996,857		\$5,500
			\$2,500
			\$10,000
			\$16,750
			\$70,075
			\$427,485
			\$86,515
			\$733,556
			\$10,000
			\$14,150
			\$13,068
	\$1,649,080		\$1,622,763
	\$0		\$26,317

Key Statistics
Staff Activities Nov/Dec
NRSWMD Quarterly Meeting - Jay, Mason, Kate, Cassie
Staff Outing - Andres Institute in Brookline
GACIT Hearing - Jay
NTS Staff Meeting - Ryan
NHDOT complete streets advisory committee - Matt
NH GIS Tech Users Group - Andrew
Statewide Coordinating Council for Community Transport - Matt
Brownfields Kick-off meeting with EPA - Jay & Kate
NH Planners Association Annual Meeting - Jay
Nashua Rail Committee - Jay
National Brownfields Conference - Jay & Mason (12/10-13)
Nashua-Manchester Stormwater Coalition Wilton Town Hall (Sara)
Interagency consultation - Gregg

Staff Education & Training - Nov/Dec
NHDOT Electric Vehicle Webinar - John

Nov 1-30, 2019 Web Stats	
Channel	Activity (1-month trend)
e-newsletter	1 campaign/432 Recipients/155 Opens (+)
Group Email	4 emails/116 Recipients/64 Opens (+)
NRPC Website	2,252 Unique Users/2794 Sessions (+)
MapGeo	1,343 Unique Users/2962 Visits (=)
Facebook	12 posts/475 Followers/4,827 Total Post Reach (-)
Twitter	10 tweets/506 Followers/3,315 Impressions (-)

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

	TOTAL				
	Nov 19	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Income					
2000 Local Dues					
Local Dues Match	(6,909.41)	(36,862.03)	0.00	(36,862.03)	100.0%
2000 Local Dues - Other	13,583.33	67,919.65	163,000.00	(95,080.35)	41.67%
Total 2000 Local Dues	6,673.92	31,057.62	163,000.00	(131,942.38)	19.05%
Federal Contracts					
9011 EPA Brownfields	0.00	0.00	98,000.00	(98,000.00)	0.0%
9055 EDA	0.00	2,208.34	37,963.00	(35,754.66)	5.82%
9082 Hazard Mit	0.00	0.00	18,570.00	(18,570.00)	0.0%
Total Federal Contracts	0.00	2,208.34	154,533.00	(152,324.66)	1.43%
Grants					
6300 NRSWMD	30,296.17	127,191.99	241,450.00	(114,258.01)	52.68%
7516 NH Housing-GIS Support	0.00	2,391.60	4,648.00	(2,256.40)	51.45%
9025 EPA Healthy Communities	0.00	3,967.78	12,484.00	(8,516.22)	31.78%
Total Grants	30,296.17	133,551.37	258,582.00	(125,030.63)	51.65%
Interest Income	615.75	3,065.76	6,000.00	(2,934.24)	51.1%
Local Planning Contracts					
2142 Hudson MP	3,104.59	4,999.29	19,378.00	(14,378.71)	25.8%
2150 Mason CR	303.55	3,983.77	5,000.00	(1,016.23)	79.68%
2176 Hollis Asset Mgmt Support	0.00	1,550.00	3,000.00	(1,450.00)	51.67%
2250 Litchfield CR	1,204.45	4,943.37	18,000.00	(13,056.63)	27.46%
2361 MVD	0.00	318.75	3,000.00	(2,681.25)	10.63%
2534 Nashua Ped/Bike Study	0.00	0.00	14,500.00	(14,500.00)	0.0%
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	187.50	2,000.00	(1,812.50)	9.38%
2610 Wilton CR	2,733.28	11,440.93	18,000.00	(6,559.07)	63.56%
Total Local Planning Contracts	7,345.87	29,423.61	86,878.00	(57,454.39)	33.87%
Other Income					
8000 Pubs/Map Sales	0.00	60.00	1,800.00	(1,740.00)	3.33%
Other Income - Other	0.00	0.04			
Total Other Income	0.00	60.04	1,800.00	(1,739.96)	3.34%
State Contracts					
1000 NH OSI	0.00	6,512.20	11,111.00	(4,598.80)	58.61%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	17,242.41	59,308.09	72,000.00	(12,691.91)	82.37%
200 POLICY & PLANNING	4,993.62	28,165.62	173,250.00	(145,084.38)	16.26%
300 PUBLIC INVOLV & COORD	5,157.61	17,613.74	52,200.00	(34,586.26)	33.74%
400 PLAN SUPPORT	16,408.81	125,101.28	270,450.00	(145,348.72)	46.26%
500 TECHNICAL ASSIST & SUPPORT	16,998.36	86,856.39	156,119.00	(69,262.61)	55.64%
600 NASHUA TRANSIT EXP. STUDY	0.00	0.00	28,105.00	(28,105.00)	0.0%
3000 DOT Highway Planning - Other	0.00	0.00			
Total 3000 DOT Highway Planning	60,800.81	317,045.12	752,124.00	(435,078.88)	42.15%
3100 Transit Expansion	3,227.36	15,131.45	27,000.00	(11,868.55)	56.04%
3250 LTS - RPC	592.04	2,803.33	6,767.00	(3,963.67)	41.43%
3500 DOT 5310 SVTC	0.00	46,382.45	190,039.00	(143,656.55)	24.41%
3505 DOT/5310 Formula	0.00	0.00	0.00	0.00	0.0%
4430 CTAP Phase III TDM - CNHRP	419.56	2,989.72	16,000.00	(13,010.28)	18.69%
Total State Contracts	65,039.77	390,864.27	1,003,041.00	(612,176.73)	38.97%
Total Income	109,971.48	590,231.01	1,673,834.00	(1,083,602.99)	35.26%
Gross Profit	109,971.48	590,231.01	1,673,834.00	(1,083,602.99)	35.26%
Expense					
Depreciation	226.28	1,131.40	0.00	1,131.40	100.0%
Annual Forum	0.00	0.00	5,000.00	(5,000.00)	0.0%
Audit	1,000.00	8,200.00	15,900.00	(7,700.00)	51.57%
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	988.22	11,348.53	10,000.00	1,348.53	113.49%
Employee Benefits					
C Dental Insurance	595.79	3,055.00	7,507.00	(4,452.00)	40.7%
C Health Ins.	4,920.30	25,248.82	71,535.00	(46,286.18)	35.3%
C HSA Contribution	0.00	0.00	3,750.00	(3,750.00)	0.0%
C LTD Insurance	110.54	552.70	1,386.00	(833.30)	39.88%
C Retirement 401	1,568.08	8,053.13	22,600.00	(14,546.87)	35.63%
C Retirement 457	0.00	0.00	0.00	0.00	0.0%
C STD Insurance	198.95	995.04	2,750.00	(1,754.96)	36.18%
Total P/R Taxes (Indirect)	4,258.39	23,328.58	57,383.00	(34,054.42)	40.65%
Total Employee Benefits	11,652.05	61,233.27	166,911.00	(105,677.73)	36.69%
Equipment Maintenance	0.00	0.00	1,750.00	(1,750.00)	0.0%
GIS	1,471.99	7,359.95	18,000.00	(10,640.05)	40.89%
Insurance	664.29	3,321.45	11,740.00	(8,418.55)	28.29%
Internet Access/Telephone	693.18	3,646.05	6,840.00	(3,193.95)	53.31%
IT Service	738.63	2,033.14	5,500.00	(3,466.86)	36.97%

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

	TOTAL				
	Nov 19	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Janitorial	225.00	1,125.00	3,600.00	(2,475.00)	31.25%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	0.00	697.00	0.00	697.00	100.0%
Marketing and Outreach	0.00	0.00	5,000.00	(5,000.00)	0.0%
Misc	531.36	1,277.57	4,130.00	(2,852.43)	30.93%
Office Expenses	1,028.67	7,499.36	16,750.00	(9,250.64)	44.77%
Payroll Expenses	0.00	0.00			
Postage	0.00	587.89	2,000.00	(1,412.11)	29.4%
Printing	493.00	2,465.00	6,500.00	(4,035.00)	37.92%
Professional Services	24,755.50	144,620.00	427,485.00	(282,865.00)	33.83%
Recruiting	0.00	0.00	0.00	0.00	0.0%
Rent & CAM	7,150.00	35,750.00	86,515.00	(50,765.00)	41.32%
Reserve Fund	0.00	0.00	21,730.00	(21,730.00)	0.0%
Total Salaries	57,611.30	286,208.70	750,102.00	(463,893.30)	38.16%
Small Equipment	0.00	3,946.06	5,950.00	(2,003.94)	66.32%
Staff Development	830.25	3,544.55	10,000.00	(6,455.45)	35.45%
Travel					
Meeting Expenses (Lunch etc.)	108.17	634.95	2,300.00	(1,665.05)	27.61%
Mileage & Travel	1,099.64	5,120.07	10,850.00	(5,729.93)	47.19%
Vehicle Exp (Gas,Rep,Ins,ect.)	40.11	183.00	1,000.00	(817.00)	18.3%
Total Travel	1,247.92	5,938.02	14,150.00	(8,211.98)	41.97%
Utilities	1,089.00	5,445.00	13,068.00	(7,623.00)	41.67%
Total Expense	112,396.64	597,377.94	1,616,371.00	(1,018,993.06)	36.96%
Net Income	(2,425.16)	(7,146.93)	57,463.00	(64,609.93)	(12.44%)

Nashua Regional Planning Commission - FY 2020
Balance Sheet
 As of November 30, 2019

	<u>Nov 30, 19</u>
ASSETS	
Checking/Savings	
1 NOW Account xx5715	250,424.05
Bar Harbor Bank & Trust xx1485	99,228.49
BHBT - 13 Mo CD xx3688	64,527.42
BHBT - 19 Mo CD xx3662	204,126.34
Petty Cash	<u>200.00</u>
Total Checking/Savings	618,506.30
Accounts Receivable	
Accounts Receivable	<u>147,676.09</u>
Total Accounts Receivable	147,676.09
Other Current Assets	
FP Mailing Postage Account	<u>199.60</u>
Total Other Current Assets	<u>199.60</u>
Total Current Assets	766,381.99
Fixed Assets	
Accum Depr	-33,568.76
Vehicle	21,828.00
Fixed Assets - Other	<u>19,421.94</u>
Total Fixed Assets	<u>7,681.18</u>
Total Fixed Assets	7,681.18
Other Assets	
Prepaid Expense	<u>19,396.08</u>
Total Other Assets	<u>19,396.08</u>
TOTAL ASSETS	<u><u>793,459.25</u></u>
LIABILITIES & EQUITY	
Current Liabilities	
Accounts Payable	<u>1,329.67</u>
Total Accounts Payable	1,329.67
Credit Cards	
Bank of America -CC	<u>2,474.12</u>
Total Credit Cards	2,474.12
Other Current Liabilities	
Accrued Vaca Payable **offset	30,224.41
E United Way Withheld	20.00
Local Dues	95,083.35
P/R Liabilities - Other	
C HSA Contributions	4,375.00
E Dental Insurance Withheld	159.26
E Health Insurance Withheld	459.26
E HSA Contributions	-4,375.00
E STD Insurance Withheld	<u>33.14</u>
Total P/R Liabilities - Other	651.66
Retainers	
Retainer-2245 Litchfield CIP	442.55
Retainer-6300 HHW	-6,863.77
Retainer-MS4 Coop. Agreement	<u>20,000.00</u>
Total Retainers	<u>13,578.78</u>
Total Other Current Liabilities	139,558.20
Total Liabilities	143,361.99
Equity	
Retained Earnings	627,019.78
Vacation Bene Payable ** offset	30,224.41
Net Income	<u>-7,146.93</u>
Total Equity	<u>650,097.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>793,459.25</u></u>