



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, December 16, 2020 6:00 pm

WHERE: Remote Meeting via Zoom

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: October 21, 2020 (**Action Required**)
 - b. Non-Public Minutes: October 21, 2020 (**Action Required**)
 - c. Oct/Nov Dashboard (**Action Required**)
 - d. Nov/Dec Dashboard (**Action Required**)
3. Transportation Programs
 - a. Ten Year Plan Project Submittal
 - b. UPWP Updates
4. Project Updates
5. Other Business
6. Adjourn

Next Meeting: January 20, 2021



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 October 21, 2020**

Public Meeting via GoToMeeting Call-in

Members Present	Members Absent	Staff Present	Others Present
Susan Ruch, Chair Jim Battis, Vice Chair Sarah Marchant, Treasurer (via phone, departed 6:56) Karin Elmer Tamara Sorell Venu Rau (arrived 6:09) Kim Queenan (via phone) Janet Langdell (via phone) Tim Tenhave (via phone)		Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	William Rose, NHDOT (via phone)

1. Call to Order

Ruch called the meeting to order at 6:00 pm and took attendance by rollcall.

2. Business

a. Minutes: September 16, 2020

Siskavich noted Commissioner Rao listed twice in the attendance; the vote tallies should be modified accordingly.

Battis moved to approve the minutes of September 16, 2020, as amended. Sorell seconded. The motion passed 9-0-0.

b. Non-Public Minutes: September 30, 2020

Ruch tabled this item until the next meeting.

c. Sept/October Dashboard and Financials

Balances: The TD balance remains steady. We have not activated our line of credit. The cd balances slowly creep upwards. The financial audit is underway. A very large invoice for the Brownfields consultant was paid at the end of September, but reimbursement was not received until the 1st of October which resulted in a disparity between the financials and account balances.

Pending Grant Opportunities: Minkarah reviewed the new section in the dashboard related to pending grants, meaning, those for which an application has been submitted. The sizeable EDA line item is related to a COVID-19 Economic Development Recovery plan for the region. At the

request of Langdell, Minkarah reviewed the list of project partners including the local chambers of commerce, the City of Nashua, and the Town of Hudson.

Web Analytics: Siskavich introduced the new quarterly report for NRPC web analytics. The report shows performance over the recent quarter, July-September 2020, over the previous two-year baseline for NRPC websites, the e-newsletter, and social media. It also reports audience traffic, audience dynamics, and top content for each channel. In summary, web traffic remains healthy, Facebook audience, reach, and engagement are showing a significant uptick, newsletter performance remains consistent, and Twitter statistics are showing a downward trend.

Ruch requested that user locations be added to the report so that we can assess the regional coverage of our online audiences.

Staff Activities & Training: Minkarah pointed out the review of the Nashua bike-ped assessment presented at the Nashua Regional Complete Streets meeting, the momentum for the conceptual “rail to trail” or “rail with trail” along the Hillsborough rail line parallel to 101A, and NRPC’s involvement in the revival of statewide bike-ped plan. The last household hazardous waste event will be November 7 at the Crown Street location in Nashua. TTAC is rescheduled to November 18 due to the Veteran’s Day holiday. There was discussion relative to the pattern of low turnout at the Toxics Free webinars.

Balance Sheet & Profit and Loss: The balance sheet is reflective of undeposited final EDA funds. There is nothing notable to report relative to liabilities and equities. The Hudson circuit rider line item shows in red because there is no contracted amount against which we are drawing down. We are down both on projected revenue and expenses, but expenses are down proportionately more, showing a net positive.

At the request of Tenhave, there was a discussion about planning for future purchases such as IT and AV, as we are underspending on the expense side.

Battis moved to accept and place on file for audit the Dashboard and Financials of September/October 2020. Rao seconded. The motion passed 8-0-0 by rollcall vote:

Battis - yes	Langdell - yes	Elmer - yes
Sorrel - yes	Rao - yes	Ruch - yes
Tenhave - yes	Queenan - yes	

3. Transportation Program Updates

a. Ten Year Plan Project Submittal

The project solicitation has gone out and projects are in. There is still \$1.9M on the table. NRPC will have a conversation with NHDOT regarding adding the Dozer Road proposed offramp to the Flatley development, which is a vetted project in the MTP.

b. UPWP Updates

Traffic counts and other field activities are winding down, but the transit expansion study is ramping up. RCC is examining future priorities for the group. We are participating in the statewide bike-ped project.

4. Project Updates

NRPC will complete a senior needs assessment project under contract for Pelham. This will be the first project of this type for NRPC.

5. Other Business:

John Goeman has submitted his resignation. The Executive Committee wishes him well in his new position.

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

At 7:08, Ruch motioned, seconded by Elmer, to enter into non-public session pursuant to 91-A:3 (a), *The dismissal, promotion, or compensation of any public employee...*

Rollcall vote:

Sorell – yes	Rao – yes	Elmer – yes
Tenhave – yes	Queenan – yes	Battis – yes
Langdell – yes	Ruch – yes	

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

Rollcall vote:

Sorell – yes	Rao – yes	Elmer – yes
Tenhave – yes	Queenan – yes	Battis – yes
Langdell – yes	Ruch – yes	

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

Rollcall vote:

Sorell – yes	Rao – yes	Elmer – yes
Tenhave – yes	Queenan – yes	Battis – yes
Langdell – yes	Ruch – yes	

7. Adjourn

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

Sorell – yes

Rao – yes

Elmer – yes

Tenhave – yes

Queenan – yes

Battis – yes

Langdell – yes

Ruch – yes

The next regular Executive Committee meeting will be November 18, 2020.

NRPC FY 2020 DASHBOARD

Oct-20		Key Statistics	
TD Checking		Staff Activities Oct/Nov	
Beginning Balance	\$250,768.92	Complete Streets Advisory Committee - Matt, Ryan & Sara	
Deposits & Credits		NHARPC Meeting - Jay	
Payments		Nashua Chamber Annual State of the State - Jay	
Ending Balance	\$250,800.78	RCC Community Transportation - Matt	
Bar Harbor Checking		NTS General Staff Meetings - Ryan	
Beginning Balance	\$20,373.90	United Way Day of Caring Volunteer 1/2 day - Jay	
Deposits & Credits		State Coordinating Council/Transportation Meeting - Matt	
Payments		Nashua Rail Committee Meeting - Jay	
Ending Balance	\$96,144.08	Statewide Coordinating Council - Matt	
Saturday, October 31, 2020		HHW Collection, Nashua - Mason, Jay & Matt	
Accounts Payable	\$26,518.80	UWGN Community Connections Forum - Jay	
Accounts Receivable	\$288,585.00	RPC Directors Meeting - Jay	
		NHLMV Stormwater Coalition - Sara & Andrew	
		Staff Education & Training - Oct/Nov	
		Transportation Interagency Meeting - Gregg & Matt	
		Friends of the Souhegan Valley Rail Trail - Jay, Matt, Cassie	
Oversight Activities		Pending Grant Applications	
Line of credit (\$75,000) activated?	No	EDA COVID-19 Economic Recovery - \$123,935	
BHB CDs	\$273,067.59	NHDES Sourcewater Grant - Souhegan River- \$19,500	
Audit Status	Underway	NHDES Sourcewater Grant - Merrimack River- \$18,385	
		NHDES Watershed Planning/Robinson Pond - \$39,160	
		EPA Brownfields Assessment Grant - \$300,000	
Budget Narrative			
BankBalances/Cash on hand:	We continue to have a healthy balance equal to about five months of operating expenses.		
Payables and Receivables:	Payables down and Receivables up slightly		
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$199,782	Dues & Subscriptions	\$21,082
Grants	\$251,944	Employee Benefits	\$156,299
Local Planning Contracts	\$74,286	GIS	\$17,700
Other Income	\$6,000	Insurance	\$11,870
State Contracts	\$1,017,358	IT	\$6,021
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$7,390
		Office Expenditures	\$11,782
		Other Expenditures	\$98,299
		Professional Services	\$551,087
		Rent & CAM	\$89,375
		Salaries	\$691,814
		Staff Development	\$8,500
		Travel & Meeting Exp	\$11,800
		Utilities	\$10,600
Total revenues:	\$1,712,370	Total Expenses:	\$1,712,369
Pending Grant Application Totals	\$500,980	Delta	\$1

Nashua Regional Planning Commission Profit & Loss Budget vs. Actual October 2020

	Oct 20	Budget	\$ Over Budget	% of Budget
RESOURCES				
Local Dues Match	(7,084.44)	0.00	(7,084.44)	100.0%
2000 Local Dues - Other	13,583.33	163,000.00	(149,416.67)	8.33%
Total 2000 Local Dues	6,498.89	163,000.00	(156,501.11)	3.99%
Federal Contracts				
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%
Total Federal Contracts	0.00	194,654.00	(194,654.00)	0.0%
Grants				
6300 NRSWMD	30,583.55	216,605.00	(186,021.45)	14.12%
7516 NH Housing-GIS Support	0.00	3,000.00	(3,000.00)	0.0%
Total Grants	30,583.55	219,605.00	(189,021.45)	13.93%
Interest Income	243.15	4,000.00	(3,756.85)	6.08%
Local Planning Contracts				
2139 Hudson CR	3,900.00	0.00	3,900.00	100.0%
2150 Mason CR	730.19	5,040.00	(4,309.81)	14.49%
2176 Hollis Asset Mgmt Support	0.00	3,600.00	(3,600.00)	0.0%
2250 Litchfield CR	393.75	18,000.00	(17,606.25)	2.19%
2361 MVD GIS	120.00	3,200.00	(3,080.00)	3.75%
2534 Nashua Ped/Bike Study	0.00	6,500.00	(6,500.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	(2,000.00)	0.0%
2566 Pelham Senior Needs Assess	5,000.00			
2610 Wilton CR	1,137.50	18,000.00	(16,862.50)	6.32%
2640 Wilton MP 4	775.44	10,000.00	(9,224.56)	7.75%
Total Local Planning Contracts	12,056.88	66,340.00	(54,283.12)	18.17%
Other Income				
8000 Pubs/Map Sales	0.00	2,000.00	(2,000.00)	0.0%
Total Other Income	0.00	2,000.00	(2,000.00)	0.0%
State Contracts				
1000 NH OSI	0.00	11,111.00	(11,111.00)	0.0%
1200 NH Geodata Portal	0.00	40,000.00	(40,000.00)	0.0%
3000 DOT Highway Planning				
100 MPO ADMIN & TRAINING	2,151.80	40,595.00	(38,443.20)	5.3%
200 POLICY & PLANNING	24,323.76	217,544.00	(193,220.24)	11.18%
300 PUBLIC INVOLV & COORD	6,650.94	47,523.00	(40,872.06)	14.0%
400 PLAN SUPPORT	26,344.49	263,237.00	(236,892.51)	10.01%
500 TECHNICAL ASSIST & SUPPORT	7,191.47	126,871.00	(119,679.53)	5.67%
600 NASHUA TRANSIT EXP. STUDY	3,826.91	50,346.00	(46,519.09)	7.6%
Total 3000 DOT Highway Planning	70,489.37	746,116.00	(675,626.63)	9.45%
3500 DOT 5310 SVTC	0.00	206,140.00	(206,140.00)	0.0%
4430 CTAP Phase III TDM - CNHRP	227.59	21,944.00	(21,716.41)	1.04%
Total State Contracts	70,716.96	1,025,311.00	(954,594.04)	6.9%
Total RESOURCES	120,099.43	1,674,910.00	(1,554,810.57)	7.17%

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
 October 2020

	Oct 20	Budget	\$ Over Budget	% of Budget
Expense				
Depreciation	226.28	2,715.00	(2,488.72)	8.33%
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	7,481.05	7,410.00	71.05	100.96%
Total Employee Benefits	12,135.31	163,204.00	(151,068.69)	7.44%
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	705.94	8,400.00	(7,694.06)	8.4%
IT Service	277.65	5,930.00	(5,652.35)	4.68%
Janitorial	225.00	3,300.00	(3,075.00)	6.82%
Legal	1,323.00	2,500.00	(1,177.00)	52.92%
Legal Notices	0.00	1,000.00	(1,000.00)	0.0%
Marketing and Outreach	14.99	2,500.00	(2,485.01)	0.6%
Misc	1,113.60	12,264.00	(11,150.40)	9.08%
Office Expenses	729.52	11,302.00	(10,572.48)	6.46%
Postage	46.15	1,800.00	(1,753.85)	2.56%
Printing	493.00	6,650.00	(6,157.00)	7.41%
Professional Services	33,055.50	515,440.00	(482,384.50)	6.41%
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	55,575.97	723,545.00	(667,969.03)	7.68%
Small Equipment	275.50	5,950.00	(5,674.50)	4.63%
Staff Development	1,137.83	8,500.00	(7,362.17)	13.39%
Total Travel	115.24	11,800.00	(11,684.76)	0.98%
Utilities	877.00	10,600.00	(9,723.00)	8.27%
Total EXPENSES	125,534.37	1,672,195.00	(1,546,660.63)	7.51%
Total Expense	125,760.65	1,674,910.00	(1,549,149.35)	7.51%
Net Income	(5,661.22)	0.00	(5,661.22)	100.0%

Nashua Regional Planning Commission
Balance Sheet

As of October 31, 2020

Oct 31, 20

ASSETS

Current Assets

1 TD Bank xx5715	250,800.78
2 Bar Harbor Bank xx1485	96,144.08
3 BHBT 8 Mo CD Maturity 3/6/21	207,530.90
4 BHBT 19 Mo CD Maturity 8/6/21	65,536.69
Petty Cash	200.00

Total Checking/Savings 620,212.45

Accounts Receivable 288,585.00

Total Accounts Receivable 288,585.00

Other Current Assets

FP Mailing Postage Account 165.21

Total Other Current Assets 165.21

Total Current Assets 908,962.66

Fixed Assets

Accum Depr -36,057.87

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 5,192.07

Other Assets

Prepaid Expense 23,689.74

Security Deposit 8,341.67

Total Other Assets 32,031.41

TOTAL ASSETS 946,186.14

Nashua Regional Planning Commission Balance Sheet

As of October 31, 2020

Oct 31, 20

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 26,518.80

Total Accounts Payable 26,518.80

Credit Cards

Bank of America -CC 2,539.30

Total Credit Cards 2,539.30

Other Current Liabilities

Accrued Vaca Payable **offset 37,679.69

E United Way Withheld 10.00

Local Dues 108,666.68

P/R Liabilities - Other

C HSA Contributions 8,750.00

E Dental Insurance Withheld 165.36

E Health Insurance Withheld 502.75

E HSA Contributions -8,750.00

E STD Insurance Withheld 34.87

Total P/R Liabilities - Other 702.98

Retainers

Retainer-6300 HHW -19,763.86

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 236.14

Total Other Current Liabilities 147,295.49

Total Current Liabilities 176,353.59

Total Liabilities 176,353.59

Equity

Retained Earnings 715,935.17

Vacation Bene Payable ** offset 37,679.69

Net Income 16,217.69

Total Equity 769,832.55

TOTAL LIABILITIES & EQUITY 946,186.14

NRPC FY 2020 DASHBOARD

Nov-20		Key Statistics	
TD Checking		Staff Activities Nov/Dec	
Beginning Balance	\$250,800.78	Decision Framework for the Merrimack River - Jay TTAC Meeting - Jay, Gregg, Sara, Matt, Ryan & Derek NTS General Staff Meetings - Ryan NHPA Annual Meeting - Jay UWGN Community Advisory Council - Jay NH/MA Transportation Think Tank - Jay State Coordinating Council Meeting - Matt Innovate NH Entrepreneurial Forum - Jay Transportation Planners Collaborative - Matt Friends of Souhegan Valley Rail Trail webinar - Matt RPC Directors Meeting - Jay NHLMV Stormwater Coalition - Sara, Mason & Andrew Transportation Interagency Meeting - Gregg & Matt	
Deposits & Credits			
Payments			
Ending Balance	\$250,831.62		
Bar Harbor Checking			
Beginning Balance	\$96,144.08		
Deposits & Credits			
Payments			
Ending Balance	\$108,269.36		
Monday, November 30, 2020		Staff Education & Training - Nov/Dec	
Accounts Payable	\$29,231.64	Northeast ArcGIS Virtual User Conference (11/16-18) Andrew Safe & Sound: Safer Roads for NH (11/17) Matt, Derek BIA New Hampshire Energy Symposium Webinar (12/1) Mason Municipal Land Use Regulation Survey Webinar (12/9) Jay American Public Transit Webinar (12/9) Matt NNECAPA Webinar Series (12/11) Jay, Cassie, Matt	
Accounts Receivable	\$215,712.68		
Oversight Activities		Pending Grant Applications	
Line of credit (\$75,000) activated?	No	EDA COVID-19 Economic Recovery - \$123,935 NHDES Sourcewater Grant - Souhegan River- \$19,500 NHDES Sourcewater Grant - Merrimack River- \$18,385 NHDES Watershed Planning/Robinson Pond - \$39,160 EPA Brownfields Assessment Grant - \$300,000	
BHB CDs	\$273,284.26		
Audit Status	Underway		
Budget Narrative			
Bank Balances/Cash on hand:	We continue to have a healthy balance equal to about five months of operating expenses.		
Payables and Receivables:	Payables and Receivables largely stable		
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$199,782	Dues & Subscriptions	\$21,082
Grants	\$251,944	Employee Benefits	\$156,299
Local Planning Contracts	\$74,286	GIS	\$17,700
Other Income	\$6,000	Insurance	\$11,870
State Contracts	\$1,017,358	IT	\$6,021
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$7,390
		Office Expenditures	\$11,782
		Other Expenditures	\$98,299
		Professional Services	\$551,087
		Rent & CAM	\$89,375
		Salaries	\$691,814
		Staff Development	\$8,500
		Travel & Meeting Exp	\$11,800
		Utilities	\$10,600
Total revenues:	\$1,712,370	Total Expenses:	\$1,712,369
Pending Grant Application Totals	\$500,980	Delta	\$1

Nashua Regional Planning Commission Profit & Loss Budget vs. Actual July through November 2020

	TOTAL			
	Nov 20	Jul - Nov 20	Budget	\$ Over Budget
RESOURCES				
Local Dues Match	(6,283.60)	(43,915.22)	0.00	(43,915.22)
2000 Local Dues - Other	13,583.33	67,916.65	163,000.00	(95,083.35)
Total 2000 Local Dues	7,299.73	24,001.43	163,000.00	(138,998.57)
Federal Contracts				
9011 EPA Brownfields	0.00	137,753.78	162,000.00	(24,246.22)
9055 EDA	0.00	26,363.95	12,654.00	13,709.95
9082 Hazard Mit	0.00	3,000.00	20,000.00	(17,000.00)
Total Federal Contracts	0.00	167,117.73	194,654.00	(27,536.27)
Grants				
6300 NRSWMD	29,720.05	157,616.89	216,605.00	(58,988.11)
7516 NH Housing-GIS Support	0.00	0.00	3,000.00	(3,000.00)
9025 EPA Healthy Communities	0.00	816.77	0.00	816.77
Total Grants	29,720.05	158,433.66	219,605.00	(61,171.34)
Interest Income	248.56	1,490.68	4,000.00	(2,509.32)
Local Planning Contracts				
2139 Hudson CR	0.00	11,850.00	0.00	11,850.00
2150 Mason CR	705.85	2,936.24	5,040.00	(2,103.76)
2152 Mason MP	0.00	171.00	0.00	171.00
2176 Hollis Asset Mgmt Support	0.00	1,025.00	3,600.00	(2,575.00)
2250 Litchfield CR	1,305.25	4,853.25	18,000.00	(13,146.75)
2361 MVD GIS	0.00	760.00	3,200.00	(2,440.00)
2534 Nashua Ped/Bike Study	0.00	6,500.00	6,500.00	0.00
2556 Pelham CIP	0.00	2,000.00	2,000.00	0.00
2566 Pelham Senior Needs Assess	0.00	5,000.00	0.00	5,000.00
2610 Wilton CR	1,120.00	10,797.50	18,000.00	(7,202.50)
2640 Wilton MP 4	258.48	2,649.43	10,000.00	(7,350.57)
Total Local Planning Contracts	3,389.58	48,542.42	66,340.00	(17,797.58)
Other Income				
8000 Pubs/Map Sales	0.00	0.00	2,000.00	(2,000.00)
Other Income - Other	531.64	531.64	0.00	0.00
Total Other Income	531.64	531.64	2,000.00	(1,468.36)
State Contracts				
1000 NH OSI	0.00	1,679.72	11,111.00	(9,431.28)
1200 NH Geodata Portal	0.00	30,700.00	40,000.00	(9,300.00)
3000 DOT Highway Planning				
100 MPO ADMIN & TRAINING	4,737.31	19,615.71	40,595.00	(20,979.29)
200 POLICY & PLANNING	20,274.57	93,128.33	217,544.00	(124,415.67)
300 PUBLIC INVOLV & COORD	2,698.70	19,135.83	47,523.00	(28,387.17)
400 PLAN SUPPORT	22,806.33	115,452.52	263,237.00	(147,784.48)
500 TECHNICAL ASSIST & SUPPORT	5,487.24	44,538.54	126,871.00	(82,332.46)
600 NASHUA TRANSIT EXP. STUDY	6,831.81	13,134.96	50,346.00	(37,211.04)
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00
Total 3000 DOT Highway Planning	62,835.96	305,005.89	746,116.00	(441,110.11)

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through November 2020

	TOTAL			
	Nov 20	Jul - Nov 20	Budget	\$ Over Budget
3500 DOT 5310 SVTC	0.00	49,196.69	206,140.00	(156,943.31)
4430 CTAP Phase III TDM - CNHRP	0.00	1,152.41	21,944.00	(20,791.59)
Total State Contracts	62,835.96	387,734.71	1,025,311.00	(637,576.29)
Total RESOURCES	104,025.52	787,852.27	1,674,910.00	(887,057.73)
Expense				
Depreciation	226.28	1,131.40	2,715.00	(1,583.60)
Annual Forum	0.00	0.00	4,890.00	(4,890.00)
Audit	0.00	10,700.00	16,250.00	(5,550.00)
Bank Service Charges	0.00	0.00	250.00	(250.00)
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)
Dues & Subscriptions	709.90	12,450.24	7,410.00	5,040.24
Total Employee Benefits	12,733.46	63,197.36	163,204.00	(100,006.64)
Equipment Maintenance	0.00	0.00	1,750.00	(1,750.00)
GIS	1,475.00	7,375.00	17,700.00	(10,325.00)
Insurance	964.79	4,823.95	11,870.00	(7,046.05)
Internet Access/Telephone	705.94	3,710.70	8,400.00	(4,689.30)
IT Service	479.96	2,100.85	5,930.00	(3,829.15)
Janitorial	225.00	1,125.00	3,300.00	(2,175.00)
Legal	465.00	2,033.00	2,500.00	(467.00)
Legal Notices	153.75	297.25	1,000.00	(702.75)
Marketing and Outreach	0.00	811.23	2,500.00	(1,688.77)
Misc	922.00	3,209.62	12,264.00	(9,054.38)
Office Expenses	607.79	3,210.30	11,302.00	(8,091.70)
Payroll Expenses	0.00	0.00		
Postage	97.40	614.89	1,800.00	(1,185.11)
Printing	493.00	2,700.85	6,650.00	(3,949.15)
Professional Services	33,771.31	337,504.64	515,440.00	(177,935.36)
Rent & CAM	7,512.33	45,073.98	89,375.00	(44,301.02)
Reserve Fund	0.00	0.00	23,015.00	(23,015.00)
Total Salaries	60,636.37	276,621.43	723,545.00	(446,923.57)
Small Equipment	920.00	3,464.97	5,950.00	(2,485.03)
Staff Development	204.24	2,971.95	8,500.00	(5,528.05)
Total Travel	125.49	1,399.46	11,800.00	(10,400.54)
Utilities	877.00	5,262.00	10,600.00	(5,338.00)
Total EXPENSES	124,079.73	790,658.67	1,672,195.00	(881,536.33)
Total Expense	124,306.01	791,790.07	1,674,910.00	(883,119.93)
Net Income	(20,280.49)	(3,937.80)	0.00	(3,937.80)

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through November 2020

	<u>% of Budget</u>
RESOURCES	
Local Dues Match	100.0%
2000 Local Dues - Other	41.67%
Total 2000 Local Dues	14.73%
Federal Contracts	
9011 EPA Brownfields	85.03%
9055 EDA	208.35%
9082 Hazard Mit	15.0%
Total Federal Contracts	85.85%
Grants	
6300 NRSWMD	72.77%
7516 NH Housing-GIS Support	0.0%
9025 EPA Healthy Communities	100.0%
Total Grants	72.15%
Interest Income	37.27%
Local Planning Contracts	
2139 Hudson CR	100.0%
2150 Mason CR	58.26%
2152 Mason MP	100.0%
2176 Hollis Asset Mgmt Support	28.47%
2250 Litchfield CR	26.96%
2361 MVD GIS	23.75%
2534 Nashua Ped/Bike Study	100.0%
2556 Pelham CIP	100.0%
2566 Pelham Senior Needs Assess	
2610 Wilton CR	59.99%
2640 Wilton MP 4	26.49%
Total Local Planning Contracts	73.17%
Other Income	
8000 Pubs/Map Sales	0.0%
Other Income - Other	
Total Other Income	26.58%
State Contracts	
1000 NH OSI	15.12%
1200 NH Geodata Portal	76.75%
3000 DOT Highway Planning	
100 MPO ADMIN & TRAINING	48.32%
200 POLICY & PLANNING	42.81%
300 PUBLIC INVOLV & COORD	40.27%
400 PLAN SUPPORT	43.86%
500 TECHNICAL ASSIST & SUPPORT	35.11%
600 NASHUA TRANSIT EXP. STUDY	26.09%
3000 DOT Highway Planning - Other	0.0%
Total 3000 DOT Highway Planning	40.88%

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through November 2020

	<u>% of Budget</u>
3500 DOT 5310 SVTC	23.87%
4430 CTAP Phase III TDM - CNHRP	5.25%
Total State Contracts	<u>37.82%</u>
Total RESOURCES	47.04%
Expense	
Depreciation	41.67%
Annual Forum	0.0%
Audit	65.85%
Bank Service Charges	0.0%
Capital Equipment	0.0%
Dues & Subscriptions	168.02%
Total Employee Benefits	38.72%
Equipment Maintenance	0.0%
GIS	41.67%
Insurance	40.64%
Internet Access/Telephone	44.18%
IT Service	35.43%
Janitorial	34.09%
Legal	81.32%
Legal Notices	29.73%
Marketing and Outreach	32.45%
Misc	26.17%
Office Expenses	28.41%
Payroll Expenses	
Postage	34.16%
Printing	40.61%
Professional Services	65.48%
Rent & CAM	50.43%
Reserve Fund	0.0%
Total Salaries	38.23%
Small Equipment	58.24%
Staff Development	34.96%
Total Travel	11.86%
Utilities	49.64%
Total EXPENSES	<u>47.28%</u>
Total Expense	<u>47.27%</u>
Net Income	<u><u>100.0%</u></u>

Nashua Regional Planning Commission Balance Sheet

As of November 30, 2020

Nov 30, 20

ASSETS

Current Assets

1 TD Bank xx5715	250,831.62
2 Bar Harbor Bank xx1485	108,269.36
3 BHBT 8 Mo CD Maturity 3/6/21	207,653.93
4 BHBT 19 Mo CD Maturity 8/6/21	65,630.33
Petty Cash	200.00

Total Checking/Savings 632,585.24

Accounts Receivable 215,712.68

Total Accounts Receivable 215,712.68

Other Current Assets

FP Mailing Postage Account 67.81

Total Other Current Assets 67.81

Total Current Assets 848,365.73

Fixed Assets

Fixed Assets

Accum Depr -36,284.15

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 4,965.79

Total Fixed Assets 4,965.79

Other Assets

Prepaid Expense 22,114.04

Security Deposit 8,341.67

Total Other Assets 30,455.71

TOTAL ASSETS 883,787.23

Nashua Regional Planning Commission
Balance Sheet

As of November 30, 2020

Nov 30, 20

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 29,231.64

Total Accounts Payable 29,231.64

Credit Cards

Bank of America -CC 1,028.53

Total Credit Cards 1,028.53

Other Current Liabilities

Accrued Vaca Payable **offset 37,608.82

E United Way Withheld 20.00

Local Dues 95,083.35

P/R Liabilities - Other

C HSA Contributions 8,750.00

E Dental Insurance Withheld 158.09

E Health Insurance Withheld 431.64

E HSA Contributions -8,750.00

E STD Insurance Withheld 32.01

Total P/R Liabilities - Other 621.74

Retainers

Retainer-6300 HHW -49,483.91

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers -29,483.91

Total Other Current Liabilities 103,850.00

Total Current Liabilities 134,110.17

Total Liabilities 134,110.17

Equity

Retained Earnings 716,006.04

Vacation Bene Payable ** offset 37,608.82

Net Income -3,937.80

Total Equity 749,677.06

TOTAL LIABILITIES & EQUITY 883,787.23