



NOTICE OF MEETING

WHO: NRPC Executive Committee

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

WHERE: NRPC Conference Room

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: March 20, 2019 (**Action Required**)
 - b. March/Feb Dashboard (**Action Required**)
 - c. May Open House
3. Transportation Programs
 - a. TYP Project List (**Action Required**)
 - b. FY 20-21 UPWP
 - c. FY 18-19 UPWP Updates
4. Old Business
 - a. NRPC Office Debrief
 - b. Banking Changes
5. Other Business
6. Adjourn

Next Meeting: May 15, 2019



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

Present:

Susan Ruch, Chair
Karin Elmer, Vice Chair
Jim Battis, Treasurer
Dave Hennessey
Bill Boyd
Janet Langdell
Mike Fimbel

Sarah Marchant
Mary Ann Melizzi-Golja (arrive 6:22).

Staff:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director

Absent:

1. Call to Order:

Ruch called the Executive Committee meeting to order at 6:05 pm.

2. Business

Boyd made a motion to approve the February 20, 2019 Executive Committee meeting minutes, seconded by Hennessey. Battis requested clarification on status of the legislative watch list. After no further discussion, the motion passed 8-0-0.

d. Dashboard

After a brief review of the NRPC account balances that remain on target, Minkarah presented a review of the Bar Harbor sweep account which collateralizes any balance in excess of \$250K insured by FDIC. The sweeping strategy, however, prevents Bar Harbor from producing a reconcilable bank statement. By closing the sweep account and retaining approximately \$250K with Bar Harbor and any excess with TD, all funds remain insured.

Langdell asked if closure of the sweep account affects the rate of return, and Minkarah stated it did not. Hennessey requested that the NRPC auditors be put in contact with Bar Harbor to confirm that the sweep account statements were insufficient. At the request of Langdell, Minkarah clarified that this discussion did not affect any SVTC balances. Ruch requested that future corrective actions of this nature be completed in close consultation with EC.

Minkarah then circulated a handout from the New Hampshire Public Deposit Investment Pool which has some attractive offerings currently. There was consensus to keep this option under consideration for future investing.

Turning back to the Dashboard, Minkarah called out the Transportation Roundtable attended by Pappas at SNHPC. The group discussed support for a legislative request to extend the public comment period as well as strategies to submit substantive comments on passenger rail after the closing of the public comment period. NRPC voted to support the study, but there has been a substantial change to existing conditions. After further discussion, Boyd made a motion to authorize Minkarah to author a letter on behalf of the EC requesting an extension of the public comment period. Langdell amended the motion

by indicating if we needed to bring it forward to more members of the Commission, they can attend the EC meeting as well. The motion, as amended, was seconded by Battis. The motion passed 9-0-0.

Minkarah briefly mentioned the NRPC rail passenger survey underway at Billerica and Lowell stations to inform feedback on existing ridership projections. An update on the Ten-year plan meeting at NH DOT will follow at the Full Commission meeting.

The reserve continues to cover approximately five months of operating expenditures and we have not activated our line of credit. The working shows a \$82K delta between revenue and expense which will diminish as we close in on the fiscal year end.

The P&L represents just about 2/3 of the fiscal year. We are light on local contracts but some such as CTAP will be ramping in the last quarter. Jumps in expenses are largely attributable to the office relocation. The balance sheet shows we are on target in terms of AR versus AP.

Hennessey moved to approve the dashboard and financials and place them on file for audit, seconded by Boyd. The motion passed 9-0-0.

3. Old Business

a. NRPC Office Move

Surplus office furniture has been removed and trash is being moved to the dumpster. Staff will be packing through Friday packing Thu Friday. Siskavich reviewed the timeline for the move days on March 25 and 26. The group discussed the concept of an open house to follow the move as well as a staff appreciation luncheon.

b. NRPC Annual Forum

The group discussed impressions and relevance of the annual forum topic, *Cutting-edge Trends in Transportation*. Among the positives Ruch noted were the engaging nature of the content and speakers and the fact that the subject matter isn't easily attainable elsewhere. Hennessey found that the talks were highly aligned with recent proposed federal infrastructure spending. Boyd agreed but speculated that the topics were somewhat intangible vis-à-vis present-day problems such as road and bridge conditions. Langdell said that while academically interesting, the content could have been made more useful if it were tied to practical implementation.

6. Adjourn

The meeting adjourned at 7:03 pm with a unanimous vote as moved by Elmer and seconded by Boyd.

The next regular Executive Committee meeting will be April 17, 2019 at 6:00pm. This will be the first Executive Committee meeting at the new 30 Temple Street office location.

NRPC FY 2019 DASHBOARD

Mar-19		Key Statistics	
TD Checking		Staff Presentations - Activities March/April	
Beginning Balance	\$288,177.82	NRPC Office Move - all staff	
Deposits & Credits	\$101,899.90	Northern Middlesex Council of Governments MPO Meet - Gregg, Jay	
Payments	\$145,235.07	NRPC Staff Meeting - All Staff	
Ending Balance	\$244,842.65	NRPC Bike-Ped Tech Advisory Committee - Matt, Jay, Mason, Cassie	
Sunday, March 31, 2019		NTS Staff Meetings - Ryan, Mason (4)	
Bar Harbor Checking		Partnering for Performance meeting - Gregg and Matt	
Beginning Balance	\$82,268.47	Statewide Coordinating Council - Matt, Mason	
Deposits	\$4,759.29	Nashua Rail Transit Committee - Gregg	
Payments	\$395.96	TTAC - Gregg, Jay, Ryan, Cassie, Mason, John, Sabrina	
Ending Balance	\$86,631.80	Nashua-Manchester Stormwater Coalition Meeting - Sara, Andrew	
Accounts Payable		RPC Directors Mmeeting - Jay	
Accounts Receivable		NHARPC Meeting - Jay	
		APA National Conference - Jay	
		LTS Meeting - Matt, Ryan	
		NRPC Nike Ped Group - Matt, Mason, Cassie	
Oversight Activities		Website Stats (with one-month trend)	
Line of credit (\$75,000) activated?	No	nashuarpc.org -- Sessions	2100 (+298)
BHB CDs	\$264,880.69	nashuarpc.org -- Users	1500 (+256)
Audit Status	Complete	Constant Contact -- Number of Subscribers	470 (+1)
		Constant Contact -- Avg Newsletter Open Rate	31%
		Total Social Media Postings	30
		Facebook Likes	349 (+7)
		Facebook Average Reach	779
		Twitter Followers	485 (+6)
		Twitter Average Reach	277
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	\$14,400
Federal Contracts	\$4,700	Dues & Subscriptions	\$12,000
Grants	\$182,244	Employee Benefits	\$170,836
Local Planning Contracts	\$86,646	GIS	\$18,860
Other Income	\$7,449	Insurance	\$6,178
State Contracts	\$1,123,370	IT	\$10,294
		Legal	\$4,000
		Marketing, Outreach, Annual Forum	\$5,500
		Office Exp	\$15,099
		Other Exp	\$101,218
		Professional Services	\$273,915
		Rent & CAM	\$77,500
		Salaries	\$742,829
		Staff Development	\$10,000
		Travel & Meeting Exp	\$12,700
		Utilities	\$10,000
Working Budget	\$1,567,409	Total Expenses	\$1,485,329
Pending Grant Applications	\$445,881	Delta	\$82,080

PROJECT PRIORITIES FOR 2021 - 2030 NH TEN YEAR HIGHWAY PLAN

TTAC				FY 29-30	FY 2031	Project
<u>Rank</u>	<u>Project Listing by Priority</u>			<u>Federal</u>	<u>Const Total</u>	<u>Score</u>
1	Nashua	FEE Turnpike	Exit 5 Realignment	\$920,768		73.58
4	Brookline	NH 13	Realign NH 13/S. Main St.	\$683,956		41.12
5	Nashua/Hudson	TF & Vet Mem Br.	Rehabilitation	\$2,773,808		38.11
3	Nashua	Kinsley St.	Sidewalks & Bike Lane	\$389,793	\$857,171	47.46
6	Amherst	B&M Rail to Trail	Construct ped/bike trail	\$668,134		32.67
6	Milford	N River Rd/Elm St	Multi-purpose path	<u>\$739,441</u>		32.67
Total to Federal Allocation for 2029-2030				\$6,175,900		

1. Final project priority is based on TTAC scoring, municipal priorities and project use of available funds.
2. #2 TTAC-ranked project, Bridge & Canal Complete Streets, was withdrawn by City of Nashua as a project submission for this round due to fiscal constraint.
3. Construction of Kinsley Street project will be split over two years, with second construction season falling into the next biennial funding period.

NRPC MPO UNIFIED PLANNING WORK PROGRAM FY 2020-2021

CATEGORY 100 – MPO ADMINISTRATION AND TRAINING

Task 101 Invoices & Accounting – Monthly invoices/progress reports, ICR development, annual audit

Task 102 MPO/TMA Program Administration – UPWP development & amendments. Mid-contract review, Annual Performance Report, staff & project meetings. **MPO Certification Review in 2019.**

Task 103 Training - TransCAD modeling, Synchro, RSMS, freight planning, NPMRDS analytics

Task 104 Indirect Cost Adjustments – placeholder if needed

Task 105 Performance Measures – New Task. Monthly meetings of **Partnering for Performance NH** for measures & targets

CATEGORY 200 – POLICY AND PLANNING

Task 201 Ten Year Transportation Plan – Project solicitation, submittal, prioritization, public hearings

Task 202 Planning & Environmental Linkages – Address resiliency to extreme weather, environmental mitigations measures, environmental justice impacts of projects. Technical assistance to **Regional Stormwater Coalition.**

Task 203 Transportation Planners Collaborative – Infrequent meetings with purpose of aligning state & federal transportation planning processes.

Task 204 Interagency Consultation Process – Monthly conferences to disseminate information and coordinate between MPOs, NHDOT, FHWA & FTA.

Task 205 Transportation Improvement Program – Maintain update the FY 2019-2022 TIP through revisions & amendments; prepare the FY 2021-2024 TIP.

Task 206 Congestion Management Process – Monitor travel speeds on arterials, park-and-ride use, documentation of CMP process and data analysis in **CMP Update June 2020.**

Task 207 Intelligent Transportation Systems – **Update ITS Plan June 2020** to align with Statewide ITS architecture.

Task 208 Metropolitan Transportation Plan – Periodic **updates of 2019-2045 MTP** with Fiscal Constraint, **Performance Measures & Targets.**

Task 209 – Transportation Air Quality Conformity – Planning level determination now required, model analysis if emissions budget analysis is required.

Task 210 – State Long Range Transportation Plan – Provide data & analysis to NHDOT for **2020 Update.**

Task 211 – Bicycle and Pedestrian Planning – Staff support to the reconstituted Regional Bicycle- Pedestrian Technical Advisory Committee. **Update Bicycle-Pedestrian Plan (June 2021).**

Task 212 – Freight Planning – New Task. Accelerate truck counts; develop truck generation rates, O-D patterns as basis for future planning

CATEGORY 300 - PUBLIC INVOLVEMENT AND COORDINATION

Task 301 Transportation Technical Advisory Committee - Monthly meetings to review plans & projects, make recommendations to the MPO.

Task 302 Committee Meetings – Meetings of the Executive Committee to act as the MPO when the full Commission does not meet.

Task 303 Public Participation Plan – Complete and amend the 2019 Public Participation Plan now in process.

Task 304 Public Outreach – Use of social media, public information meetings, public hearings, charettes, workshops to communicate the region's transportation planning program.

Task 305 MPO/TMA Policy Committee Meetings – Meetings of the NRPC full commission to implement proposed transportation plans and programs.

CATEGORY 400 – PLAN SUPPORT (DATA, MODELING, GIS)

Task 401 Traffic Count Program – Conduct **130 ATR counts** to support the NHDOT HPMS and additional counts to support the regional traffic model.

Task 402 Statewide Asset Data Exchange System (SADES) Inventory – Conduct Road Surface Management System (RSMS) analysis for 2 towns/year. **Pedestrian Infrastructure Assessments** may be conducted.

Task 403 Geographic Information System – Maintain inventory of the regional transportation infrastructure, crash data for safety analysis, land use monitoring to support traffic modeling. Track demographic and socioeconomic conditions.

Task 404 Demographics – Maintain and update demographic data used in transportation planning and model forecasting.

Task 405 Equipment and Supplies – Count equipment, **NPMRDS enhanced analytics**, transportation- dedicated computers.

Task 406 Travel Demand Model – Travel model development entails incorporating enhancements and potentially linking with other MPO models. Model application entails analysis of projects.

Task 407 Memberships, Subscriptions and Professional Costs

CATEGORY 500 - TECHNICAL ASSISTANCE AND TRANSIT SUPPORT

Task 501 Local and Regional Assistance – A primary focus will be a **NH 101 Study Update**. Counts and data analysis for local communities on request. **Transportation chapters for Master Plans**. Review of **traffic impacts from local developments**. Community **subarea studies** as requested.

Task 502 Statewide Assistance – Provide data & analysis to NHDOT and NHDES as requested.

Task 503 Local Public Agency Program Support – Assist in preparation of **CMAQ, TAP and TYP applications**. Assist in Highway Safety Improvement Program project identification.

Task 504 Special Projects – Large-scale planning studies that require separate work scopes approved by NHDOT.

Task 505 Regional Coordinating Council – Facilitate the Regional Coordinating Council, planning assistance to the Souhegan Valley Transit Collaborative.

Task 506 Transit Assistance – Planning and technical assistance to NTS. Passenger rail service planning

Task 507 Transportation Demand Management – Supplement efforts conducted under CTAP project to reduce vehicle travel and carry on the work of that project once it expires; includes strategies such as telecommuting, ridesharing, flexible hours.

CATEGORY 600 – NASHUA INTERREGIONAL TRANSIT EXPANSION STUDY

NRPC has successfully applied for supplemental FTA 5305(e) funding to evaluate the feasibility of expanding transit service beyond Nashua to major connections and activity centers in Massachusetts, including:

- Lowell MBTA commuter rail station with possible extension to UMass Lowell
- MBTA Alewife station in Cambridge
- Lowell Regional Transit Authority fixed-route service
- Select major employers in Burlington, MA and other Route 128 destinations
- Other potential destinations that may be identified as the study proceeds.

Task 601 Public Outreach – Targeted outreach to the general public and business community, surveys, public meetings.

Task 602 Operational Analysis and Feasibility Review – Develop ridership and cost estimates for potential service alternatives. Operational plans and capital needs. Identify funding alternatives. Final report with prioritized service extensions.

NRPC UPWP BUDGET FY 2020-2021

2020-21 Fiscal Year Budget by Task	FY 20 Federal + Toll Credit	FY 20 NRPC Match	FY 2020 Total	FY 21 Federal + Toll Credit	FY 21 NRPC Match	FY 2021 Total	Pct. of Budget
100 - MPO Administration and Training	\$72,000	\$8,000	\$80,000	\$72,000	\$8,000	\$80,000	9.6%
Task 101: Invoices and Accounting	\$16,200	\$1,800	\$18,000	\$16,200	\$1,800	\$18,000	2.2%
Task 102: MPO/TMA Program Administration	\$37,800	\$4,200	\$42,000	\$37,800	\$4,200	\$42,000	5.0%
Task 103: Training	\$13,500	\$1,500	\$15,000	\$13,500	\$1,500	\$15,000	1.8%
Task 104: Indirect Cost Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Task 105: Performance Measures	\$4,500	\$500	\$5,000	\$4,500	\$500	\$5,000	0.6%
200 - Policy and Planning	\$173,250	\$19,250	\$192,500	\$173,250	\$19,250	\$192,500	23.1%
Task 201: Ten Year Plan	\$16,200	\$1,800	\$18,000	\$16,200	\$1,800	\$18,000	2.2%
Task 202: Planning and Environmental Linkages	\$17,100	\$1,900	\$19,000	\$17,100	\$1,900	\$19,000	2.3%
Task 203: Transportation Planners Collaborative	\$1,800	\$200	\$2,000	\$1,800	\$200	\$2,000	0.2%
Task 204: Interagency Consultation Process (ICP)	\$4,500	\$500	\$5,000	\$4,500	\$500	\$5,000	0.6%
Task 205: Transportation Improvement Program	\$25,200	\$2,800	\$28,000	\$25,200	\$2,800	\$28,000	3.4%
Task 206: Congestion Management Process	\$21,600	\$2,400	\$24,000	\$21,600	\$2,400	\$24,000	2.9%
Task 207: Intelligent Transportation System	\$10,800	\$1,200	\$12,000	\$10,800	\$1,200	\$12,000	1.4%
Task 208: Metropolitan Transportation Plan	\$32,400	\$3,600	\$36,000	\$32,400	\$3,600	\$36,000	4.3%
Task 209: Transportation Air Quality Conformity	\$1,800	\$200	\$2,000	\$1,800	\$200	\$2,000	0.2%
Task 210: State Long Range Transportation Plan	\$1,350	\$150	\$1,500	\$1,350	\$150	\$1,500	0.2%
Task 211: Bicycle and Pedestrian Planning	\$27,000	\$3,000	\$30,000	\$27,000	\$3,000	\$30,000	3.6%
Task 212: Freight Planning	\$13,500	\$1,500	\$15,000	\$13,500	\$1,500	\$15,000	1.8%
300 - Public Involvement and Coordination	\$52,200	\$5,800	\$58,000	\$52,200	\$5,800	\$58,000	7.0%
Task 301: Transportation Technical Advisory Committee	\$21,600	\$2,400	\$24,000	\$21,600	\$2,400	\$24,000	2.9%
Task 302: Committee Meetings	\$4,500	\$500	\$5,000	\$4,500	\$500	\$5,000	0.6%
Task 303: Public Participation Plan	\$1,800	\$200	\$2,000	\$1,800	\$200	\$2,000	0.2%
Task 304: Public Outreach	\$13,500	\$1,500	\$15,000	\$13,500	\$1,500	\$15,000	1.8%
Task 305: MPO/TMA Policy Committee Meetings	\$10,800	\$1,200	\$12,000	\$10,800	\$1,200	\$12,000	1.4%
400 - Plan Support (Data, Modeling, GIS)	\$270,450	\$30,050	\$300,500	\$270,450	\$30,050	\$300,500	36.1%
Task 401: Traffic Count Program	\$40,050	\$4,450	\$44,500	\$40,050	\$4,450	\$44,500	5.3%
Task 402: SADES Inventory	\$13,500	\$1,500	\$15,000	\$13,500	\$1,500	\$15,000	1.8%
Task 403: Geographic Information System	\$135,000	\$15,000	\$150,000	\$135,000	\$15,000	\$150,000	18.0%
Task 404: Demographics	\$15,300	\$1,700	\$17,000	\$15,300	\$1,700	\$17,000	2.0%
Task 405: Equipment and Supplies	\$16,200	\$1,800	\$18,000	\$16,200	\$1,800	\$18,000	2.2%
Task 406: Travel Demand Model	\$49,500	\$5,500	\$55,000	\$49,500	\$5,500	\$55,000	6.6%
Task 407: Memberships, Subscriptions	\$900	\$100	\$1,000	\$900	\$100	\$1,000	0.1%
500 - Technical Assistance and Transit Support	\$156,119	\$17,347	\$173,466	\$156,119	\$17,347	\$173,466	20.8%
Task 501: Local and Regional Assistance	\$76,500	\$8,500	\$85,000	\$76,500	\$8,500	\$85,000	10.2%
Task 502: Statewide Assistance	\$6,300	\$700	\$7,000	\$6,300	\$700	\$7,000	0.8%
Task 503: Local Public Agency Program Support	\$9,000	\$1,000	\$10,000	\$9,000	\$1,000	\$10,000	1.2%
Task 504: Special Projects	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Task 505: Regional Coordinating Council (RCC)	\$19,319	\$2,147	\$21,466	\$19,319	\$2,147	\$21,466	2.6%
Task 506: Transit Assistance	\$42,750	\$4,750	\$47,500	\$42,750	\$4,750	\$47,500	5.7%
Task 507: Transportation Demand Management	\$2,250	\$250	\$2,500	\$2,250	\$250	\$2,500	0.3%
600 - Nashua Interregional Transit Expansion Study	\$28,105	\$28,105	\$28,105	\$28,105	\$28,105	\$28,105	3.4%
Task 601: Public Outreach	\$9,249	\$1,028	\$10,277	\$9,249	\$1,028	\$10,277	1.2%
Task 602: Operation Analysis/Feasibility Review	\$18,856	\$2,095	\$20,951	\$18,856	\$2,095	\$20,951	2.5%
Total FY 2020-2021	\$752,125	\$108,552	\$832,571	\$752,125	\$108,552	\$832,571	100%

Nashua Regional Planning Commission - FY 2019
Balance Sheet
As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Checking/Savings	
1 NOW Account xx5715	249,554.50
Bar Harbor Bank & Trust xx1485	84,826.78
BHBT - 13 Mo CD xx3688	63,780.37
BHBT - 19 Mo CD xx3662	201,100.32
Petty Cash	200.00
Total Checking/Savings	<u>599,461.97</u>
Accounts Receivable	
Accounts Receivable	232,629.54
Total Accounts Receivable	<u>232,629.54</u>
Other Current Assets	
FP Mailing Postage Account	298.70
Total Other Current Assets	<u>298.70</u>
Total Current Assets	832,390.21
Fixed Assets	
Fixed Assets	
Accum Depr	-30,720.95
Vehicle	21,828.00
Fixed Assets - Other	19,421.94
Total Fixed Assets	<u>10,528.99</u>
Total Fixed Assets	10,528.99
Other Assets	
Prepaid Expense	5,362.39
Total Other Assets	<u>5,362.39</u>
TOTAL ASSETS	<u>848,281.59</u>
LIABILITIES & EQUITY	
Current Liabilities	
Accounts Payable	26,867.95
Total Accounts Payable	<u>26,867.95</u>
Credit Cards	
Bank of America -CC	2,441.97
Total Credit Cards	<u>2,441.97</u>
Other Current Liabilities	
Accrued Payroll	27,913.30
Accrued Vaca Payable **offset	31,188.40
E FSA Total (wash)	
E FSA - Dependent Care	0.12
Total E FSA Total (wash)	<u>0.12</u>
Local Dues	40,750.03
P/R Liabilities - Other	
C HSA Contributions	4,375.00
E Aflac	66.81
E Dental Insurance Withheld	110.76
E Health Insurance Withheld	659.34
E HSA Contributions	-4,375.00
E STD Insurance Withheld	14.83
Total P/R Liabilities - Other	<u>851.74</u>
Payroll Liabilities	45.38
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	31,855.93
Retainer-MS4 Coop. Agreement	20,000.00
Total Retainers	<u>54,413.85</u>
Total Other Current Liabilities	<u>155,162.82</u>
Total Current Liabilities	<u>184,472.74</u>
Total Liabilities	184,472.74
Equity	
Retained Earnings	648,026.38
Vacation Bene Payable ** offset	31,188.40
Net Income	-15,405.93
Total Equity	<u>663,808.85</u>
TOTAL LIABILITIES & EQUITY	<u>848,281.59</u>

	TOTAL				
	Mar 19	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
RESOURCES					
2000 Local Dues					
Local Dues Match	(11,946.89)	(69,565.22)			
2000 Local Dues - Other	13,583.33	122,249.97	163,000.00	(40,750.03)	75.0%
Total 2000 Local Dues	1,636.44	52,684.75	163,000.00	(110,315.25)	32.32%
Federal Contracts					
9005 DES Source Water	0.00	7,498.00	21,496.00	(13,998.00)	34.88%
9025 EPA Healthy Commu	1,948.24	1,948.24	13,733.50	(11,785.26)	14.19%
9080 Hazard Mit-Brook/Ma	0.00	1,200.00	1,200.00	0.00	100.0%
9082 Hazard Mit-Hol/Hud/L	0.00	3,500.00	9,500.00	(6,000.00)	36.84%
Total Federal Contracts	1,948.24	14,146.24	45,929.50	(31,783.26)	30.8%
Grants					
6300 NRSWMD	5,542.90	86,944.07	137,800.00	(50,855.93)	63.09%
7516 NH Housing-GIS Supl	689.63	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	6,232.53	89,473.93	143,865.00	(54,391.07)	62.19%
Interest Income	585.58	2,986.05	1,800.00	1,186.05	165.89%
Local Planning Contracts					
2111 Amherst Economic D	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. Respon	0.00	1,000.00	1,000.00	0.00	100.0%
2150 Mason CR	406.72	3,972.96	5,000.00	(1,027.04)	79.46%
2175 Hollis MP	0.00	1,895.10	2,905.00	(1,009.90)	65.24%
2241 Litchfield MS4 Fieldw	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	1,628.21	8,600.65	20,000.00	(11,399.35)	43.0%
2361 MVD	225.00	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	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 Su	0.00	2,625.00	5,500.00	(2,875.00)	47.73%
2604 Wilton Downtown Orc	0.00	1,992.44	2,181.00	(188.56)	91.35%
2610 Wilton CR	1,372.54	13,846.11	18,000.00	(4,153.89)	76.92%
2640 Wilton MP 3	0.00	1,347.65	2,384.00	(1,036.35)	56.53%
Total Local Planning Contracts	3,632.47	64,378.37	87,640.00	(23,261.63)	73.46%
Other Income					
8000 Pubs/Map Sales	0.00	2,684.80	1,800.00	884.80	149.16%
Total Other Income	0.00	2,684.80	1,800.00	884.80	149.16%
State Contracts					
1000 OEP TBG	5,811.26	7,488.87	11,111.00	(3,622.13)	67.4%
3000 DOT Highway Planning					
100 MPO ADI	12,451.37	67,616.43	79,542.00	(11,925.57)	85.01%

	200 POLICY I	11,701.94	144,678.27	162,904.00	(18,225.73)	88.81%
	300 PUBLIC I	21,924.13	58,203.61	57,307.00	896.61	101.57%
	400 PLAN SU	30,148.21	227,083.42	253,407.00	(26,323.58)	89.61%
	500 TECHNIC	40,555.57	193,790.84	227,013.00	(33,222.16)	85.37%
	Total 3000 DOT Highway P	116,781.22	691,372.57	780,173.00	(88,800.43)	88.62%
	3100 Transit Expansion	285.55	5,416.56	32,000.00	(26,583.44)	16.93%
	3250 LTS - RPC	353.64	353.64	0.00	353.64	100.0%
	3500 DOT 5310 SVTC	40,794.12	121,966.12	178,174.00	(56,207.88)	68.45%
	3505 DOT/5310 Formula	0.00	9,898.00	20,000.00	(10,102.00)	49.49%
	4430 CTAP Phase III TDM -	677.12	1,342.02	9,400.00	(8,057.98)	14.28%
	Total State Contracts	164,702.91	837,837.78	1,030,858.00	(193,020.22)	81.28%
Total RESOURCES		178,738.17	1,064,191.92	1,474,892.50	(410,700.58)	72.15%
Depreciation		572.20	5,149.78			
	Annual Forum	0.00	984.82	4,500.00	(3,515.18)	21.89%
	Audit*	1,500.00	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	610.84	11,014.47	12,000.00	(985.53)	91.79%
	Employee Benefits					
	C Dental Insurance	1,115.54	6,041.04	11,092.00	(5,050.96)	54.46%
	C Health Ins.	3,831.28	44,316.51	75,610.00	(31,293.49)	58.61%
	C HSA Contribution	0.00	4,500.00	5,500.00	(1,000.00)	81.82%
	C LTD Insurance	220.58	1,093.26	2,500.00	(1,406.74)	43.73%
	C Retirement 401	2,035.93	13,678.97	23,756.00	(10,077.03)	57.58%
	C Retirement 457	0.00	898.93			
	C STD Insurance	395.64	2,199.04	6,600.00	(4,400.96)	33.32%
	P/R Taxes (Indirect)	6,195.61	41,803.89	55,978.00	(14,174.11)	74.68%
	Total Employee Benefits	13,794.58	114,531.64	181,036.00	(66,504.36)	63.27%
	Equipment Maintenance	602.50	810.00	1,750.00	(940.00)	46.29%
	GIS*	1,433.33	24,563.89	18,860.00	5,703.89	130.24%
	Insurance*	(1,513.33)	6,715.99	14,300.00	(7,584.01)	46.97%
	Internet Access/Telephone	628.24	3,781.61	5,000.00	(1,218.39)	75.63%
	IT Service	3,025.43	9,951.53	3,500.00	6,451.53	284.33%
	Janitorial	1,140.00	3,625.00	4,000.00	(375.00)	90.63%
	Legal Notices	276.30	1,053.15	1,000.00	53.15	105.32%
	Legal*	0.00	2,016.00	4,000.00	(1,984.00)	50.4%
	Marketing and Outreach	0.00	121.00	1,000.00	(879.00)	12.1%
	Misc	1,932.50	3,732.53	3,500.00	232.53	106.64%
	Office Expenses	1,056.06	8,056.22	15,099.00	(7,042.78)	53.36%
	Postage	242.89	852.84	2,000.00	(1,147.16)	42.64%
	Printing	690.80	5,051.97	6,500.00	(1,448.03)	77.72%
	Professional Services	4,205.00	146,610.90	268,435.00	(121,824.10)	54.62%
	Rent & CAM	6,065.77	65,012.53	77,500.00	(12,487.47)	83.89%
	Reserve Fund	43,704.00	43,704.00	44,564.00	(860.00)	98.07%
	Total Salaries	85,113.34	562,408.32	731,732.00	(169,323.68)	76.86%

Small Equipment	17,641.08	26,045.93	6,154.00	19,891.93	423.24%
Staff Development	594.00	2,468.24	10,000.00	(7,531.76)	24.68%
Travel					
Meeting Expenses (Lunch	101.67	1,740.79	2,700.00	(959.21)	64.47%
Mileage & Travel	761.13	8,230.17	8,700.00	(469.83)	94.6%
Vehicle Exp (Gas,Rep,Ins,€	0.00	424.13	1,300.00	(875.87)	32.63%
Total Travel	862.80	10,395.09	12,700.00	(2,304.91)	81.85%
Utilities	0.00	5,040.19	10,000.00	(4,959.81)	50.4%
Total EXPENSES	183,606.13	1,074,448.07	1,455,880.00	(381,431.93)	73.8%
e	184,178.33	1,079,597.85	1,455,880.00	(376,282.15)	74.15%
	(5,440.16)	(15,405.93)	19,012.50	(34,418.43)	(81.03%)