



## **NOTICE OF MEETING**

**WHO: NRPC Executive Committee**

**WHEN: Wednesday, September 16, 2020 6:00 pm**

**WHERE: Remote Meeting via Zoom**

## **AGENDA**

1. Call to Order
2. Business:
  - a. Minutes: August 19, 2020 (**Action Required**)
  - b. Non-Public Minutes: August 19, 2020 (**Action Required**)
  - c. Aug/Sept Dashboard (**Action Required**)
3. Transportation Programs
  - a. Ten Year Plan Project Solicitation
  - b. UPWP Updates
4. Project Updates
  - a. HHW
  - b. Brownfields
  - c. Nashua Sidewalk Assessments
5. Other Business
6. Nonpublic Session per NH RSA 91-A:3 (a).
7. Adjourn

*Next Meeting: October 21, 2020*



**DRAFT MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 August 19, 2020**

**In-Person Meeting, 30 Temple Street, Nashua  
 Public participation via Zoom**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Susan Ruch, Treasurer Tamara Sorell Tim Tenhave Sarah Marchant Janet Langdell		Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	Venu Rao Tim White (via Zoom) Kim Queenan (via Zoom)

**1. Call to Order**

Elmer called the meeting to order at 6:08 pm. She then took attendance by roll call.

**2. Business**

**a. Minutes: June 17<sup>th</sup>, 2020**

Langdell requested that the meeting was hosted on zoom be added to the minutes. With no future discussion, Langdell moved to approve the minutes of June 17<sup>th</sup>, 2020, as amended, seconded by Battis. The motion passed 6-0-1 with abstention from Ruch.

**b. Non-Public Minutes: May 20<sup>th</sup>, 2020**

Marchant motioned to approve the non-public minutes of May 20<sup>th</sup>, 2020, seconded by Battis. The motion passed 6-0-1 with abstention from Marchant.

**c. June/July Dashboard and Financials (Action Required)**

Minkarah deferred discussion of these financials, as they are superseded by the End-of-Year financials. Other notable dashboard items include staff activities, particularly the formation of the 101A rail trail subcommittee. There was a discussion of two competitive grants awarded to NTS requiring a change the S/TIP; the congressional delegation has been asked to facilitate.

**d. FY20 Year-End Financials**

Minkarah reviewed the notable differences between the adopted and year-end amounts. Significant factors included the budget bump from the EDA grant and cancellation of household hazardous waste events which prevented a full draw-down in budgeted vendor fees. There were many minor deltas in local contracts which added up to an overall bump of \$34K. We are

over on State contracts, largely influenced by COVID and our utilization of MPO admin/training related to staff training and the MPO certification review. In summary, our total resources were at 94% versus expenses at just under 90%, amounting to a \$79K positive balance and a net change of positive of \$47K over last year.

**e. July-August Dashboard and Financials (Action Required)**

Minkarah reviewed staff activities, including the United Way Community Connections forums, and tasks related to transit expansion. Social media activity remains healthy. We have used some funds for vehicle maintenance, safety apparel for field staff, and NRPC promotional items suitable for tabling events. Regarding the Profit and Loss and Balance Sheet, the one notable item is that receivables are high because invoices for community dues went out.

Ruch moved to accept both the June/July and the July/August dashboard and financials and place them on file for audit. Battis seconded. The motion passed 7-0-0.

**f. Slate of Officers and Executive Committee Membership**

Elmer will be stepping down as chair. Ruch, Battis, and Marchant remain willing to serve as needed.

Langdell motioned to nominate Ruch for the office of Commission Chair, seconded by Elmer. The motion passed 7-0-0.

Ruch motioned to nominate Battis for a second consecutive term for the office of Vice-Chair of Commission, seconded by Sorell. The motion passed 7-0-0.

Battis motioned to nominate Marchant for the office of Treasurer, seconded by Langdell. The motion passed 7-0-0.

Next, the Executive Committee took up the matter regarding vacant Executive Committee positions. Both Rao and Queenan affirmed their ability to serve. Tenhave motioned to recommend to the Full Commission their nomination to the Executive Committee.

The group briefly discussed the process for filling these slots “off-cycle” from the annual business meeting. Siskavich recited the following from the NRPC bylaws:

***ARTICLE VI. COMMITTEES B. Executive Committee:** ... 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.... Election to the Executive Board shall be for a three-year term. 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.*

Tenhave amended his motion to appoint Queenan and Rao to the Executive Committee for a term until the next annual meeting. Langdell seconded. The motion passed 7-0-0.

### **3. Transportation Program Updates**

#### **a. Ten Year Plan Project Solicitation**

Minkarah reviewed the process, associated timelines, and project evaluation criteria for submittals as described in the packet memo. Selectboard and planning board chairs, town managers, TTAC members, and commissioners have been notified. As the submittal is due to NHDOT in November, we anticipate the possibility of a special MPO meeting in October to obtain final approvals.

#### **b. UPWP Updates**

Aside from agenda item 3a, UPWP updates included a Road Surface Management System for the Town of Mason, the Regional Transit expansion project and associated challenges posed by COVID-19, and the Bike-Ped Level of Service project for Nashua.

### **4. Project Updates**

Project updates included the upcoming webinar for the EPA Toxics Free grant, a discussion of sites under consideration for the EPA Brownfields program, circuit riding for the Town of Hudson.

### **5. Other Business:**

Minkarah reviewed the process relative to the evaluation of projects of regional impact, usually focused on potential traffic (excluding air quality) or waterway impacts and to a lesser degree, visual impacts. NRPC will always provide these analyses at the request of the town. The NRPC circuit rider for Hudson is not involved in the evaluation of regional impact.

Separate from this process, NRPC provided a letter of support to Hudson last year for the BUILD grant related to analysis of traffic and economic analyses, but otherwise has no position on the Hudson Boulevard project.

Minkarah asked the Executive Committee to review in their packet the letter from Brett Gagnon, resident of Hudson NH, regarding the NH Boulevard/Circumferential Highway. The Executive Committee asked that receipt and acknowledgment of his letter be documented in the meeting record.

Minkarah is seeking two more individuals to serve as incorporators for the 501(c)(3).

**6. Nonpublic session per NH RSA 91-A:3 (a)**

At 7:21 pm Elmer accepted a motion by Ruch, seconded by Langdell, to enter into non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...* Roll call vote:

Jim Battis - yes	Janet Langdell - yes	Susan Ruch – yes
Tamara Sorell – yes	Karin Elmer – yes	Venu Rao - yes
Tim Tenhave – yes	Sarah Marchant – yes	Kim Queenan – yes

At xx pm, Elmer accepted a motion by xx, seconded by xx, to exit non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Jim Battis - yes	Janet Langdell - yes	Susan Ruch – yes
Tamara Sorell – yes	Karin Elmer – yes	Venu Rao - yes
Tim Tenhave – yes	Sarah Marchant – yes	Kim Queenan – yes

At 7:00 pm, xx moved to seal the minutes of non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Jim Battis - yes	Janet Langdell - yes	Susan Ruch – yes
Tamara Sorell – yes	Karin Elmer – yes	Venu Rao - yes
Tim Tenhave – yes	Sarah Marchant – yes	Kim Queenan – yes

**7. Adjourn**

With a motion from xx, seconded by xx, the Executive Committee adjourned at xx pm by a vote of 9-0-0.

Next Meeting: September 16, 2020

**NRPC FY 2020 DASHBOARD**

Aug-20	
<b>TD Checking</b>	
Beginning Balance	\$250,059.24
Deposits & Credits	
Payments	
<b>Ending Balance</b>	<b>\$ 250,738.09</b>
<b>Bar Harbor Checking</b>	
Beginning Balance	\$78,059.79
Deposits & Credits	
Payments	
<b>Ending Balance</b>	<b>\$ 187,510.82</b>
<b>Monday, August 31, 2020</b>	
Accounts Payable	\$ 82,332.83
Accounts Receivable	\$ 253,175.79
<b>Oversight Activities</b>	
Line of credit (\$75,000) activated?	No
BHB CDs	\$ 272,641.83
Audit Status	Underway

Key Statistics
<b>Staff Activities Aug/Sept</b>
Complete Streets Advisory Committee - Matt NH HHW Coordinators Meeting - Mason Nashua Riverfront Phase II Meet - Jay RCC Meeting - Matt & John NTS General Staff Meetings - Ryan NHARPC Meeting - Jay Volunteer Driver Program Peer Meeting - Matt Toxic Free is as Easy as 1,2,3 Webinar - Mason, Jay Auditors in Office NHHFA Housing Code Initiative - John Statewide Coordinating Council - Matt HHW Collection, Nashua - Mason, Cassie, Andrew & Derek Nashua Bike/Ped Webinar - Sara, Ryan Nashua Rail Committee - Jay TTAC - Jay, Gregg, Matt, Mason, Derek RPC Directors Meeting - Jay, Sara NHLMV Stormwater Coalition - Sara & Andrew Inter-Agency Conference - Gregg Stay Work Play NH - John Leadership Greater Nashua - year-long Program - John

Staff Education & Training - Aug/Sept
Virtual Public Involvement Webinar (8/17) Jay ESRI Webinar-hosted feature layers (8/19) Andrew Flood Hazards Geodatabase Webinar (8/19) Mason Water GIS Webinar (9/2) Ryan

Aug 1-31, 2020 Web Stats	
Channel	Activity (1-month trend)
eNewsletter:	1 campaign/488 Recipients/123 opens (+)
Group Email:	10 emails/180 Recipients (+)
NRPC Website:	2474 Unique Users/3234 Sessions (=)
MapGeo:	1582 Unique Users/3565 Visits (=)
Facebook:	6 posts/526 Fllwrs/11,680 Total Post Reach (+)
Twitter:	4 tweets/500 Followers/1664 Impressions (=)

Budget Narrative	
<b>BankBalances/Cash on hand:</b>	We continue to have a healthy balance equal to more than five months of operating expenses.
<b>Payables and Receivables:</b>	Payables up significantly; Receivables down substantially

FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$195,182	Dues & Subscriptions	\$8,242
Grants	\$251,944	Employee Benefits	\$162,828
Local Planning Contracts	\$69,286	GIS	\$17,700
Other Income	\$6,000	Insurance	\$11,870
State Contracts	\$1,017,358	IT	\$5,930
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$7,390
		Office Expenditures	\$11,481
		Other Expenditures	\$71,749
		Professional Services	\$546,487
		Rent & CAM	\$89,375
		Salaries	\$720,068
		Staff Development	\$8,500
		Travel & Meeting Exp	\$11,800
		Utilities	\$10,600
<b>Total revenues:</b>	<b>\$1,702,770</b>	<b>Total Expenses:</b>	<b>\$1,702,770</b>
<b>Pending Grant Applications</b>	<b>\$123,935</b>	<b>Delta</b>	<b>\$0</b>

## Nashua Regional Planning Commission Profit & Loss Budget vs. Actual - EC August 2020

	Aug 20	Budget	\$ Over Budget	% of Budget
<b>RESOURCES</b>				
Local Dues Match	(6,310.90)	0.00	(6,310.90)	100.0%
2000 Local Dues - Other	13,583.33	163,000.00	(149,416.67)	8.33%
<b>Total 2000 Local Dues</b>	<b>7,272.43</b>	<b>163,000.00</b>	<b>(155,727.57)</b>	<b>4.46%</b>
<b>Federal Contracts</b>				
9011 EPA Brownfields	0.00	162,000.00	(162,000.00)	0.0%
9055 EDA	0.00	12,654.00	(12,654.00)	0.0%
9082 Hazard Mit	0.00	20,000.00	(20,000.00)	0.0%
<b>Total Federal Contracts</b>	<b>0.00</b>	<b>194,654.00</b>	<b>(194,654.00)</b>	<b>0.0%</b>
<b>Grants</b>				
6300 NRSWMD	87,193.40	216,605.00	(129,411.60)	40.26%
7516 NH Housing-GIS Support	0.00	3,000.00	(3,000.00)	0.0%
9025 EPA Healthy Communities	0.00	0.00	0.00	0.0%
<b>Total Grants</b>	<b>87,193.40</b>	<b>219,605.00</b>	<b>(132,411.60)</b>	<b>39.71%</b>
Interest Income	249.35	4,000.00	(3,750.65)	6.23%
<b>Local Planning Contracts</b>				
2139 Hudson CR	1,725.00			
2142 Hudson MP	0.00	0.00	0.00	0.0%
2150 Mason CR	1,126.85	5,040.00	(3,913.15)	22.36%
2152 Mason MP	171.00			
2176 Hollis Asset Mgmt Support	150.00	3,600.00	(3,450.00)	4.17%
2250 Litchfield CR	1,466.75	18,000.00	(16,533.25)	8.15%
2361 MVD GIS	0.00	3,200.00	(3,200.00)	0.0%
2534 Nashua Ped/Bike Study	0.00	6,500.00	(6,500.00)	0.0%
2554 Pelham Master Plan	0.00	0.00	0.00	0.0%
2556 Pelham CIP	1,000.00	2,000.00	(1,000.00)	50.0%
2565 Pelham MS4 Field Support	0.00	0.00	0.00	0.0%
2610 Wilton CR	4,602.50	18,000.00	(13,397.50)	25.57%
2640 Wilton MP 4	371.57	10,000.00	(9,628.43)	3.72%
<b>Total Local Planning Contracts</b>	<b>10,613.67</b>	<b>66,340.00</b>	<b>(55,726.33)</b>	<b>16.0%</b>
<b>Other Income</b>				
8000 Pubs/Map Sales	0.00	2,000.00	(2,000.00)	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>2,000.00</b>	<b>(2,000.00)</b>	<b>0.0%</b>
<b>State Contracts</b>				
1000 NH OSI	0.00	11,111.00	(11,111.00)	0.0%
1200 NH Geodata Portal	28,000.00	40,000.00	(12,000.00)	70.0%
<b>3000 DOT Highway Planning</b>				
100 MPO ADMIN & TRAINING	4,640.07	40,595.00	(35,954.93)	11.43%
200 POLICY & PLANNING	19,133.09	217,544.00	(198,410.91)	8.8%
300 PUBLIC INVOLV & COORD	2,352.67	47,523.00	(45,170.33)	4.95%
400 PLAN SUPPORT	23,064.07	263,237.00	(240,172.93)	8.76%
500 TECHNICAL ASSIST & SUPPORT	13,919.11	126,871.00	(112,951.89)	10.97%
600 NASHUA TRANSIT EXP. STUDY	0.00	50,346.00	(50,346.00)	0.0%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.0%
<b>Total 3000 DOT Highway Planning</b>	<b>63,109.01</b>	<b>746,116.00</b>	<b>(683,006.99)</b>	<b>8.46%</b>
3100 Transit Expansion	0.00	0.00	0.00	0.0%

**Nashua Regional Planning Commission**  
**Profit & Loss Budget vs. Actual - EC**  
August 2020

	Aug 20	Budget	\$ Over Budget	% of Budget
3250 LTS - RPC	0.00	0.00	0.00	0.0%
3500 DOT 5310 SVTC	0.00	206,140.00	(206,140.00)	0.0%
3505 DOT/5310 Formula	0.00	0.00	0.00	0.0%
4430 CTAP Phase III TDM - CNHRP	0.00	21,944.00	(21,944.00)	0.0%
State Contracts - Other	0.00	0.00	0.00	0.0%
<b>Total State Contracts</b>	<b>91,109.01</b>	<b>1,025,311.00</b>	<b>(934,201.99)</b>	<b>8.89%</b>
<b>Total RESOURCES</b>	<b>196,437.86</b>	<b>1,674,910.00</b>	<b>(1,478,472.14)</b>	<b>11.73%</b>
<b>Total Income</b>	<b>196,437.86</b>	<b>1,674,910.00</b>	<b>(1,478,472.14)</b>	<b>11.73%</b>
<b>Gross Profit</b>	<b>196,437.86</b>	<b>1,674,910.00</b>	<b>(1,478,472.14)</b>	<b>11.73%</b>
<b>Expense</b>				
Depreciation	226.28	2,715.00	(2,488.72)	8.33%
<b>EXPENSES</b>				
Annual Forum	0.00	4,890.00	(4,890.00)	0.0%
Audit	0.00	16,250.00	(16,250.00)	0.0%
Bank Service Charges	0.00	250.00	(250.00)	0.0%
Capital Equipment	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	752.61	7,410.00	(6,657.39)	10.16%
Total Employee Benefits	11,234.37	163,204.00	(151,969.63)	6.88%
Equipment Maintenance	0.00	1,750.00	(1,750.00)	0.0%
GIS	1,475.00	17,700.00	(16,225.00)	8.33%
Insurance	964.79	11,870.00	(10,905.21)	8.13%
Internet Access/Telephone	705.54	8,400.00	(7,694.46)	8.4%
IT Service	429.83	5,930.00	(5,500.17)	7.25%
Janitorial	225.00	3,300.00	(3,075.00)	6.82%
Legal	49.00	2,500.00	(2,451.00)	1.96%
Legal Notices	143.50	1,000.00	(856.50)	14.35%
Marketing and Outreach	0.00	2,500.00	(2,500.00)	0.0%
Misc	809.89	12,264.00	(11,454.11)	6.6%
Office Expenses	762.98	11,302.00	(10,539.02)	6.75%
Payroll Expenses	0.00			
Postage	223.80	1,800.00	(1,576.20)	12.43%
Printing	493.00	6,650.00	(6,157.00)	7.41%
Professional Services	86,499.10	515,440.00	(428,940.90)	16.78%
Rent & CAM	7,512.33	89,375.00	(81,862.67)	8.41%
Reserve Fund	0.00	23,015.00	(23,015.00)	0.0%
Total Salaries	56,552.95	723,545.00	(666,992.05)	7.82%
Small Equipment	1,830.47	5,950.00	(4,119.53)	30.76%
Staff Development	0.00	8,500.00	(8,500.00)	0.0%
Total Travel	286.52	11,800.00	(11,513.48)	2.43%
Utilities	877.00	10,600.00	(9,723.00)	8.27%
<b>Total EXPENSES</b>	<b>171,827.68</b>	<b>1,672,195.00</b>	<b>(1,500,367.32)</b>	<b>10.28%</b>
<b>Total Expense</b>	<b>172,053.96</b>	<b>1,674,910.00</b>	<b>(1,502,856.04)</b>	<b>10.27%</b>
<b>Net Income</b>	<b>24,383.90</b>	<b>0.00</b>	<b>24,383.90</b>	<b>100.0%</b>



Nashua Regional Planning Commission

Balance Sheet

As of August 31, 2020

Aug 31, 20

ASSETS

Current Assets

1 TD Bank xx5715	250,738.09
2 Bar Harbor Bank xx1485	187,510.82
3 BHBT 8 Mo CD Maturity 3/6/21	207,289.02
4 BHBT 19 Mo CD Maturity 8/6/21	65,352.81
Petty Cash	200.00

Total Checking/Savings 711,090.74

Accounts Receivable 253,175.79

Total Accounts Receivable 253,175.79

Other Current Assets

FP Mailing Postage Account 33.86

Total Other Current Assets 33.86

Total Current Assets 964,300.39

Fixed Assets

Accum Depr -35,605.31

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 5,644.63

Other Assets

Prepaid Expense 22,796.30

Security Deposit 8,341.67

Total Other Assets 31,137.97

TOTAL ASSETS 1,001,082.99

Nashua Regional Planning Commission

Balance Sheet

As of August 31, 2020

Aug 31, 20

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 82,332.83

Total Accounts Payable 82,332.83

Credit Cards

Bank of America -CC 6,483.49

Total Credit Cards 6,483.49

Other Current Liabilities

Accrued Vaca Payable \*\*offset 35,557.52

E United Way Withheld 25.00

Local Dues 135,833.34

P/R Liabilities - Other

C HSA Contributions 8,750.00

E Dental Insurance Withheld 175.84

E Health Insurance Withheld 591.77

E HSA Contributions -8,750.00

E STD Insurance Withheld 38.70

Total P/R Liabilities - Other 806.31

Payroll Liabilities 149.57

Retainers

Retainer-6300 HHW -36,403.98

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers -16,403.98

Total Other Current Liabilities 155,967.76

Total Current Liabilities 244,784.08

Equity

Retained Earnings 718,057.34

Vacation Bene Payable \*\* offset 35,557.52

Net Income 2,684.05

Total Equity 756,298.91

TOTAL LIABILITIES & EQUITY 1,001,082.99