



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, July 17, 2019 6:00 pm

WHERE: NRPC Conference Room

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: June 19, 2019 (**Action Required**)
 - b. June/July Dashboard (**Action Required**)
 - c. Public Hearing: Possible Approval of STIP/TIP Amendment #1
 - d. Possible Approval of STIP/TIP Amendment #1 (**Action Required**)
 - e. Discussion of Marketing Strategy
3. Transportation Programs
 - a. FY 18-19 UPWP Updates
4. Other Business
 - a. NRPC Commission Membership Lists
5. Adjourn

Next Meeting: August 21, 2019



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
June 19, 2019**

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Mike Fimbel
Dave Hennessey
Sarah Marchant (by phone)
Janet Langdell
Bill Boyd

Absent:

Mary Ann Melizzi-Golja

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:03.

2. Business

- a. Minutes: May 15, 2019

Ruch requested a motion to approve the May 15, 2019 Executive Committee meeting minutes. Elmer made a motion to approve the minutes, seconded by Hennessey. The motion passed 8-0-0.

- b. May/June Dashboard

Minkarah reviewed checking account, accounts payable, receivables, lines-of-credit, and investments. NHDOT reimbursements are now linked electronically to Bar Harbor. No changes have been made in the working budget since last month.

Staff has been busy with several activities including a drinking water protection workshop, attendance at a housing and construction conference, NHPA, the OSI planning and zoning conference, NHARPC legislative breakfast, Census Solutions workshop at Nashua Community College, the EPA Brownfields grant announcement, and a new task force for the Merrimack River led by the Northern Middlesex Council of Governments and Merrimack Valley RPA.

Marchant mentioned that on June 24th, 2019 the City would be hosting a housing advocacy training from 6-8. Official notice will follow on Facebook.

The Profit & Loss shows that we are at 91.67% for federal grants in terms of revenue and 88% of total grants. We will exhaust the UPWP but are unlikely to fully draw down budgeted amounts for other multi-year grant sources. More discussion followed regarding the challenge of drawing down grants. Boyd asked about the projected bottom line for this year. Minkarah

estimated that we would again have a slight deficit, but final numbers should be available by next meeting.

At the request of Ruch, Boyd moved to approve the dashboard and financials and place them on file for audit, seconded by Battis. The motion passed 8-0-0.

c. Recommendation to Commission to approve FY20 Budget and Work Program

Minkarah circulated a new budget handout which reflects updates to figures presented in the agenda packet. He and reviewed major differences between the current and proposed budgets. The UPWP is essentially level-funded, as is the OSI Targeted Block Grant and dues income. Overall budget is increased due to the addition of the EPA brownfields grant, additional transit planning dollars, and full realization of the HHW budget within the NRPC budget. Costs for brownfields environmental subcontractors and Veolia for Household Hazardous Waste are reflected in the large delta on the Expenses side of the budget for *Professional Services*.

In response to Hennessey, Minkarah clarified that the decrease in dues and subscriptions reflects discontinued membership in several national groups. These memberships are expensive and have gone unused by staff for several years.

Discussion turned to the expense line for marketing and outreach with regard to whether funding levels should be increased and how the funds should be used (such as on a hiring a marketing consultant or put to use for instructional videos, etc.) In the interest of time, Ruch suggested next meeting's agenda be devoted to a planning discussion on this. Hennessey requested that increase the recommended budget for marketing and outreach to \$5K and reduce the reserve commensurately.

Minkarah noted a typo in the Reserve line item in the budget handout that should be amended.

Boyd requested clarification on the bump in audit expenses. Minkarah said that we have jumped into a higher audit category. Boyd suggested that it might be time to go out to bid in the interest of simply having a fresh set of eyes on the books.

At the request of Ruch, Hennessey made a motion to approve the recommended FY20 budget with an amendment to increase the Marketing and Outreach line by \$4,000 and reduce the Reserve line item commenceratly. Boyd seconded. The motion passed 8-0-0.

d. Recommendation to Commission to approve the FY21 Dues Allocation

The Executive Committee then took up the issue of the new dues allocation for FY21. The proposed dues schedule is flat overall with some subtle adjustments either up or down by community based on the current formula. Discussion centered around the fact that dues remains flat overall and has not been increased for many years, despite last year's slight budget deficit. At Ruch's request, Battis made a motion to approve the recommended FY21 Dues Allocation, seconded by Boyd. The motion passed 8-0-0.

e. Nominating Committee Slate of Officers and Executive Committee Membership

NRPC officers have all reached the end of their two-year terms. Elmer's Executive Committee term expiration date is June 2019. After discussion, Boyd motioned with a second Hennessey that the EC recommend to the Full Commission the reappointment of Elmer to the Executive Committee and the following slate of officers: Karin Elmer, Chair, Jim Battis, Vice Chair, Susan Ruch, Treasurer. The motion passed 8-0-0.

Both Hennessey and Boyd indicated they are seeking to step down from the Executive Committee if others are willing to assume their seats. The Executive Committee thanked both for their service.

Langdell requested that Commissioner records be reviewed as there are inaccuracies in the packet information as presented.

3. Transportation Programs – FY 18-19 UPWP Updates

In the interest of time this agenda item will be handled at the Full Commission meeting.

4. Other Business

No other business needed discussion.

5. Adjourn

The meeting adjourned at 6:55. The next regular Executive Committee meeting will be July 17, 2019 at 6:00 pm.

NRPC FY 2019 DASHBOARD

Jun-19		Key Statistics	
TD Checking		Staff Activities June/July	
Beginning Balance	\$134,501.04	NH Charitable Foundation Nashua Regional Advisors - Jay	
Deposits & Credits	\$55.27	NRPC Complete Streets Advisory Comm. - Matt & Ryan	
Payments	\$0.00	NRPC Staff Meetings (2) - All staff	
Ending Balance	\$134,556.31	GACIT Meeting - Jay	
Bar Harbor Checking		Statewide LTS - Ryan & Matt	
Beginning Balance	\$243,488.00	NRPC Commission Meeting	
Deposits & Credits	\$65,120.34	Tour of Hitchner - Jay	
Payments	\$118,311.33	NTS Staff Meetings - Ryan & Mason	
Ending Balance	\$190,297.49	Safe routes to school statewide meeting - Matt	
Sunday, June 30, 2019		EPA Brownfields New Grantee Training - Mason & Cassie	
Accounts Payable	\$67,805.99	NTS Expansion Outreach at SHARE (Milford) - Matt, Mason	
Accounts Receivable	\$214,263.56	NTS On-board Bus Evaluations - Derek & John	
Oversight Activities		Volunteer Day at Habitat for Humanity - John	
Line of credit (\$75,000) activated?	No	Statewide LTS Meeting - Ryan	
BHB CDs	\$266,291.19	NTS Transit Expansion Workshop @Merrimack - Matt	
Audit Status	Complete	MPO/TMA Pre-Certification Review Meeting - Jay, Gregg, Matt	
Budget Narrative		GTAC @OSI Concord - Sara	
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	\$116,570	Dues & Subscriptions	\$10,000
Grants	\$258,582	Employee Benefits	\$166,911
Local Planning Contracts	\$69,378	GIS	\$18,000
Other Income	\$7,800	Insurance	\$11,740
State Contracts	\$1,003,041	IT	\$5,500
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$10,000
		Office Expenditures	\$16,750
		Other Expenditures	\$59,750
		Professional Services	\$427,485
		Rent & CAM	\$86,515
		Salaries	\$750,102
		Staff Development	\$10,000
		Travel & Meeting Exp	\$14,150
		Utilities	\$13,068
Total revenues:	\$1,618,371	Total Expenses:	\$1,618,371
Pending Grant Applications	\$145,881	Delta	\$0

Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	TOTAL				
	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
RESOURCES					
2000 Local Dues					
Local Dues Match	(18,355.71)	(106,205.56)			
2000 Local Dues - Other	13,583.37	163,000.00	163,000.00	0.00	100.0%
Total 2000 Local Dues	(4,772.34)	56,794.44	163,000.00	(106,205.56)	34.84%
Federal Contracts					
9005 DES Source Water	0.00	19,996.00	21,496.00	(1,500.00)	93.02%
9080 Hazard Mit-Brook/Mason/Pel	0.00	1,200.00	1,200.00	0.00	100.0%
9082 Hazard Mit	0.00	3,500.00	9,500.00	(6,000.00)	36.84%
Total Federal Contracts	0.00	24,696.00	32,196.00	(7,500.00)	76.71%
Grants					
6300 NRSWMD	35,851.60	159,953.39	137,800.00	22,153.39	116.08%
7516 NH Housing-GIS Support	2,744.38	4,647.75	4,648.00	(0.25)	100.0%
7530 Southwest-NED	0.00	626.49	1,417.00	(790.51)	44.21%
9025 EPA Healthy Communities	3,634.18	5,582.42	13,733.50	(8,151.08)	40.65%
Total Grants	42,230.16	170,810.05	157,598.50	13,211.55	108.38%
Interest Income	589.34	4,746.29	1,800.00	2,946.29	263.68%
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	1,322.07	5,985.97	5,000.00	985.97	119.72%
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	1,331.76	12,284.91	20,000.00	(7,715.09)	61.43%
2361 MVD	225.00	1,966.69	3,000.00	(1,033.31)	65.56%
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	1,050.00	5,795.00	3,966.00	1,829.00	146.12%
2565 Pelham MS4 Field Support	1,556.25	4,743.75	5,500.00	(756.25)	86.25%
2604 Wilton Downtown Ordinance	0.00	1,992.44	2,181.00	(188.56)	91.35%
2610 Wilton CR	1,785.31	19,664.80	18,000.00	1,664.80	109.25%
2640 Wilton MP 3	785.19	2,383.76	2,384.00	(0.24)	99.99%
Total Local Planning Contracts	8,055.58	80,324.19	87,640.00	(7,315.81)	91.65%
Other Income					
8000 Pubs/Map Sales	0.00	2,774.80	1,800.00	974.80	154.16%
Total Other Income	0.00	2,774.80	1,800.00	974.80	154.16%
State Contracts					
1000 NH OSI	3,622.13	11,111.00	11,111.00	0.00	100.0%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	5,445.36	87,190.54	79,542.00	7,648.54	109.62%
200 POLICY & PLANNING	7,518.65	172,337.42	162,904.00	9,433.42	105.79%
300 PUBLIC INVOLV & COORD	6,599.53	83,517.94	57,307.00	26,210.94	145.74%
400 PLAN SUPPORT	18,764.91	302,087.78	253,407.00	48,680.78	119.21%
500 TECHNICAL ASSIST & SUPPORT	13,879.75	233,214.30	227,013.00	6,201.30	102.73%
Total 3000 DOT Highway Planning	52,208.20	878,347.98	780,173.00	98,174.98	112.58%
3100 Transit Expansion	11,444.70	33,552.01	32,000.00	1,552.01	104.85%
3250 LTS - RPC	7,638.41	13,073.69	0.00	13,073.69	100.0%
3500 DOT 5310 SVTC	42,140.84	164,106.96	178,174.00	(14,067.04)	92.11%

Nashua Regional Planning Commission - FY 2020
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	TOTAL				
	Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
3505 DOT/5310 Formula	0.00	15,414.00	20,000.00	(4,586.00)	77.07%
4430 CTAP Phase III TDM - CNHRP	4,158.34	8,781.02	9,400.00	(618.98)	93.42%
Total State Contracts	121,212.62	1,124,386.66	1,030,858.00	93,528.66	109.07%
Total RESOURCES	167,315.36	1,464,532.43	1,474,892.50	(10,360.07)	99.3%
Expense					
Depreciation	572.01	6,866.19			
Annual Forum	0.00	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	255.85	11,615.00	12,000.00	(385.00)	96.79%
Employee Benefits					
C Dental Insurance	557.77	7,156.58	11,092.00	(3,935.42)	64.52%
C Health Ins.	4,596.64	58,465.59	75,610.00	(17,144.41)	77.33%
C HSA Contribution	0.00	4,500.00	5,500.00	(1,000.00)	81.82%
C LTD Insurance	109.70	1,312.66	2,500.00	(1,187.34)	52.51%
C Retirement 401	1,394.62	17,862.83	23,756.00	(5,893.17)	75.19%
C Retirement 457	0.00	898.93			
C STD Insurance	196.28	2,591.60	6,600.00	(4,008.40)	39.27%
P/R Taxes (Indirect)	4,162.68	54,319.22	55,978.00	(1,658.78)	97.04%
Total Employee Benefits	11,017.69	147,107.41	181,036.00	(33,928.59)	81.26%
Equipment Maintenance	0.00	810.00	1,750.00	(940.00)	46.29%
GIS	1,471.99	17,277.27	18,860.00	(1,582.73)	91.61%
Insurance	538.22	8,330.54	14,300.00	(5,969.46)	58.26%
Internet Access/Telephone	508.84	6,150.99	5,000.00	1,150.99	123.02%
IT Service	474.68	11,008.56	3,500.00	7,508.56	314.53%
Janitorial	225.00	4,187.50	4,000.00	187.50	104.69%
Legal	0.00	2,241.00	4,000.00	(1,759.00)	56.03%
Legal Notices	276.75	1,517.10	1,000.00	517.10	151.71%
Marketing and Outreach	0.00	1,075.00	1,000.00	75.00	107.5%
Misc	398.65	24,618.36	3,500.00	21,118.36	703.38%
Office Expenses	483.13	13,511.30	15,099.00	(1,587.70)	89.49%
Postage	222.85	1,143.99	2,000.00	(856.01)	57.2%
Printing	493.00	6,598.88	6,500.00	98.88	101.52%
Professional Services	65,518.00	288,417.40	268,435.00	19,982.40	107.44%
Rent & CAM	7,150.00	83,828.50	77,500.00	6,328.50	108.17%
Reserve Fund	0.00	43,704.00	44,564.00	(860.00)	98.07%
Total Salaries	50,685.24	727,124.10	731,732.00	(4,607.90)	99.37%
Small Equipment	0.00	28,103.01	6,154.00	21,949.01	456.66%
Staff Development	2,949.05	7,213.83	10,000.00	(2,786.17)	72.14%
Travel					
Meeting Expenses (Lunch etc.)	209.37	2,539.67	2,700.00	(160.33)	94.06%
Mileage & Travel	1,123.92	10,494.23	8,700.00	1,794.23	120.62%
Vehicle Exp (Gas,Rep,Ins,ect.)	481.24	1,012.29	1,300.00	(287.71)	77.87%
Total Travel	1,814.53	14,046.19	12,700.00	1,346.19	110.6%
Utilities	2,178.00	7,218.19	10,000.00	(2,781.81)	72.18%
Total EXPENSES	146,661.47	1,479,512.33	1,455,880.00	23,632.33	101.62%
Total Expense	147,233.48	1,486,378.52	1,455,880.00	30,498.52	102.1%
Net Income	20,081.88	(21,846.09)	19,012.50	(40,858.59)	(114.9%)

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

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1 NOW Account xx5715	134,556.31
Bar Harbor Bank & Trust xx1485	170,583.02
BHBT - 13 Mo CD xx3688	64,059.87
BHBT - 19 Mo CD xx3662	202,231.32
Petty Cash	<u>200.00</u>
Total Checking/Savings	571,630.52
Accounts Receivable	
Total Accounts Receivable	214,263.56
Other Current Assets	
FP Mailing Postage Account	<u>207.55</u>
Total Other Current Assets	<u>207.55</u>
Total Current Assets	786,101.63
Fixed Assets	
Accum Depr	-32,437.36
Vehicle	21,828.00
Fixed Assets - Other	<u>19,421.94</u>
Total Fixed Assets	<u>8,812.58</u>
Other Assets	
Prepaid Expense	<u>10,734.93</u>
Total Other Assets	<u>10,734.93</u>
TOTAL ASSETS	<u><u>805,649.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>67,805.99</u>
Total Accounts Payable	67,805.99
Credit Cards	
Bank of America -CC	<u>1,328.70</u>
Total Credit Cards	1,328.70
Other Current Liabilities	
Accrued Payroll	28,105.64
Accrued Vaca Payable **offset	29,871.85
P/R Liabilities - Other	
C HSA Contributions	4,375.00
E Dental Insurance Withheld	162.44
E Health Insurance Withheld	531.71
E HSA Contributions	-4,375.00
E STD Insurance Withheld	<u>31.57</u>
Total P/R Liabilities - Other	725.72
Retainers	
Retainer-2245 Litchfield CIP	442.55
Retainer-MS4 Coop. Agreement	<u>20,000.00</u>
Total Retainers	<u>20,442.55</u>
Total Other Current Liabilities	<u>79,145.76</u>
Total Current Liabilities	<u>148,280.45</u>
Equity	
Retained Earnings	649,342.93
Vacation Bene Payable ** offset	29,871.85
Net Income	<u>-21,846.09</u>
Total Equity	<u>657,368.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>805,649.14</u></u>