



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, June 19, 2019 6:00 pm

WHERE: NRPC Conference Room

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: May 15, 2019 **(Action Required)**
 - b. May/June Dashboard **(Action Required)**
 - c. Recommendation to Commission to approve FY20 Budget and Work Program **(Action Required)**
 - d. Recommendation to Commission to approve FY21 Dues Allocation **(Action Required)**
 - e. Nominating Committee Slate of Officers and Executive Committee Membership **(Action Required)**
3. Transportation Programs
 - a. FY 18-19 UPWP Updates
4. Other Business
5. Adjourn

Next Meeting: July 17, 2019



**DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 15, 2019**

Present:

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

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 5:59.

2. Business

a. Minutes: April 17, 2019

Ruch requested a motion to approve the April 17, 2019 Executive Committee meeting minutes. Fimbel made a motion to approve the minutes as amended, seconded by Elmer. The motion passed 5-0-3 with abstentions from Marchant, Langdell, and Hennessey.

b. April/May Dashboard

The TD Bank account overall balanced is reduced, reflecting the larger amount now going into Bar Harbor. Accounts payable is somewhat lower but we anticipate some notable bills soon going out the door. Receivables are high, as was last month, due to the outstanding NHDOT invoice. We've not activated the credit line, CDs are showing increases, overall balances are healthy, and we maintain approximately five month's operating funds in reserve.

Web stats are up overall. Key activities include GIS outreach for Lowell Public Health, Earth Week at Oracle's Nashua location, and the HHW collection event. Minkarah noted the new section in the Dashboard specifically calling out staff professional development activities.

In terms of profit and loss, we are hitting the NHDES grant, HHW, and local planning projects hard, as the UPWP is nearly drawn down. Expenditures are very close to target, so no surprises on balance sheet.

Elmer requested clarification on the meaning of asterisks aside items on the P&L. Minkarah would have to confirm, but he thought they indicated holdovers.

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

c. Draft FY20 Budget

Minkarah reviewed a draft of the FY20 budget proposal. Dues, OSI Targeted Block Grant, and base UPWP funding will be consistent, though we'll have an infusion of additional dollars for transit expansion. We anticipate the release of Hazard Mitigation funding for several communities. HHW numbers are estimates and they are contingent on adoption of the NRSWMD budget which will occur before the Full Commission meeting. Hudson Master Plan is the only expected new local planning project, though others are proposed.

On the expenditure side, there are very few changes. Audit amount is higher, and we estimate some increase in health plans. The jump in professional services is mainly due to the inclusion of Veolia HHW services in the NRPCX budget.

Overall, it's a tight budget. There's a small delta in reserve, which could change as we learn the status of pending grants—the status of at least some of which should be known by June.

The group discussed the Annual Forum cost. Elmer suggested we adjust the amount to be in line with known costs; Langdell suggested consideration of an alternative venue.

Due to our aggressive mindset for UPWP drawdown, we do not anticipate spending down the entire staff professional development budget.

There was discussion of the anticipated increase in NHPA dues as organizational membership is being discontinued.

There was discussion of the various shifts between tasks in the UPWP, for example, a reduction in 500 Technical Assistance and Support. This doesn't reflect a reduction in services, but a change in how tasks are categorized within the UPWP. Minkarah can share the UPWP budget detail if needed.

There is an assumed 2% across-the-board increase in salaries used just for the basis of estimation.

Marchant noted that this budget was quite favorable considering the change in office space.

3. Transportation Programs – FY 18-19 UPWP Updates

The FY 20-21 UPWP has been reviewed by NHDOT and is now on its way to Governor and Council. We've also submitted our two-year indirect rate proposal which is consistent with the rate from the past two years. Our TYP priorities have been submitted and hopefully will go through intact. There is an open solicitation for federal BUILD grants and another round of CMAQ funding has been announced, both of which are competitive. For BUILD grants, 50% is

earmarked for rural areas. NRPC will make sure info is distributed to the region. Nashua likely to submit at least one CMAQ Letter of Intent (LOI). John Goeman presented the draft updated Public Participation Plan at TTAC. Field season has kicked off and it promises to be a busy traffic counting season.

Discussion then turned to the challenge of attracting attendance at the transit workshops being conducted in support of the transit expansion grant. While the Nashua Community College event was pretty good, poor turnout at the Milford event might have been, in part, due to the time (afternoon) and location (library). The group brainstormed additional key contacts and groups (e.g. Share, Plus Company, VA), alternative outreach approaches (e.g. flyers at supermarkets) to reach these audiences, and other venues such as Nashua Transit week and community suppers.

Minkarah confirmed that NRPC did in fact reach out to town leadership and local social media, but not local access TV outlets. NRPC will regroup internally and use this feedback to plan for the remaining transit workshops. This phase however must be completed by September so that we can move on to the remaining grant activities including ridership projections of potential destinations.

4. Old Business –Banking Charges

Currently Bar Harbor is our primary checking. We continue to keep close watch on the balance; funds in excess of \$250K are moved over to TD. We need this flexibility, making a money market or other fund like NHPDIP an impracticality. Kate is authorized to make this transfer via ACH, which are transparent, and management oversight of these transfers is on a monthly cycle.

5. Other Business

Matt Waitkins just celebrated 20 years at NRPC, and staff had an informal luncheon in his honor. The group discussed timing of month close and the challenge of getting financials prepared in time for the agenda packet emailing. As the Exec. Comm prefers updated financial reports, procedure will be that the agenda and available packet items should still be done on Friday, but it is acceptable to forward financials on the following Monday or Tuesday if necessary.

Discussion turned to updates of various plans including the Regional Plan, the Housing Needs Assessment, and the Locally Coordinated Transportation Plan

NRPC will host a drinking water protection workshop on June 22.

Executive Committee members shared roundtable updates.

6. Adjourn

The meeting adjourned at 7:28 pm with a unanimous vote as moved by Hennessey and seconded by Fimbel. The next regular Executive Committee meeting will be June 19, 2019 at 6:00pm.

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

	TOTAL				
	May 19	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
RESOURCES					
2000 Local Dues					
Local Dues Match	(10,765.10)	(87,849.85)			
2000 Local Dues - Other	13,583.33	149,416.63	163,000.00	(13,583.37)	91.67%
Total 2000 Local Dues	2,818.23	61,566.78	163,000.00	(101,433.22)	37.77%
Federal Contracts					
9005 DES Source Water	13,998.00	19,996.00	21,496.00	(1,500.00)	93.02%
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	13,998.00	26,644.24	45,929.50	(19,285.26)	58.01%
Grants					
6300 NRSWMD	31,842.37	124,101.79	137,800.00	(13,698.21)	90.06%
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	31,842.37	126,631.65	143,865.00	(17,233.35)	88.02%
Interest Income	574.82	4,156.95	1,800.00	2,356.95	230.94%
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	319.22	4,663.90	5,000.00	(336.10)	93.28%
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	1,610.98	10,953.15	20,000.00	(9,046.85)	54.77%
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	562.50	3,187.50	5,500.00	(2,312.50)	57.96%
2604 Wilton Downtown Ordinance	0.00	1,992.44	2,181.00	(188.56)	91.35%
2610 Wilton CR	1,872.81	17,879.49	18,000.00	(120.51)	99.33%
2640 Wilton MP 3	250.92	1,598.57	2,384.00	(785.43)	67.05%
Total Local Planning Contracts	4,616.43	72,268.61	87,640.00	(15,371.39)	82.46%
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 OEP TBG	0.00	7,488.87	11,111.00	(3,622.13)	67.4%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	6,132.50	81,745.18	79,542.00	2,203.18	102.77%
200 POLICY & PLANNING	9,288.25	164,818.77	162,904.00	1,914.77	101.18%
300 PUBLIC INVOLV & COORD	8,548.42	76,918.41	57,307.00	19,611.41	134.22%
400 PLAN SUPPORT	38,989.44	283,322.87	253,407.00	29,915.87	111.81%
500 TECHNICAL ASSIST & SUPPORT	14,873.57	219,334.55	227,013.00	(7,678.45)	96.62%
Total 3000 DOT Highway Planning	77,832.18	826,139.78	780,173.00	45,966.78	105.89%
3100 Transit Expansion	10,845.62	22,107.31	32,000.00	(9,892.69)	69.09%

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

	TOTAL				
	May 19	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
3250 LTS - RPC	2,764.05	5,435.28	0.00	5,435.28	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	1,471.25	4,622.68	9,400.00	(4,777.32)	49.18%
Total State Contracts	92,913.10	1,003,174.04	1,030,858.00	(27,683.96)	97.31%
Total RESOURCES	146,762.95	1,297,217.07	1,474,892.50	(177,675.43)	87.95%
Expense					
Depreciation	572.20	6,294.18			
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	158.84	11,359.15	12,000.00	(640.85)	94.66%
Employee Benefits					
C Dental Insurance	557.77	6,598.81	11,092.00	(4,493.19)	59.49%
C Health Ins.	0.00	53,868.95	75,610.00	(21,741.05)	71.25%
C HSA Contribution	0.00	4,500.00	5,500.00	(1,000.00)	81.82%
C LTD Insurance	109.70	1,202.96	2,500.00	(1,297.04)	48.12%
C Retirement 401	1,394.62	16,468.21	23,756.00	(7,287.79)	69.32%
C Retirement 457	0.00	898.93			
C STD Insurance	196.28	2,395.32	6,600.00	(4,204.68)	36.29%
P/R Taxes (Indirect)	4,176.30	50,156.54	55,978.00	(5,821.46)	89.6%
Total Employee Benefits	6,434.67	136,089.72	181,036.00	(44,946.28)	75.17%
Equipment Maintenance	0.00	810.00	1,750.00	(940.00)	46.29%
GIS	1,471.98	15,805.28	18,860.00	(3,054.72)	83.8%
Insurance	538.17	7,792.32	14,300.00	(6,507.68)	54.49%
Internet Access/Telephone	553.69	5,642.15	5,000.00	642.15	112.84%
IT Service	265.17	10,533.88	3,500.00	7,033.88	300.97%
Janitorial	337.50	3,962.50	4,000.00	(37.50)	99.06%
Legal	0.00	2,241.00	4,000.00	(1,759.00)	56.03%
Legal Notices	187.20	1,240.35	1,000.00	240.35	124.04%
Marketing and Outreach	840.00	1,075.00	1,000.00	75.00	107.5%
Misc	19,745.74	24,222.31	3,500.00	20,722.31	692.07%
Office Expenses	2,965.68	13,028.17	15,099.00	(2,070.83)	86.29%
Postage	22.00	921.14	2,000.00	(1,078.86)	46.06%
Printing	511.91	6,105.88	6,500.00	(394.12)	93.94%
Professional Services	28,755.50	222,899.40	268,435.00	(45,535.60)	83.04%
Rent & CAM	4,515.97	76,678.50	77,500.00	(821.50)	98.94%
Reserve Fund	0.00	43,704.00	44,564.00	(860.00)	98.07%
Total Salaries	56,681.24	676,438.86	731,732.00	(55,293.14)	92.44%
Small Equipment	1,493.66	28,103.01	6,154.00	21,949.01	456.66%
Staff Development	560.44	4,221.79	10,000.00	(5,778.21)	42.22%
Total Travel	870.52	12,338.23	12,700.00	(361.77)	97.15%
Utilities	0.00	5,040.19	10,000.00	(4,959.81)	50.4%
Total EXPENSES	126,909.88	1,332,917.04	1,455,880.00	(122,962.96)	91.55%
Total Expense	127,482.08	1,339,211.22	1,455,880.00	(116,668.78)	91.99%
Net Income	19,280.87	(41,994.15)	19,012.50	(61,006.65)	(220.88%)

NRPC FY 2019 DASHBOARD

May-19	
TD Checking	
Beginning Balance	\$174,801.02
Deposits & Credits	\$57.65
Payments	\$40,357.63
Ending Balance	\$134,501.04
Bar Harbor Checking	
Beginning Balance	\$177,605.76
Deposits & Credits	\$157,220.76
Payments	\$91,338.04
Ending Balance	\$229,195.31
Tuesday, April 30, 2019	
Accounts Payable	\$20,383.12
Accounts Receivable	\$114,678.32
Oversight Activities	
Line of credit (\$75,000) activated?	No
BHB CDs	\$265,545.08
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	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

Key Statistics	
Staff Activities May/June	
NTS Transit Expansion Workshop @Hudson - Matt, John NRPC Complete Streets Advisory Comm. - Matt, Jay, Mason, Cassie Nashua Health Dept. LEAD Stakeholder Meeting - Jay Pelham Workforce Housing Charrette - John SB 241 Hearing - Jay DES Sourcewater Protection Roundtable - Jay, Sara, Cassie, Mason CommuteSmart Meeting - Derek Nashua RCC Meeting - Matt, Mason Pelham Workforce Housing Community Reveal Presentation - John Statewide LTS Meeting - Ryan NTS Transit Expansion Workshop @Merrimack - Matt, Cassie OSI Spring Conf. Census & Planning for Parks presentations by Sara NTS Bus Evaluation - John Commute Smart Challenge begins PHAC Executive Committee Meeting - Jay Regional Lead Agency Compliance Oversight Workshop - Jay, Matt NH GIS Technical Advisory Committee - Sara NHARPC Legislative Breakfast - Sara EPA Brownfields Grant Announcement - Jay & Staff NHTA/SCC Joint Meeting - Matt HHW Collection @Nashua - Mason, Jay, Matt, Cassie Nashua Rail Transit Committee - Jay The Merrimack River Task Force Kickoff Meeting in Haverhill - Jay NTS Staff Meeting - Ryan NRSWMD Quarterly Meeting - Mason, Jay, Sabrina, Kate, Cassie TTAC - Jay, Matt, John, Sabrina, Cassie Nashua-Manchester Stormwater Coalition Meeting - Andrew RPC Directors Meeting - Jay Census Solutions Wporkshop @NCC - Ryan (presentation), Mason Inter-Agency Meeting @NHDOT- Matt Nashua Manchester Stormwater Coalition Meeting - Andrew Nashua Chamber Workforce Housing Committee Meeting - John	
Staff Education & Training - May/June	
MPO Freight Planning Workshop - (5/29 & 5/30) Gregg, Matt, Derek NHHFA Sustainable Construction & Afford Housing Conf. - John NHPA Annual Conference (6/6 & 6/7) - John SADES Training -RSMS&Ped Infrastructure (6/11 & 12) - Andrew, Derek	
Website Stats (with one-month trend)	
nashuarpc.org -- Sessions	2700 (+0)
nashuarpc.org -- Users	2000 (+100)
Constant Contact – Number of Subscribers	475 (+3)
Constant Contact – Avg Newsletter Open Rate	25%
Facebook Likes	372 (+2)
Post Engagement	82 (-399)
Twitter Followers	488 (+3)
Post Engagement	36 (-39)
Total revenues:	\$1,464,886
Total Expenses:	\$1,472,781
Delta	-\$7,895

REVENUE	FY 19 Adopted	FY 20 Proposed	Difference
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
90XX EDA Grant	\$ -		
90XX EPA Brownfields Grant	\$ -	\$ 98,000	\$ 98,000
<i>Total Federal Contracts</i>	\$ 10,700	\$ 116,570	\$ 105,870
Grants			
6300 NRSWMD - HHW	\$ 137,800	\$ 241,450	\$ 103,650
7516 NH Housing - GIS Support	\$ 4,648	\$ 4,648	\$ -
7530 Southwest - NED			\$ -
9025 EPA Healthy Communities Grant		\$ 12,484	\$ 12,484
<i>Total Grants</i>	\$ 142,448	\$ 258,582	\$ 116,134
Local Planning Contracts			
100 - Electricity/Energy			\$ -
200 - Special Projects			\$ -
300 - GIS Special Projects			\$ -
400 - Municipal Services			\$ -
2111 Amherst Econ Dev Vision	\$ 501	\$ -	\$ (501)
2139 Hudson Circuit Rider	\$ 8,400	\$ -	\$ (8,400)
21XX Master Plan Update	\$ -	\$ 19,378	\$ 19,378
2150 Mason CR	\$ 5,000	\$ 5,000	\$ -
2175 Hollis Master Plan	\$ 2,905	\$ -	\$ (2,905)
2245 Litchfield CIP	\$ 443	\$ -	\$ (443)
2250 Litchfield CR	\$ 20,000	\$ 18,000	\$ (2,000)
2361 MVD	\$ 3,000	\$ 3,000	\$ -
2401 Milford Sign Ordinance Review	\$ 2,000	\$ -	\$ (2,000)
2551 Pelham GIS Tax Map Update	\$ -	\$ -	\$ -
2554 Pelham Master Plan	\$ -	\$ 2,000	\$ 2,000
2560 Pelham Trail Mapping	\$ 3,966	\$ -	\$ (3,966)
2565 Pelham MS4 Support	\$ 5,500	\$ 2,000	\$ (3,500)
2604 Wilton Downtown Ordinance	\$ 2,181	\$ -	\$ (2,181)
2610 Wilton CR	\$ 18,000	\$ 18,000	\$ -
2640 Wilton MP 3	\$ 2,384	\$ 150	\$ (2,234)
<i>Total Local Planning Contracts</i>	\$ 74,280	\$ 67,528	\$ (6,752)
Other Income			
8000 Pubs/Map Sales	\$ 1,800	\$ 1,800	\$ -
Interest Income	\$ 1,800	\$ 6,000	\$ 4,200
<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)
200 POLICY & PLANNING	\$ 162,904	\$ 173,250	\$ 10,346
300 PUBLIC INVOLV & COORD	\$ 57,307	\$ 52,200	\$ (5,107)
400 PLAN SUPPORT	\$ 253,407	\$ 270,450	\$ 17,043
500 TECHNICAL ASSIST & SUPPORT	\$ 227,013	\$ 156,119	\$ (70,894)
600 NASHUA TRANSIT EXPANSION STUDY	\$ -	\$ 28,105	\$ 28,105
3000 DOT Highway Planning	\$ 780,173	\$ 752,124	\$ (28,049)
3100 Transit SPR 5305	\$ 32,000	\$ 27,000	\$ (5,000)
3250 LTS		\$ 6,767	\$ 6,767
3500 DOT 5310 SVTC	\$ 178,174	\$ 190,039	\$ 11,865
3500 DOT-FF SVTC	\$ 20,000	\$ -	\$ (20,000)
4430 CTAP	\$ 9,400	\$ 16,000	\$ 6,600
<i>Total State Contracts</i>	\$ 1,052,354	\$ 996,329	\$ (56,025)
Total RESOURCES	\$ 1,446,382	\$ 1,609,809	\$ 163,427

EXPENSE	FY 19 Adopted	FY 20 Proposed	
Annual Forum	\$ 4,500	\$ 5,000	\$ 500
Audit	\$ 12,500	\$ 15,900	\$ 3,400
Bank Service Charges	\$ 250	\$ 250	\$ -
Capital Equipment	\$ 4,000	\$ 5,000	\$ 1,000
Dues & Subscriptions	\$ 12,000	\$ 10,000	\$ (2,000)
Employee Benefits			
C Dental Insurance	\$ 11,092	\$ 7,507	\$ (3,585)
C Health Ins.	\$ 75,610	\$ 71,535	\$ (4,075)
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 Retirement 457	\$ -	\$ -	\$ -
C STD Insurance	\$ 6,600	\$ 2,750	\$ (3,850)
P/R Taxes (Indirect)	\$ 55,978	\$ 57,383	\$ 1,405
<i>Total Employee Benefits</i>	\$ 181,036	\$ 166,911	\$ (14,125)
Equipment Maintenance	\$ 1,750	\$ 1,750	\$ -
GIS	\$ 18,860	\$ 18,000	\$ (860)
Insurance	\$ 14,300	\$ 11,740	\$ (2,560)
Internet Access/Telephone	\$ 5,000	\$ 6,840	\$ 1,840
IT Service	\$ 3,500	\$ 5,500	\$ 2,000
Janitorial	\$ 4,000	\$ 3,600	\$ (400)
Legal Notices	\$ 1,000	\$ -	\$ (1,000)
Legal	\$ 4,000	\$ 2,500	\$ (1,500)
Marketing and Outreach	\$ 1,000	\$ 1,000	\$ -
Misc	\$ 3,500	\$ 4,130	\$ 630
Office Expenses	\$ 15,099	\$ 16,750	\$ 1,651
Postage	\$ 2,000	\$ 2,000	\$ -
Printing	\$ 6,500	\$ 6,500	\$ -
Professional Services	\$ 268,435	\$ 427,485	\$ 159,050
Rent & CAM	\$ 77,500	\$ 86,515	\$ 9,015
Reserve Fund	\$ 44,564	\$ 30,235	\$ (14,329)
Salaries	\$ 731,732	\$ 750,102	\$ 18,370
Small Equipment	\$ 6,154	\$ 5,950	\$ (204)
Staff Development	\$ 10,000	\$ 10,000	\$ -
Meeting Expenses	\$ 2,700	\$ 2,300	\$ (400)
Mileage and Travel	\$ 8,700	\$ 10,850	\$ 2,150
Vehicle Expenses	\$ 1,300	\$ 1,000	\$ (300)
Utilities	\$ 10,000	\$ -	\$ (10,000)
Total Expenses	\$ 1,455,880	\$ 1,607,808	\$ 151,928

Nashua Regional Planning Commission - FY 2019

Balance Sheet

As of May 31, 2019

May 31, 19

ASSETS

Current Assets

Checking/Savings

1 NOW Account xx5715	134,501.04
Bar Harbor Bank & Trust xx1485	263,267.63
BHBT - 13 Mo CD xx3688	63,965.56
BHBT - 19 Mo CD xx3662	201,849.52
Petty Cash	160.52

Total Checking/Savings 663,744.27

Accounts Receivable

Accounts Receivable 114,678.32

Total Accounts Receivable 114,678.32

Other Current Assets

FP Mailing Postage Account 230.40

Total Other Current Assets 230.40

Total Current Assets 778,652.99

Fixed Assets

Fixed Assets

Accum Depr -31,865.35

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 9,384.59

Total Fixed Assets 9,384.59

Other Assets

Prepaid Expense 12,463.99

Total Other Assets 12,463.99

TOTAL ASSETS 800,501.57

Nashua Regional Planning Commission - FY 2019

Balance Sheet

As of May 31, 2019

May 31, 19

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 20,383.12

Total Accounts Payable 20,383.12

Credit Cards

Bank of America -CC 2,280.54

Total Credit Cards 2,280.54

Other Current Liabilities

Accrued Payroll 27,913.30

Accrued Vaca Payable **offset 33,530.67

E FSA Total (wash)

E FSA - Dependent Care 0.12

Total E FSA Total (wash) 0.12

E United Way Withheld 20.00

Local Dues 13,583.37

P/R Liabilities - Other

C HSA Contributions 4,375.00

E Dental Insurance Withheld 163.27

E Health Insurance Withheld 518.28

E HSA Contributions -4,375.00

E STD Insurance Withheld 33.26

Total P/R Liabilities - Other 714.81

Payroll Liabilities -0.20

Retainers

Retainer- Hollis RSMS (402A) 29.26

Retainer-2245 Litchfield CIP 442.55

Retainer-2560 Pelham Trail 1,050.00

Retainer-2640 Wilton MP 3 785.19

Retainer-6300 HHW 42,548.21

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 64,855.21

Total Other Current Liabilities 140,617.28

Total Current Liabilities 163,280.94

Total Liabilities 163,280.94

Equity

Retained Earnings 645,684.11

Vacation Bene Payable ** offset 33,530.67

Net Income -41,994.15

Total Equity 637,220.63

TOTAL LIABILITIES & EQUITY 800,501.57

PROPOSED NRPC FY 2021 LOCAL DUES ASSESSMENT

July 1, 2020 - June 30, 2021

Municipality	2017 Estimated Population	% of Region	2018 Equalized Assessed Valuation	% of Region	Combined %	Adopted FY 20 163,000	Proposed FY 21 163,000
Amherst	11,401	5.43%	1,893,782,006	6.91%	6.17%	\$10,202	\$10,062
Brookline	5,275	2.51%	641,791,696	2.34%	2.43%	\$3,949	\$3,958
Hollis	7,807	3.72%	1,434,344,967	5.24%	4.48%	\$7,373	\$7,299
Hudson	25,103	11.96%	3,265,661,888	11.92%	11.94%	\$19,345	\$19,464
Litchfield	8,458	4.03%	995,071,938	3.63%	3.83%	\$6,364	\$6,245
Lyndeborough	1,713	0.82%	171,380,991	0.63%	0.72%	\$1,261	\$1,175
Mason	1,398	0.67%	177,799,930	0.65%	0.66%	\$1,088	\$1,072
Merrimack	25,529	12.16%	3,778,122,583	13.79%	12.98%	\$21,034	\$21,154
Milford	15,366	7.32%	1,623,310,760	5.93%	6.62%	\$10,615	\$10,797
Mont Vernon	2,501	1.19%	314,991,978	1.15%	1.17%	\$1,844	\$1,908
Nashua	88,143	42.00%	10,715,902,757	39.12%	40.56%	\$66,546	\$66,110
Pelham	13,500	6.43%	1,958,070,986	7.15%	6.79%	\$10,736	\$11,068
Wilton	3,689	1.76%	421,994,358	1.54%	1.65%	\$2,646	\$2,688
Region	209,883	100.00%	27,392,226,838	100.00%	100.00%	\$163,000	163,000

Name	Position	Position Expiration	Joined Commission	Nominated to Executive Committee	NRPC ByLaws Term Expiration Date
Mike Fimbel			June 2001	June 18, 2015	June 2021
Karin Elmer	Vice Chair	June 2019	June 2008	June 20, 2016	June 2019
Sarah Marchant			June 18, 2014	June 18, 2014	June 2020
David Hennessey			June 4, 2010	June 15, 2014	June 2020
Jim Battis	Treasurer	June 2019	January 2014	Sept. 18, 2016	June 2020
Susan Ruch	Chair	June 2019	June 18, 2014	June 18, 2014	June 2020
Janet Langdell			March 2006	April 15, 2009	June 2021
Bill Boyd			March 2013	Oct 17, 2015	June 2021
Mary Ann Melizzi-Golja				Feb 21, 2018	June 2021

ARTICLE IV – OFFICERS

(Per Nashua Regional Planning Commission BYLAWS: Amended and Approved June 15, 2011)

General: The Commission officers shall include a Chairman, a Vice-Chairman and a Treasurer who shall be elected at the Annual Meeting of the Commission and shall take office July 1 and serve until June 30 of the following year or until successors have been elected. No officer shall be eligible to serve more than two consecutive terms in the same office but may hold other offices at the will of the Commission. No individual shall hold more than one office at the same time.

ARTICLE VI – COMMITTEES

B. Executive Committee: There shall be an Executive Committee which shall consist of the officers and six Commissioners at-large. Members shall be nominated for a three year term by the Nominating Committee and ratified by a majority vote of the voting members present at the Annual Meeting. Duly elected members of the Executive Committee shall serve for their three year term, or until they resign, and may be re-elected for an infinite number of terms. The Executive Committee shall conduct the affairs of the Commission at times when the Commission is not in session and shall report on its actions to the Commission at the next Commission meeting. The Executive Committee shall meet at least eight (8) times per year. Beginning with the annual meeting in 2011, election to the Executive Board shall be for a three year term. Those members of the Executive Board currently serving and elected prior to 2011 shall have their positions converted to a three year term. Those elected between 2003 and 2005 shall have their term expire in 2012. Those elected between 2005 and 2009 shall have their term expire in 2013. Those elected in 2009 shall have their term expire in 2012 and those elected in 2010 shall have their term expire in 2013. In the event that a vacancy occurs in one of the positions and that vacancy occurs between Annual meetings, the executive board shall fill the position. Those appointed by the executive board shall serve until the next annual meeting of the commission at which time the nominating committee shall nominate someone for the Commission to elect for the balance of the term. The duties of the Executive Committee shall include the following: