



PUBLIC NOTICE OF MEETING

The Public is hereby advised that the Nashua Regional Planning Commission Executive Committee will hold its regularly scheduled meeting on Wednesday, May 15, 2019 at 6:00 PM. The meeting will be held at the NRPC office at 30 Temple St., Suite 310, Nashua, New Hampshire.

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: April 17, 2019 (*Action Required*)
 - b. April/May Dashboard (*Action Required*)
 - c. Draft FY20 Budget
3. Transportation Programs
 - a. FY 18-19 UPWP Updates
4. Old Business
 - b. Banking Changes
5. Other Business
6. Adjourn

Next Meeting: June 19, 2019

NRPC FY 2019 DASHBOARD

Apr-19		Key Statistics	
TD Checking		Staff Activities April/May	
Beginning Balance	\$301,771.84	Annual Local Hazard Mitigation Plan Meet - Cassie, Mason Earth Week Outreach Event – Nashua, Oracle building 4/22 to 4/16 HHW Collection - Mason, John, Kate & Andrew NH Complete Streets Advisory Committee - Matt RCC Meeting - Matt Strava Data Workshop - Ryan & Matt CommuteSmart Committee Meetings (2) - Derek NTS On-Board Evaluation - Derek HHW Collection - Mason, John, Kate & Cassie FE Everett Turnpike Exit 5 Meeting - Jay, Gregg NRPC Bike-Ped Tech Advisory Committee - Matt, Jay, Mason, Cassie MPO Model Group - Gregg, Matt NTS Staff Meetings - Ryan, Mason (2) Partnering for Performance meeting - Gregg & Matt Pelham Housing Charrette - John Statewide Coordinating Council - Matt, Mason Nashua Rail Transit Committee - Jay & Gregg NRPC Staff Meeting - All Staff (2) TTAC - Gregg, Jay, Matt, John, Sabrina Nashua-Manchester Stormwater Coalition Meeting - Andrew RPC Directors Meeting - Gregg	
Deposits & Credits	\$90.39		
Payments	\$127,061.21		
Ending Balance	\$174,801.02		
Bar Harbor Checking		Staff Education & Training - April/May	
Beginning Balance	\$85,222.74	ITS Training workshop, Concord, 4/16-18 (3 days) - John Non point source pollution conference - 4/18 & 4/19 (2 days) Mason Creating Active Routes to Everyday Destinations Webinar - Jay	
Deposits & Credits	\$122,665.50		
Payments	\$30,282.48		
Ending Balance	\$177,605.76		
Tuesday, April 30, 2019		Website Stats (with one-month trend)	
Accounts Payable	\$2,458.79	nashuarpc.org -- Sessions	2700 (+600)
Accounts Receivable	\$224,479.43	nashuarpc.org -- Users	1900 (+400)
		Constant Contact – Number of Subscribers	472 (+2)
		Constant Contact – Avg Newsletter Open Rate	33%
		Facebook Likes	369 (+8)
		Post Engagement	481
		Twitter Followers	485 (+0)
		Post Engagement	75
Oversight Activities			
Line of credit (\$75,000) activated?	No		
BHB CDs	\$265,355.11		
Audit Status	Complete		
Budget Narrative			
TD/BH BankBalance/Cash on hand:	We continue to have a healthy balance that supports about five months of operating expenses.		
Payables and Receivables:	Remains current to be paid/received within 30 to 60 days.		
FY19 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$15,900
Federal Contracts	\$4,700	Dues & Subscriptions	\$12,000
Grants	\$178,671	Employee Benefits	\$165,436
Local Planning Contracts	\$75,303	GIS	\$18,860
Other Income	\$6,760	Insurance	\$9,660
State Contracts	\$1,036,452	IT	\$12,500
		Legal	\$2,300
		Marketing, Outreach, Annual Forum	\$7,264
		Office Expenditures	\$15,099
		Other Expenditures	\$98,137
		Professional Services	\$273,915
		Rent & CAM	\$76,646
		Salaries	\$742,829
		Staff Development	\$5,000
		Travel & Meeting Exp	\$12,195
		Utilities	\$5,040
Total revenues:	\$1,464,886	Total Expenses:	\$1,472,781
Pending Grant Applications	\$445,881	Delta	-\$7,895



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
April 17, 2019**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Bill Boyd (via phone)
Mike Fimbel
Mary Ann Melizzi-Golja

Absent:

Dave Hennessey
Sarah Marchant
Janet Langdell

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

Others:

Marilyn McGrath, Hudson BOS

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:29 pm once a quorum was reached.

2. Business

a. Minutes:

Ruch requested a motion to approve the March 20, 2019 Executive Committee meeting minutes. Fimbel noted he was incorrectly listed as present. Ruch requested that Fimbel's observations regarding the Annual Forum be added. After several grammatical edits were made, Battis made a motion to approve the minutes as amended, seconded by Elmer. The motion passed 5-0-1 with abstention from Fimbel.

b. March/Feb Dashboard

Minkarah summarized banking balances which were overall healthy, and there has been no line of credit activation. Key staff activities include completion of NRPC's independent rail ridership projections and NRPC's attendance at the NMCOG MPO meeting. Web stats are up overall. There is no real change to the working budget. Accounts receivable jumped significantly because the March NHDOT invoice included three pay-periods. We are 75% of the way through the fiscal year and we will be drawing down federal grants aggressively this quarter. The solid waste district financials are low, but they will catch up as we enter the collection season. Local planning projects are on target, and OEP work has stepped up considerably. We are at the 82% mark for NHDOT billables. Spikes in professional services, GIS, and IT was largely due to the move. Expenses for NRSWMD will also increase as we enter the season.

Battis moved to approve the dashboard and financials and place them on file for audit, seconded by Fimbel. The motion passed 6-0-0.

c. May Open House

The group discussed format and timing of an open house at the new location. The group agreed that an informal morning event with light breakfast fare would work, but that the ongoing renovations to the floor need to be completed, including some customizations to the walls in the NRPC hallway. May 15, after school vacations, is a tentative working date.

The group discussed general signage needs. Fimbel inquired about the possibility of being listed on the main building signboard.

3. Transportation Programs

a. TYP Project List

Jay reviewed the present allocation of available project funds; as discussed at the Full Commission meeting, the projects on the list, by NHDOT estimates, exceeded the allocation by \$800,000. Since then, the #2 TTAC-ranked project, Bridge and Canal Complete Streets, was withdrawn by the City of Nashua as a project submission for this round due to fiscal constraint. Nashua has agreed to split the Kinsley St. project over two years with the second construction season falling into the next biennial funding period. Also, Milford has formerly requested removal of the Pedestrian Bridge and Riverwalk Trail project from the TYP, as circumstances involving the project and the private property located at 135 Elm have changed. These changes have sufficiently constrained the list to within the NRPC total federal allocation.

At the last Full Commission meeting, the Commission endorsed the Executive Committee to act on its behalf of the MPO. After further discussion, Elmer moved to accept the amended Project Priorities for the 2021-2030 NH Ten Year Highway Plan, as presented, seconded by Fimbel. Discussion centered around confirming support from Milford and Nashua Commissioners. Golja confirmed consensus from Nashua reps to the Commission. The motion passed 6-0-0.

b. FY 18-19 UPWP Updates and FY20-21 UPWP

Minkarah reviewed last quarter 18-19 UPWP priorities including a major update to our federally-mandated Public Participation plan. There will need to be a public hearing on the plan, which will likely be scheduled at the June Full Commission meeting. Elmer suggested that outreach to hospitals and colleges be emphasized.

Minkarah circulated a budget summary for the FY20-21 UPWP. Priorities include updates to the Intelligent Transportation Systems (ITS) plan, the NRPC bike-ped plan, road surface management analyses, a Route 101 corridor study, and additional transit expansion study as reflected in a new 600 category which will be supported with substantial new SPR funds that have been built into the UPWP contract to streamline G&C approval.

At the group's request, Minkarah drew distinctions between the current Transit Expansion work underway versus those in the next UPWP. Minkarah also reviewed the current schedule of outreach at Nashua Community College and area libraries. The group asked that this schedule be provided to the Full Commission.

4. Old Business

a. NRPC Office Debrief

The group briefly toured the new office space. They reviewed aspects of the successful relocation and some minor outstanding space needs.

b. Banking Changes

Minkarah circulated email correspondence from our auditors recognizing the challenges of reconciling the sweep account. Minkarah suggested the group consider moving the balance of checking funds currently at TD to the New Hampshire Public Deposit Investment Pool (NHPDIP) money market which offers a substantial jump in interest rate over TD's current interest-bearing checking rates. In response to Boyd's concern about the number of investment accounts now proposed, Minkarah clarified that a move to NHPDIP would not change the total number of investment vehicles if it coincided with closure of the TD checking. For the next meeting the group requested clarifications and additional financial detail regarding the status and rate of return of our funds as currently invested vis-à-vis this alternate proposal.

c. Other Business

Minkarah reviewed the status of SB 242 and SB300, the latter having been supported by Full Commission vote. The current proposed language sets a very high bar to reach before toll removal, and if Merrimack doesn't support this version, it's important for NRPC to know this. Boyd asked that Minkarah forward the reference to the version under discussion. Boyd further expressed concern that Merrimack cannot get clarity on the amount of debt service remaining at Exit 11. Elmer suggested this information should be freely available under Right-to-Know.

Elmer provided an update on activities from the NH Association of Regional Planning Commissions. The Legislative Breakfast has been rescheduled to June 6. Senator Hassan approached the NHARPC for a letter on the FAST ACT and how its structure is not equitable to the State of New Hampshire. Ruch added that it is a good letter and should be shared with Commissioners.

Minkarah mentioned the start of the Household Hazardous Waste season, as well as NRPC's participation in the Earth Week celebration at Oracle which is an opportunity for grant outreach. Golja updated the group on the status of exterior plans for the Nashua performing arts center.

5. Adjourn

The meeting adjourned at 7:31 pm with a unanimous vote as moved by Battis and seconded by Elmer. The next regular Executive Committee meeting will be May 15, 2019 at 6:00pm.

Nashua Regional Planning Commission - FY 2019
Profit & Loss Budget vs. Actual
July 2018 through April 2019

TOTAL

	Apr 19	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
RESOURCES					
2000 Local Dues					
Local Dues Match	(7,653.09)	(77,218.31)			
2000 Local Dues - Other	13,583.33	135,833.30	163,000.00	(27,166.70)	83.33%
Total 2000 Local Dues	5,930.24	58,614.99	163,000.00	(104,385.01)	35.96%
Federal Contracts					
9005 DES Source Water	0.00	5,998.00	21,496.00	(15,498.00)	27.9%
9025 EPA Healthy Communities	0.00	1,948.24	13,733.50	(11,785.26)	14.19%
9080 Hazard Mit-Brook/Mason/Pel	0.00	1,200.00	1,200.00	0.00	100.0%
9082 Hazard Mit-Hol/Hud/Lit	0.00	3,500.00	9,500.00	(6,000.00)	36.84%
Total Federal Contracts	0.00	12,646.24	45,929.50	(33,283.26)	27.53%
Grants					
6300 NRSWMD	5,315.35	92,259.42	137,800.00	(45,540.58)	66.95%
7516 NH Housing-GIS Support	0.00	1,903.37	4,648.00	(2,744.63)	40.95%
7530 Southwest-NED	0.00	626.49	1,417.00	(790.51)	44.21%
Total Grants	5,315.35	94,789.28	143,865.00	(49,075.72)	65.89%
Interest Income	596.08	3,582.13	1,800.00	1,782.13	199.01%
Local Planning Contracts					
2111 Amherst Economic Develop.	0.00	0.00	501.00	(501.00)	0.0%
2139 Hudson CR	0.00	11,587.67	8,400.00	3,187.67	137.95%
2145 Hudson Haz. Response Plan	0.00	1,000.00	1,000.00	0.00	100.0%
2150 Mason CR	371.72	4,344.68	5,000.00	(655.32)	86.89%
2175 Hollis MP	0.00	1,895.10	2,905.00	(1,009.90)	65.24%
2241 Litchfield MS4 Fieldwork	0.00	6,560.00	6,560.00	0.00	100.0%
2245 Litchfield CIP	0.00	0.00	443.00	(443.00)	0.0%
2250 Litchfield CR	758.75	9,342.17	20,000.00	(10,657.83)	46.71%
2361 MVD	0.00	1,741.69	3,000.00	(1,258.31)	58.06%
2401 Milford Sign Ord.	0.00	1,964.10	2,000.00	(35.90)	98.21%
2551 Pelham GIS Tax Map Update	0.00	1,500.00	1,500.00	0.00	100.0%
2554 Pelham Master Plan	0.00	0.00	2,300.00	(2,300.00)	0.0%
2556 Pelham CIP	0.00	1,000.00	2,000.00	(1,000.00)	50.0%
2560 Pelham Trail Mapping	0.00	4,745.00	3,966.00	779.00	119.64%
2565 Pelham MS4 Field Support	0.00	2,625.00	5,500.00	(2,875.00)	47.73%
2604 Wilton Downtown Ordinance	0.00	1,992.44	2,181.00	(188.56)	91.35%
2610 Wilton CR	2,152.81	16,006.68	18,000.00	(1,993.32)	88.93%
2640 Wilton MP 3	0.00	1,347.65	2,384.00	(1,036.35)	56.53%
Total Local Planning Contracts	3,283.28	67,652.18	87,640.00	(19,987.82)	77.19%
Other Income					
8000 Pubs/Map Sales	90.00	2,774.80	1,800.00	974.80	154.16%
Total Other Income	90.00	2,774.80	1,800.00	974.80	154.16%
State Contracts					
1000 OEP TBG	0.00	7,488.87	11,111.00	(3,622.13)	67.4%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	7,996.25	75,612.68	79,542.00	(3,929.32)	95.06%
200 POLICY & PLANNING	10,852.25	155,530.52	162,904.00	(7,373.48)	95.47%
300 PUBLIC INVOLV & COORD	10,166.38	68,369.99	57,307.00	11,062.99	119.31%
400 PLAN SUPPORT	17,250.01	244,333.43	253,407.00	(9,073.57)	96.42%
500 TECHNICAL ASSIST & SUPPORT	10,670.14	204,460.98	227,013.00	(22,552.02)	90.07%
Total 3000 DOT Highway Planning	56,935.03	748,307.60	780,173.00	(31,865.40)	95.92%
3100 Transit Expansion	5,845.13	11,261.69	32,000.00	(20,738.31)	35.19%
3250 LTS - RPC	2,317.59	2,671.23	0.00	2,671.23	100.0%
3500 DOT 5310 SVTC	0.00	121,966.12	178,174.00	(56,207.88)	68.45%
3505 DOT/5310 Formula	0.00	15,414.00	20,000.00	(4,586.00)	77.07%
4430 CTAP Phase III TDM - CNHRP	1,809.41	3,151.43	9,400.00	(6,248.57)	33.53%
Total State Contracts	66,907.16	910,260.94	1,030,858.00	(120,597.06)	88.3%
Total RESOURCES	82,122.11	1,150,320.56	1,474,892.50	(324,571.94)	77.99%

Nashua Regional Planning Commission - FY 2019
Profit & Loss Budget vs. Actual
July 2018 through April 2019

TOTAL

	Apr 19	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Expense					
Depreciation	572.20	5,721.98			
Annual Forum	5,779.18	6,764.00	4,500.00	2,264.00	150.31%
Audit*	0.00	15,900.00	12,500.00	3,400.00	127.2%
Bank Service Charges	0.00	0.21	250.00	(249.79)	0.08%
Capital Equipment*	0.00	0.00	4,000.00	(4,000.00)	0.0%
Dues & Subscriptions	185.84	11,200.31	12,000.00	(799.69)	93.34%
Employee Benefits					
C Dental Insurance	0.00	6,041.04	11,092.00	(5,050.96)	54.46%
C Health Ins.	0.00	48,553.99	75,610.00	(27,056.01)	64.22%
C HSA Contribution	0.00	4,500.00	5,500.00	(1,000.00)	81.82%
C LTD Insurance	0.00	1,093.26	2,500.00	(1,406.74)	43.73%
C Retirement 401	1,394.62	15,073.59	23,756.00	(8,682.41)	63.45%
C Retirement 457	0.00	898.93			
C STD Insurance	0.00	2,199.04	6,600.00	(4,400.96)	33.32%
P/R Taxes (Indirect)	4,176.35	45,980.24	55,978.00	(9,997.76)	82.14%
Total Employee Benefits	5,570.97	124,340.09	181,036.00	(56,695.91)	68.68%
Equipment Maintenance	0.00	810.00	1,750.00	(940.00)	46.29%
GIS*	(10,230.59)	14,333.30	18,860.00	(4,526.70)	76.0%
Insurance*	538.16	7,254.15	14,300.00	(7,045.85)	50.73%
Internet Access/Telephone	1,306.85	5,088.46	5,000.00	88.46	101.77%
IT Service	317.18	10,268.71	3,500.00	6,768.71	293.39%
Janitorial	0.00	3,625.00	4,000.00	(375.00)	90.63%
Legal Notices	0.00	1,053.15	1,000.00	53.15	105.32%
Legal*	225.00	2,241.00	4,000.00	(1,759.00)	56.03%
Marketing and Outreach	114.00	235.00	1,000.00	(765.00)	23.5%
Misc	746.04	4,476.57	3,500.00	976.57	127.9%
Office Expenses	1,263.82	9,297.49	15,099.00	(5,801.51)	61.58%
Postage	46.30	899.14	2,000.00	(1,100.86)	44.96%
Printing	542.00	5,593.97	6,500.00	(906.03)	86.06%
Professional Services	46,547.00	194,138.40	268,435.00	(74,296.60)	72.32%
Rent & CAM	7,150.00	72,162.53	77,500.00	(5,337.47)	93.11%
Reserve Fund	0.00	43,704.00	44,564.00	(860.00)	98.07%
Total Salaries	57,349.30	619,757.62	731,732.00	(111,974.38)	84.7%
Small Equipment	563.42	26,609.35	6,154.00	20,455.35	432.39%
Staff Development	1,143.11	3,661.35	10,000.00	(6,338.65)	36.61%
Total Travel	1,089.85	11,467.71	12,700.00	(1,232.29)	90.3%
Utilities	0.00	5,040.19	10,000.00	(4,959.81)	50.4%
Total EXPENSES	120,247.43	1,199,921.70	1,455,880.00	(255,958.30)	82.42%
Total Expense	120,819.63	1,205,643.68	1,455,880.00	(250,236.32)	82.81%
Net Income	(38,697.52)	(55,323.12)	19,012.50	(74,335.62)	(290.98%)

Nashua Regional Planning Commission - FY 2019

Balance Sheet

As of April 30, 2019

Apr 30, 19

ASSETS

Checking/Savings

1 NOW Account xx5715	140,409.72
Bar Harbor Bank & Trust xx1485	158,366.74
BHBT - 13 Mo CD xx3688	63,874.41
BHBT - 19 Mo CD xx3662	201,480.70
Petty Cash	170.52

Total Checking/Savings 564,302.09

Accounts Receivable

Accounts Receivable 224,479.43

Total Accounts Receivable 224,479.43

Other Current Assets

FP Mailing Postage Account 252.40

Total Other Current Assets 252.40

Total Current Assets 789,033.92

Fixed Assets

Accum Depr -31,293.15

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 9,956.79

Total Fixed Assets 9,956.79

Other Assets

Prepaid Expense 14,764.48

Total Other Assets 14,764.48

TOTAL ASSETS 813,755.19

Nashua Regional Planning Commission - FY 2019

Balance Sheet

As of April 30, 2019

Apr 30, 19

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 2,458.79

Total Accounts Payable 2,458.79

Credit Cards

Bank of America -CC 1,290.19

Total Credit Cards 1,290.19

Other Current Liabilities

Accrued Payroll 27,913.30

Accrued Vaca Payable **offset 33,104.91

E FSA Total (wash)

E FSA - Dependent Care 0.12

Total E FSA Total (wash) 0.12

E United Way Withheld 10.00

Local Dues 27,166.70

P/R Liabilities - Other

C HSA Contributions 4,375.00

E Dental Insurance Withheld 168.00

E Health Insurance Withheld 677.31

E HSA Contributions -4,375.00

E STD Insurance Withheld 34.95

Total P/R Liabilities - Other 880.26

Payroll Liabilities 90.76

Retainers

Retainer- Hollis RSMS (402A) 29.26

Retainer-2245 Litchfield CIP 442.55

Retainer-2560 Pelham Trail 1,050.00

Retainer-2640 Wilton MP 3 1,036.11

Retainer-6300 HHW 74,390.58

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 96,948.50

Total Other Current Liabilities 186,114.55

Total Current Liabilities 189,863.53

Total Liabilities 189,863.53

Equity

Retained Earnings 646,109.87

Vacation Bene Payable ** offset 33,104.91

Net Income -55,323.12

Total Equity 623,891.66

TOTAL LIABILITIES & EQUITY 813,755.19

REVENUE	FY 19 Adopted	FY 20 Proposed	Difference	Match/Dues Allocation	Pass through	Notes
2000 Local Dues						
2000 Local Dues	\$ 163,000	\$ 163,000	\$ -			
Federal Contracts						
9080 HSEM Hazard Mitigation	\$ 1,200		\$ (1,200)			
9082 HSEM Hazard Mit.	\$ 9,500	\$ 18,570	\$ 9,070			
<i>Total Federal Contracts</i>	\$ 10,700	\$ 18,570	\$ 7,870			
Grants						
6300 NRSWMD - HHW	\$ 137,800	\$ 240,900	\$ 103,100		\$ 180,900	Mostly pass through - \$60,000 NRPC Salaries. 7 events in FY20, only 5 in FY19
7516 NH Housing - GIS Support	\$ 4,648	\$ 4,648	\$ -			
7530 Southwest - NED			\$ -			Completed
9025 EPA Healthy Communities Grant		\$ 12,484	\$ 12,484	\$ 1,250		\$27,467.00 total contract - \$2,500 Local Match
<i>Total Grants</i>	\$ 142,448	\$ 258,032	\$ 115,584			
Local Planning Contracts						
100 - Electricity/Energy			\$ -	\$ -		\$13,326.25 actual charges to date
200 - Special Projects			\$ -	\$ -		\$1,084.17 actual charges to date
300 - GIS Special Projects			\$ -	\$ 15,000		\$8,496.60 actual charges to date
400 - Municipal Services			\$ -	\$ 10,000		\$14,783.42 actual charges to date
2111 Amherst Econ Dev Vision	\$ 501	\$ -	\$ (501)			Completed
2139 Hudson Circuit Rider	\$ 8,400	\$ -	\$ (8,400)			Completed
21XX Hudson Master Plan	\$ -	\$ 19,378	\$ 19,378			New - contract not received yet
2150 Mason CR	\$ 5,000	\$ 5,000	\$ -			Annual contract
2175 Hollis Master Plan	\$ 2,905	\$ -	\$ (2,905)			Completed
2245 Litchfield CIP	\$ 443	\$ -	\$ (443)			\$443 on Retainer - project on hold, no activity since 2017
2250 Litchfield CR	\$ 20,000	\$ 18,000	\$ (2,000)			Annual contract
2361 MVD	\$ 3,000	\$ 3,000	\$ -			Annual contract - GIS Services
2401 Milford Sign Ordinance Review	\$ 2,000	\$ -	\$ (2,000)			Completed
2554 Pelham Master Plan	\$ -	\$ 2,000	\$ 2,000			New contract not received yet
2560 Pelham Trail Mapping	\$ 3,966	\$ -	\$ (3,966)			On retainer
2565 Pelham MS4 Support	\$ 5,500	\$ -	\$ (5,500)			No activity since Sept 2018
2604 Wilton Downtown Ordinance	\$ 2,181	\$ -	\$ (2,181)			Completed
2610 Wilton CR	\$ 18,000	\$ 18,000	\$ -			Annual contract
2640 Wilton MP 3	\$ 2,384	\$ -	\$ (2,384)			Carry over from FY19 to FY20?
<i>Total Local Planning Contracts</i>	\$ 74,280	\$ 65,378	\$ (8,902)			
Other Income						
8000 Pubs/Map Sales	\$ 1,800	\$ 1,800	\$ -			
Interest Income	\$ 1,800	\$ 6,000	\$ 4,200			Estimated interest approx \$500/mo
<i>Total Other Income</i>	\$ 3,600	\$ 7,800	\$ 4,200			
State Contracts						
1000 OEP TBG	\$ 11,111	\$ 11,111	\$ -			
9005 DES Source Water	\$ 21,496	\$ -	\$ (21,496)			
3000 DOT Highway Planning						
100 MPO ADMIN & TRAINING	\$ 79,542	\$ 72,000	\$ (7,542)	\$ 8,000		Year 1 of two year contract - end in June 2021
200 POLICY & PLANNING	\$ 162,904	\$ 173,250	\$ 10,346	\$ 19,250		
300 PUBLIC INVOLV & COORD	\$ 57,307	\$ 52,200	\$ (5,107)	\$ 5,800		
400 PLAN SUPPORT	\$ 253,407	\$ 270,450	\$ 17,043	\$ 30,050		
500 TECHNICAL ASSIST & SUPPORT	\$ 227,013	\$ 156,119	\$ (70,894)	\$ 17,347		
600 NASHUA TRANSIT EXPANSION STUDY	\$ -	\$ 28,105	\$ 28,105	\$ 3,123		
3000 DOT Highway Planning	\$ 780,173	\$ 752,124	\$ (28,049)			
3100 Transit SPR 5305	\$ 32,000	\$ 30,500	\$ (1,500)	\$ 6,100		
3250 LTS		\$ 6,767	\$ 6,767	\$ 1,820		Total budget for project is \$17174 with \$3639 match (20%)
3500 DOT 5310 SVTC	\$ 178,174	\$ 190,039	\$ 11,865		\$ 182,539	Mostly pass through (\$7,500 NRPC ADMIN)
3500 DOT-FF SVTC	\$ 20,000	\$ -	\$ (20,000)			In FY20 combined with 3500
4430 CTAP	\$ 9,400	\$ 9,400	\$ -	\$ 1,466		Total budget is \$57,100 with \$9,085 match (15.6%)
<i>Total State Contracts</i>	\$ 1,052,354	\$ 993,175	\$ (59,179)			
Total RESOURCES	\$ 1,446,382	\$ 1,505,955	\$ 59,573	\$ 119,205	\$ 363,439	

REVENUE	FY 19 Adopted	FY 20 Proposed	Difference	Match/Dues Allocation	Pass through	Notes
EXPENSE	FY 19 Adopted	FY 20 Proposed				Notes
Annual Forum	\$ 4,500	\$ 5,000	\$ 500			Expended \$6,764 FY19
Audit	\$ 12,500	\$ 15,900	\$ 3,400			\$4,100 NRSWMD, \$11,900 NRPC
Bank Service Charges	\$ 250	\$ 250	\$ -			Line of Credit Fee - Historically applied to Misc.
Capital Equipment	\$ 4,000	\$ 4,000	\$ -			See Other Expenses Tab
Dues & Subscriptions	\$ 12,000	\$ 12,000	\$ -			CoC, NHPA, APA, AMPO, Registry of Deeds, LU Books, NADO, Caliper, Constant Contact,
Employee Benefits						
C Dental Insurance	\$ 11,092	\$ 7,028	\$ (4,064)			Estimated 5% increase
C Health Ins.	\$ 75,610	\$ 68,287	\$ (7,323)			Estimated 5% increase
C HSA Contribution	\$ 5,500	\$ 3,750	\$ (1,750)			
C LTD Insurance	\$ 2,500	\$ 1,386	\$ (1,114)			
C Retirement 401	\$ 23,756	\$ 22,600	\$ (1,156)			
C STD Insurance	\$ 6,600	\$ 2,750	\$ (3,850)			
P/R Taxes (Indirect)	\$ 55,978	\$ 57,383	\$ 1,405			
<i>Total Employee Benefits</i>	<i>\$ 181,036</i>	<i>\$ 163,184</i>	<i>\$ (17,852)</i>			
Equipment Maintenance	\$ 1,750	\$ 1,750	\$ -			\$750 NRSWMD
GIS	\$ 18,860	\$ 18,200	\$ (660)			See Other Expenses Tab
Insurance	\$ 14,300	\$ 11,740	\$ (2,560)			Primex Workers Comp, Property Liability, Unemployment
Internet Access/Telephone	\$ 5,000	\$ 6,840	\$ 1,840			Comcast, Verizon
IT Service	\$ 3,500	\$ 5,960	\$ 2,460			See Other Expenses Tab
Janitorial	\$ 4,000	\$ 3,600	\$ (400)			Weekly office cleaning - \$225/mo + \$150 for qtrly specific cleaning
Legal Notices	\$ 1,000	\$ -	\$ (1,000)			Ads for public hearings
Legal	\$ 4,000	\$ 2,500	\$ (1,500)			Misc, 91A
Marketing and Outreach	\$ 1,000	\$ 1,000	\$ -			Expos and Old Home days
Misc	\$ 3,500	\$ 3,850	\$ 350			\$2,070 NRSWMD PD Det. & Other - Red. by \$250 bank fee/Inc. by meeting security
Office Expenses	\$ 15,099	\$ 12,000	\$ (3,099)			See Other Expenses Tab
Postage	\$ 2,000	\$ 2,000	\$ -			
Printing	\$ 6,500	\$ 6,500	\$ -			Canon , \$700 NRSWMD
Professional Services	\$ 268,435	\$ 355,785	\$ 87,350			\$17,3250 Veolia, \$16,2435 NTS, \$20,000 Janet, \$100 LGC
Rent & CAM	\$ 77,500	\$ 86,515	\$ 9,015			
Reserve Fund	\$ 44,564	\$ 8,824	\$ (35,740)			
Salaries	\$ 731,732	\$ 750,102	\$ 18,370			\$60,000 NRSWMD
Small Equipment	\$ 6,154	\$ 6,154	\$ -			See Other Expenses Tab
Staff Development	\$ 10,000	\$ 10,000	\$ -			\$300 NRSWMD
Meeting Expenses	\$ 2,700	\$ 2,300	\$ (400)			Food, Room fees, Advertisement
Mileage and Travel	\$ 8,700	\$ 9,000	\$ 300			Meeting mileage and out of region travel - \$250 NRSWMD
Vehicle Expenses	\$ 1,300	\$ 1,000	\$ (300)			Gas,Rep,Ins,ect
Utilities	\$ 10,000	\$ -	\$ (10,000)			Gas and Electric
Totals	\$ 1,455,880	\$ 1,505,954	\$ 50,074			