



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, April 21, 2021 6:00 pm

WHERE: Remote Meeting via Zoom

To Join Zoom Meeting, click on the link below:

<https://us02web.zoom.us/j/83850409507?pwd=Vm5DTTgFcmVsaFhrY0hjWCtESndKZz09>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: March 17, 2021 (**Action Required**)
 - b. March/April Dashboard (**Action Required**)
 - c. Quarterly Web Analytics Report
3. Transportation Programs
 - a. TAP Applications (**Action Required**)
 - b. UPWP Updates
4. Project Updates
5. Other Business
 - a. 501 (c)(3) Update
 - b. Staffing Updates
 - c. A/V RFP
 - d. FY22 Budget
6. Adjourn

Next Meeting: May 19, 2021



DRAFT MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
March 17, 2021
Public Meeting via Zoom

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

1. Call to Order

Ruch called the meeting to order at 6:04 pm and took attendance by rollcall.

2. Business

a. Minutes: February 24, 2021

Langdell requested Page 3, Section 3 be revised to say, “AND a proposal for funding of an enhanced volunteer driver network.” Seeing no further discussion, Ruch accepted a motion from Langdell, seconded by Battis. The motion passed 8-0-0 by roll call vote:

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

b. February/March Dashboard

Balances: There has been little movement in the bank balances. Payables are up slightly, through receivables are significantly down as we do not have many invoices outstanding. We have not accessed our line of credit, CD are moving up slightly, and the audit is complete.

Staff activities included the Ten-Year Plan (TYP) meeting with DOT, the RCC meeting focused on enhanced funding for mobility manager, and the OSI legislative monitoring group. Transportation Alternatives Program (TAP) grants are due on Friday. There are seven applications coming out of our region. We have kicked off the electric school bus initiative with

a meeting with First Student. The Public Health region is kicking off its Community Health Improvement Plan (CHIP). Staff trainings were down relative to last month.

Pending Grant Opportunities: We are iterating with the NHDES on several water quality applications. EPA Brownfields is still pending but we might not hear before May.

Working Budget: Main change is the COVID-19 Recovery Grant, which is reflected as additions on both the revenue and expense. We also just picked up a small project to do a Natural Resource Inventory for Pelham.

Profit and Loss and Balance Sheet: The reports reflect 67% of the fiscal year and total resources at 68.7% Brownfields is being drawn down aggressively. EDA and EPA Healthy Communities are now closed out. Hazard Mitigation is going strong. DOT is on target, CTAP project will likely not advance much this fiscal year and will come in under. HHW is on target with two more events planned for the year. In summary, total federal grant drawdown exceeds target, whereas local contracts vary up and down as usual. On the expense side, dues and subs are up as is most, but not all areas of spending.

Tenhaven observed that on average we appear to be underspending and asked about plans to address this, perhaps with additional equipment purchases. Jumping ahead to agenda item 5.c, A/V Equipment, Siskavich summarized the open Request for Proposals to implement expanded audio-visual (A/V) capabilities, specifically cameras and audio microphones, in the large conference room. NRPC seeks to accommodate both onsite and remote participants simultaneously in eventual public meetings that occur in this room. Our budget for this project is approximately \$15K.

Siskavich also pointed out that NRPC upgraded our Zoom conferencing software from a single Pro seat, which was being shared across all staff, to a small business package which allocates individual licenses to all staff. This allows us to host simultaneous meetings, avoids the security and password management pitfalls of a shared license, and gives us additional functionality such as live captions. The cost is approximately \$200 per staff person per year is about equal to the unexpended FY21 budget for in-person meeting expenses.

Battis moved, with a second from Tenhave accept and place on file for audit the Dashboard and Financials of February/March. The motion passed unanimously by rollcall vote:

Ruch – yes	Tenhaven – yes	Sorell – yes	Marchant – yes
Battis – yes	Elmer – yes	Queenan – yes	Langdell – yes

3. Transportation Program UPWP Updates

Recent TAP process has revealed the demand for project funding vastly outpaces what is available; the submittals along in our region are five times more than what is available statewide. The RPCs are going to make a unified call to the NHDOT who has the flexibility to restore funds to the program.

The Transit expansion project is progressing well; Caleb Cheng's ties to the Lowell area and the University specifically have been an asset to the effort.

A key new initiative right now as planned in the UPWP is an update to the regional bicycle and pedestrian plan, particularly along key corridors.

4. Project Updates

NRPC is presenting Master Plan proposals in Pelham and Amherst.

At the request of Tenhave, Minkarah provided an update on the Merrimack Brownfields site, the Phase II assessment of which depends on the completion of the Quality Assurance Project Plan (QAPP) that is complicated by the issue of PFAS. We are also waiting on the QAPP on the Nashua Nimco site.

5. Other Business

a. 501(c)(3) Update

There was a brief discussion of some outstanding administration relative to the 501. There remains the need to fill remaining board seats, particularly persons-at-large.

b. Staffing Update

Minkarah announced that Camille Pattison will be returning to NRPC on a temporary, part-time basis starting June 1. She will be the staff lead on the EDA COVID Recovery plan. We will very likely be hiring an intern to assist with this project and others over the summer.

Siskavich mentioned NRPC joining the Multi-State Information Sharing and Analysis Center (MS-ISAC) which will help improve our cybersecurity posture through focused threat prevention, protection, response, and recovery. NRPC joins many New Hampshire local governments in this multi-state initiative. Ruch requested that more information about MS-ISAC be shared out.

c. A/V Update

Agenda Item covered during the Dashboard and Financials review.

6. Adjourn

At 6:50, Ruch accepted a motion from Battis, seconded by Tenhave to adjourn. The motion passed unanimously:

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

The next Executive Committee meeting will be April 21, 2021

NRPC FY 2020 DASHBOARD

Mar-21		Key Statistics	
TD Checking		Staff Activities March/April	
Beginning Balance	\$250,924.32	Bi-weekly Community and Economic Dev Call - Jay (2) NRPC Complete Streets Committee - Matt, Jay NTS General Staff Meetings - Ryan NRSWMD Quarterly Meeting - Mason, Jay, Kate, Cassie RCC Meeting - Matt, Jay OSI Informal Legislative Monitoring Group - Jay UWGN Community Advisory Committee - Jay Friends of Souhegan Valley Rail Trail - Matt Nashua Area School Bus Electrification Meet - Jay, Mason Capital Corridor Project w/ Tyngsborough - Jay Greater Nashua Public Health CHIP kick-off meet - Jay Nashua Rail Committee meeting - Jay RPC Directors Meeting - Jay NHLMV Stormwater Coalition - Sara, Mason & Andrew TTAC - Gregg, Matt, Derek, Mason, Sara, Andrew State Coordinating Council Meeting - Matt HHS TANF Counselors Meeting with Transit Regions - Matt HHW Collection - Mason, Matt, Kate	
Deposits & Credits			
Payments			
Ending Balance	\$250,706.26		
Bar Harbor Checking			
Beginning Balance	\$154,153.86		
Deposits & Credits			
Payments			
Ending Balance	\$66,531.73		
Wednesday, March 31, 2021			
Accounts Payable	\$42,412.21	Professional Development - March/April Regional Housing Initiatives Roundtable webinar (3/18) Jay Census Urban Areas Training (3/18) Jay, Sara, Gregg, Andrew Outdoor dining - lessons learned in 2020 (3/23) Jay Dangerous by Design Webinar 2021 (3/25) Jay, Matt Tourism & Hospitality Outlook Webinar (4/6) Jay Pending Grant Applications NHDES Sourcewater Grant - Merrimack River- \$18,385 NHDES Watershed Planning/Robinson Pond - \$39,160 EPA Brownfields Assessment Grant - \$300,000	
Accounts Receivable	\$293,920.62		
Oversight Activities			
Line of credit (\$75,000) activated?	No		
BHB CDs	\$274,125.49		
Audit Status	Complete		
Budget Narrative			
BankBalances/Cash on hand:	We continue to have a healthy balance equal to about five months of operating expenses.		
Payables and Receivables:	Receivables up by over \$130k, accounts payable up by \$41k.		
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$225,736	Dues & Subscriptions	\$20,969
Grants	\$283,924	Employee Benefits	\$159,191
Local Planning Contracts	\$97,258	GIS	\$17,700
Other Income	\$5,765	Insurance	\$10,154
State Contracts	\$999,914	IT	\$5,921
		Legal	\$3,000
		Marketing, Outreach, Annual Forum	\$2,500
		Office Expenditures	\$29,022
		Other Expenditures	\$65,656
		Professional Services	\$590,419
		Rent & CAM	\$89,375
		Salaries	\$740,839
		Staff Development	\$8,500
		Travel & Meeting Exp	\$5,500
		Utilities	\$10,600
Total revenues:	\$1,775,597	Total Expenses:	\$1,775,596
Pending Grant Application Totals	\$357,545	Delta	\$1

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2020 through March 2021

	TOTAL				
	Mar 21	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
RESOURCES					
Local Dues Match	(7,025.89)	(72,572.54)	0.00	(72,572.54)	100.0%
2000 Local Dues - Other	13,583.33	122,249.97	163,000.00	(40,750.03)	75.0%
Total 2000 Local Dues	6,557.44	49,677.43	163,000.00	(113,322.57)	30.48%
Federal Contracts					
9011 EPA Brownfields	9,055.86	181,569.85	162,000.00	19,569.85	112.08%
9055 EDA	0.00	26,363.95	12,654.00	13,709.95	208.35%
9056 EDA COVID Recovery Plan	579.98	579.98			
9082 Hazard Mit	7,000.05	19,000.05	20,000.00	(999.95)	95.0%
Total Federal Contracts	16,635.89	227,513.83	194,654.00	32,859.83	116.88%
Grants					
6300 NRSWMD	4,290.64	176,030.76	216,605.00	(40,574.24)	81.27%
7516 NH Housing-GIS Support	0.00	0.00	3,000.00	(3,000.00)	0.0%
9025 EPA Healthy Communities	0.00	1,242.68	0.00	1,242.68	100.0%
Total Grants	4,290.64	177,273.44	219,605.00	(42,331.56)	80.72%
Interest Income	229.67	2,461.03	4,000.00	(1,538.97)	61.53%
Local Planning Contracts					
2139 Hudson CR	2,000.00	16,350.00	0.00	16,350.00	100.0%
2150 Mason CR	1,025.64	5,361.88	5,040.00	321.88	106.39%
2152 Mason MP	0.00	171.00	0.00	171.00	100.0%
2176 Hollis Asset Mgmt Support	0.00	1,250.00	3,600.00	(2,350.00)	34.72%
2250 Litchfield CR	1,511.20	9,008.20	18,000.00	(8,991.80)	50.05%
2361 MVD GIS	120.00	1,600.00	3,200.00	(1,600.00)	50.0%
2532 Nashua Con Comm CR	420.00	840.00			
2534 Nashua Ped/Bike Study	0.00	6,500.00	6,500.00	0.00	100.0%
2552 Pelham Natural Resources	0.00	1,900.00			
2556 Pelham CIP	0.00	2,000.00	2,000.00	0.00	100.0%
2566 Pelham Senior Needs Assess	0.00	5,000.00			
2610 Wilton CR	4,445.00	23,485.00	18,000.00	5,485.00	130.47%
2640 Wilton MP 4	595.94	3,778.58	10,000.00	(6,221.42)	37.79%
Total Local Planning Contracts	10,117.78	77,244.66	66,340.00	10,904.66	116.44%
Other Income					
8000 Pubs/Map Sales	0.00	1,733.50	2,000.00	(266.50)	86.68%
Other Income - Other	0.00	531.64			
Total Other Income	0.00	2,265.14	2,000.00	265.14	113.26%
State Contracts					
1000 NH OSI	3,303.01	8,801.66	11,111.00	(2,309.34)	79.22%
1200 NH Geodata Portal	0.00	30,700.00	40,000.00	(9,300.00)	76.75%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	3,986.28	37,119.08	40,595.00	(3,475.92)	91.44%
200 POLICY & PLANNING	15,262.93	162,298.60	217,544.00	(55,245.40)	74.61%
300 PUBLIC INVOLV & COORD	7,006.10	41,572.55	47,523.00	(5,950.45)	87.48%
400 PLAN SUPPORT	24,262.45	213,376.93	263,237.00	(49,860.07)	81.06%
500 TECHNICAL ASSIST & SUPPORT	12,637.83	93,807.23	126,871.00	(33,063.77)	73.94%

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2020 through March 2021

			TOTAL		
	Mar 21	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
600 NASHUA TRANSIT EXP. STUDY	5,463.38	39,646.55	50,346.00	(10,699.45)	78.75%
Total 3000 DOT Highway Planning	68,618.97	587,820.94	746,116.00	(158,295.06)	78.78%
3500 DOT 5310 SVTC	43,457.51	137,677.10	206,140.00	(68,462.90)	66.79%
4430 CTAP Phase III TDM - CNHRP	307.60	2,817.93	21,944.00	(19,126.07)	12.84%
Total State Contracts	115,687.09	767,817.63	1,025,311.00	(257,493.37)	74.89%
Total RESOURCES	153,518.51	1,304,253.16	1,674,910.00	(370,656.84)	77.87%
Expense					
Depreciation	226.28	2,036.52	2,715.00	(678.48)	75.01%
Annual Forum	0.00	0.00	4,890.00	(4,890.00)	0.0%
Audit	0.00	16,250.00	16,250.00	0.00	100.0%
Bank Service Charges	250.00	250.00	250.00	0.00	100.0%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	894.86	19,236.88	7,410.00	11,826.88	259.61%
Total Employee Benefits	11,782.37	116,598.29	163,204.00	(46,605.71)	71.44%
Equipment Maintenance	50.21	200.84	1,750.00	(1,549.16)	11.48%
GIS	1,475.00	13,275.00	17,700.00	(4,425.00)	75.0%
Insurance	846.18	8,327.28	11,870.00	(3,542.72)	70.15%
Internet Access/Telephone	760.09	6,596.86	8,400.00	(1,803.14)	78.53%
IT Service	290.83	3,659.21	5,930.00	(2,270.79)	61.71%
Janitorial	225.00	2,025.00	3,300.00	(1,275.00)	61.36%
Legal	249.00	2,808.00	2,500.00	308.00	112.32%
Legal Notices	0.00	573.55	1,000.00	(426.45)	57.36%
Marketing and Outreach	0.00	826.23	2,500.00	(1,673.77)	33.05%
Misc	53.81	3,773.81	12,264.00	(8,490.19)	30.77%
Office Expenses	935.83	6,502.65	11,302.00	(4,799.35)	57.54%
Payroll Expenses	0.00	0.00			
Postage	134.90	831.79	1,800.00	(968.21)	46.21%
Printing	493.00	4,672.85	6,650.00	(1,977.15)	70.27%
Professional Services	43,481.07	448,948.67	515,440.00	(66,491.33)	87.1%
Rent & CAM	7,750.67	75,361.64	89,375.00	(14,013.36)	84.32%
Reserve Fund	0.00	0.00	23,015.00	(23,015.00)	0.0%
Total Salaries	57,717.65	536,151.60	723,545.00	(187,393.40)	74.1%
Small Equipment	912.50	4,419.47	5,950.00	(1,530.53)	74.28%
Staff Development	265.85	4,402.88	8,500.00	(4,097.12)	51.8%
Total Travel	64.18	1,613.78	11,800.00	(10,186.22)	13.68%
Utilities	877.00	8,770.00	10,600.00	(1,830.00)	82.74%
Total EXPENSES	129,510.00	1,286,076.28	1,672,195.00	(386,118.72)	76.91%
Total Expense	129,736.28	1,288,112.80	1,674,910.00	(386,797.20)	76.91%
Net Income	23,782.23	16,140.36	0.00	16,140.36	100.0%

Nashua Regional Planning Commission

Balance Sheet

As of March 31, 2021

Mar 31, 21

ASSETS

Checking/Savings

1 TD Bank xx5715 250,706.26

2 Bar Harbor Bank xx1485 66,531.73

3 BHBT 19 Mo CD Maturity 8/6/21 65,994.63

4 BHBT 12 Mo CD Maturity 3/6/22 208,130.86

Petty Cash 200.00

Total Checking/Savings 591,563.48

Accounts Receivable 293,920.62

Total Accounts Receivable 293,920.62

Other Current Assets

FP Mailing Postage Account 50.91

Total Other Current Assets 50.91

Total Current Assets 885,535.01

Fixed Assets

Accum Depr -37,189.27

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 4,060.67

Total Fixed Assets 4,060.67

Other Assets

Prepaid Expense 25,171.72

Security Deposit 8,341.67

Total Other Assets 33,513.39

TOTAL ASSETS 923,109.07

Nashua Regional Planning Commission

Balance Sheet

As of March 31, 2021

Mar 31, 21

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 42,412.21

Total Accounts Payable 42,412.21

Credit Cards

Bank of America -CC 3,699.92

Total Credit Cards 3,699.92

Other Current Liabilities

Accrued Vaca Payable **offset 43,992.08

Local Dues 40,750.03

P/R Liabilities - Other

C HSA Contributions 12,500.00

E Dental Insurance Withheld 172.58

E Health Insurance Withheld 569.00

E HSA Contributions -12,500.00

E STD Insurance Withheld 38.86

Total P/R Liabilities - Other 780.44

Retainers

Retainer-6300 HHW 1,719.17

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 21,719.17

Total Other Current Liabilities 107,241.72

Total Current Liabilities 153,353.85

Total Liabilities 153,353.85

Equity

Retained Earnings 709,622.78

Vacation Bene Payable ** offset 43,992.08

Net Income 16,140.36

Total Equity 769,755.22

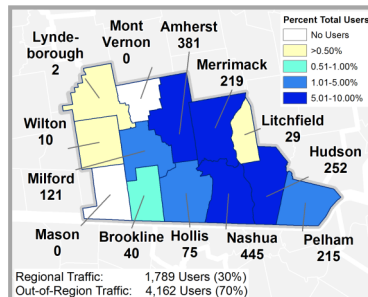
TOTAL LIABILITIES & EQUITY 923,109.07

WEBSITES

Audience Traffic:
3-Months vs.
Previous 2-Years

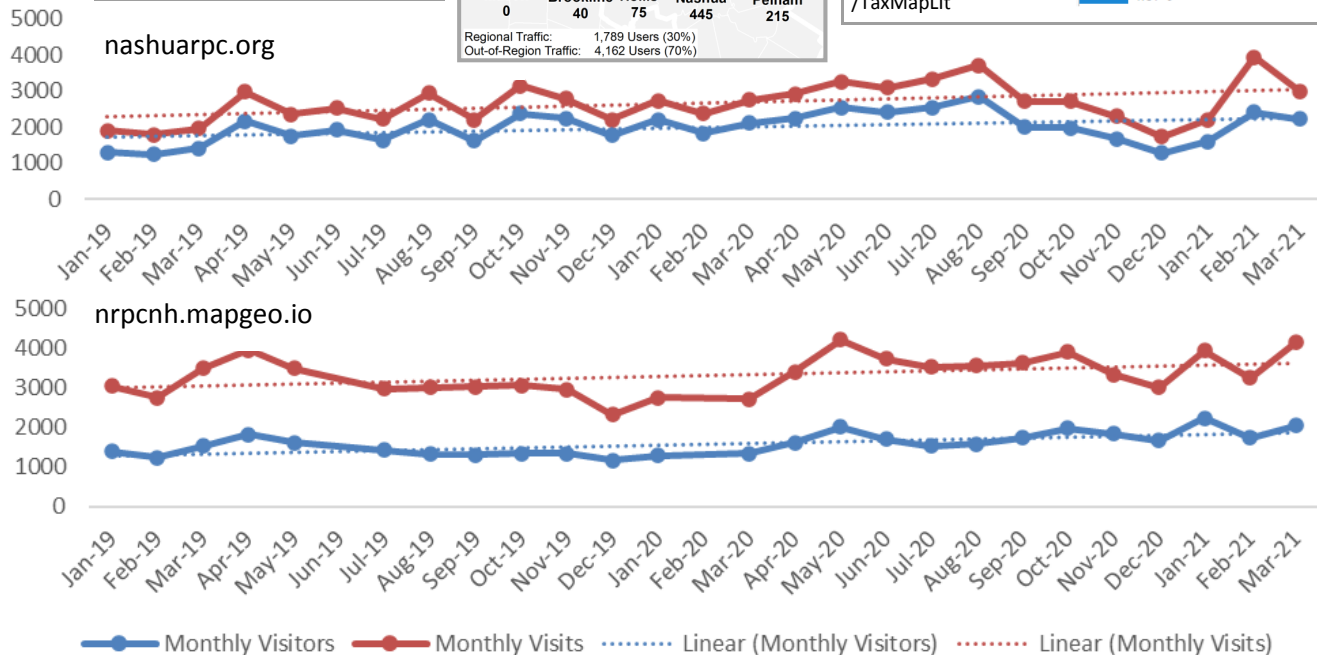
	Avg. Visitors/ Month	Avg. Visits/ Month
nashuarpc.org	+5%	+15%
nrpcnh.mapgeo.io	+31%	+16%

Audience Geo:
3-Month Period



Top Content:
3-Month Period

Page	% Total Monthly Page Views
/	20.64%
/gis-mapping/	6.34%
/gis-mapping/tax-maps/	6.21%
/hww/schedule-location	5.84%
/TaxMapLit	4.67%

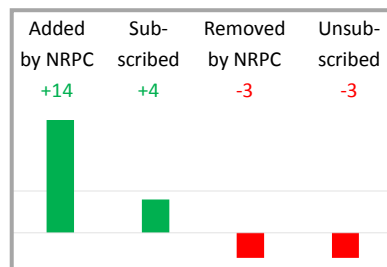


NEWSLETTER

Newsletter Performance:
3-Months vs.
Previous 2-Years

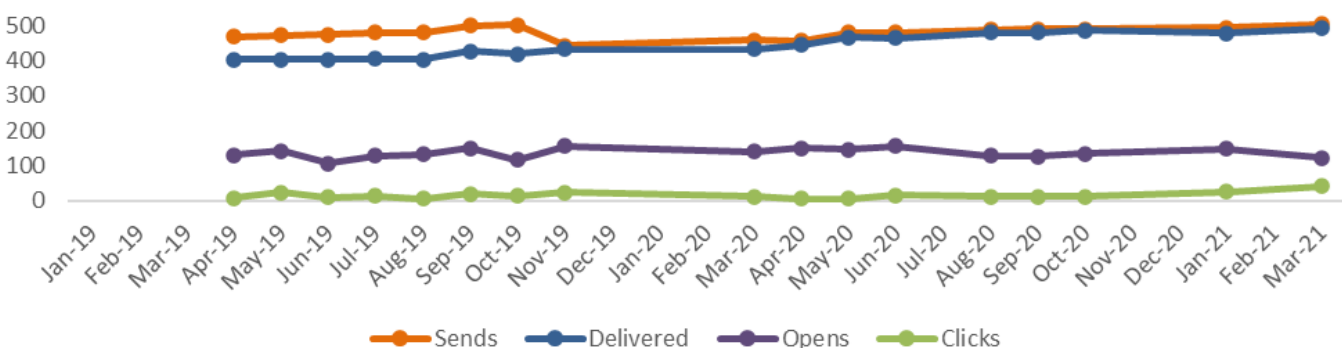
Sends	+4%
Delivered	+11%
Opens	-1%
Clicks	+175%

Audience Dynamics:
3-Month Period



Top Content:
3-Month Period

Link	% Total Unique Clicks
Nashua MPO Project Viewer	14%
HHW Program	11%
Mason Master Plan	5%
NRPC Seeks Intern	5%
Union Leader Features Bike/Ped Project	5%



FACEBOOK

Post

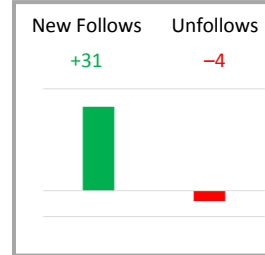
Performance:

3-Months vs.
Previous 2-Years

Total Reach **+23%**
Total En-gaged Users **+95%**

Audience Dynamics:

3-Month Period

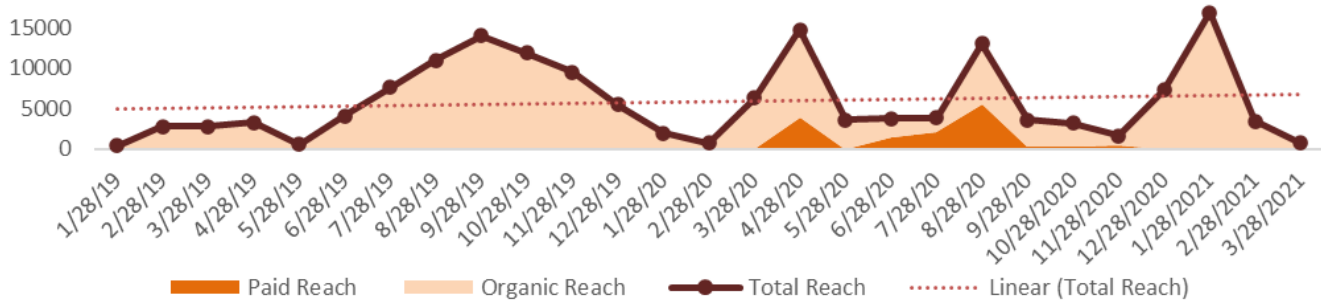


Top Content:

3-Month Period

Post	% Total Organic Reach
Do you have a sidewalk, bike lane, or trail project...	41%
Spring cleaning? Household Hazardous Waste...	26%
Mark your calendars for the 2021 HHW Collections...	10%
2020 traffic volumes are now posted online...	8%
NRPC 2020 Annual Report...	6%

Facebook 28-Day Reach: the number of unique people who see page content



Facebook Engagements: interactions beyond views, e.g. reactions, comments, and shares



TWITTER

Tweet

Performance:

3-Months vs.
Previous 2-Years

Impressions: **-54%**

Audience Dynamics:

3-Month Period

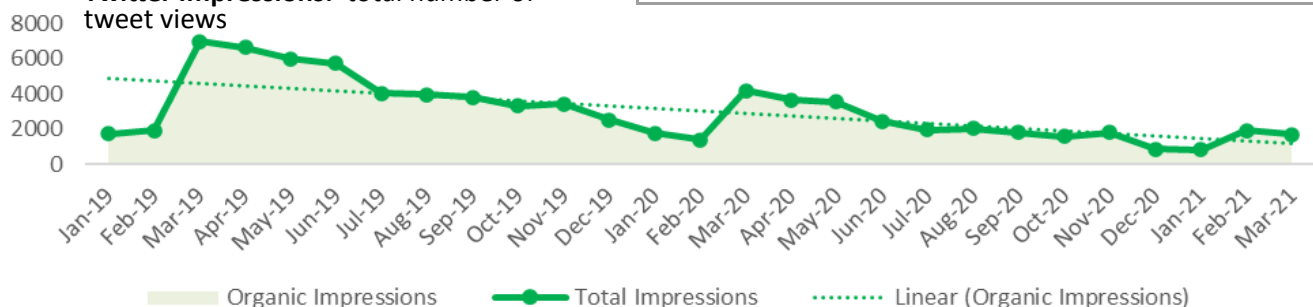
Net Change
in Followers: **+5**

Top Content:

3-Month Period

Month	Top Tweet	Impressions
Jan	Do you have a sidewalk, bike lane, or trail project...	104
Feb	Mark your calendars for the 2021 HHW...	547
Mar	NRPC released...Nashua Bicycle & Pedestrian LOS...	123

Twitter Impressions: total number of tweet views



MEMORANDUM

TO: NRPC Executive Committee
FROM: Matt Waitkins, Transportation Planner
SUBJECT: 2021 Transportation Alternatives Program Project Ranking

The purpose of this memo is to provide information regarding the current round of Transportation Alternatives Program (TAP) funding.

The TAP program is intended to provide an opportunity for the planning and implementation of a variety of alternative transportation projects which might otherwise be overlooked in favor of competing highway maintenance, preservation, and expansion priorities. The TAP program was introduced under MAP-21 and represents a consolidation of the following pre-MAP21 programs:

- Transportation Enhancements
- Recreational Trails
- Safe Routes to Schools
- Scenic Byways

In February 2021, NHDOT solicited New Hampshire communities for potential projects for this current round of TAP funding. NRPC then provided technical assistance to our member communities during the application process. Applications were submitted to NHDOT by Amherst, Litchfield, Merrimack, Nashua, Pelham, and Wilton. Project scoring criteria endorsed by the Transportation Technical Advisory Committee (TTAC) were provided to applicants as guidance when completing their TAP applications.

A project scoring subcommittee was established that consisted of TTAC members from Brookline, Milford, and Lyndeborough. The following process was established and followed:

1. TAP applicants were provided with the NRPC scoring criteria via email in March and asked to develop presentations to be given at the April TTAC meeting. The criteria were also given to the scoring subcommittee, who committed to being at the April meeting to view the presentations.
2. The scoring subcommittee independently reviewed and developed a preliminary score for each application in advance of the April TTAC meeting.
3. Following the presentations at the April meeting, TTAC members, including those that submitted applications, were asked to rank the projects. Members were provided an electronic link, at which they provided their rankings. There was one vote per community and agency. TTAC rankings were factored into the individual score for each application and constitute 10% of the individual score.

4. The scoring subcommittee provided their final scores to NRPC staff following the April TTAC meeting via email.
5. NRPC staff compiled the subcommittee's scores and tallied final weighted scores based upon the criteria. The final scores and rankings shown below were reviewed and agreed upon by the subcommittee.

2021 Application Rankings					
	Scorer 1	Scorer 2	Scorer 3	Average	
Nashua	3.90	3.68	3.31	3.63	1
Merrimack	3.31	3.33	3.70	3.45	2
Wilton	3.72	3.02	3.40	3.38	3
Pelham	3.38	3.23	3.01	3.21	4
Litchfield	3.59	2.90	3.03	3.17	5
Amherst	3.02	2.85	3.44	3.10	6

Note: Maximum number of points = 5

A summary of the projects and scores is attached to this memo, along with the scoring criteria.

Based on the successful completion of the scoring and ranking process described in this memo, NRPC staff recommends that the NRPC Executive Committee endorse the 2021 TAP project rankings.

Nashua Regional Planning Commission
2021 Transportation Alternatives Program
PROJECT SCORES

Applicant	Project Description	Potential For Success								Safety						Connectivity				Socio Economic				TTAC						
		Support 11%		Readiness 17%		Feasibility 7%		Weighted Total		Improvement 22%		Stress Analysis 5%		Weighted Total		Completes Connections 18%		Weighted Total		Equity 10%		Weighted Total		TTAC Rank 10%		Weighted Total		Total Weighted Score 5 Max	Rank	
		Points	Weighted	Points	Weighted	Points	Weighted			Points	Weighted	Points	Weighted			Points	Weighted			Points	Weighted			Points	Weighted					Points
Amherst	Pedestrian/bikeway	3.33	0.37	1.50	0.26	3.67	0.26	0.88		4.00	0.88	5.00	0.25	1.13		3.67	0.66	0.66		2.33	0.23	0.23		2.00	0.20	0.20		3.10	6	Amherst
Litchfield	Extend sidewalk on Pinecrest Road	3.00	0.33	1.00	0.17	4.67	0.33	0.83		3.33	0.73	5.00	0.25	0.98		4.67	0.84	0.84		2.33	0.23	0.23		2.88	0.29	0.29		3.17	5	Litchfield
Merrimack	Sidewalk on DW Highway	3.50	0.39	4.00	0.68	3.83	0.27	1.33		3.00	0.66	5.00	0.25	0.91		3.67	0.66	0.66		2.67	0.27	0.27		2.75	0.28	0.28		3.45	2	Merrimack
Nashua	Shared use path on Spruce Street	3.33	0.37	4.33	0.74	3.83	0.27	1.37		3.33	0.73	5.00	0.25	0.98		3.50	0.63	0.63		3.83	0.38	0.38		2.63	0.26	0.26		3.63	1	Nashua
Pelham	Pedestrian Bridge	4.00	0.44	1.67	0.28	3.50	0.25	0.97		3.33	0.73	5.00	0.25	0.98		3.67	0.66	0.66		3.67	0.33	0.33		2.63	0.26	0.26		3.21	4	Pelham
Wilton	Pedestrian Bridge	3.33	0.37	1.00	0.17	3.83	0.27	0.81		3.67	0.81	5.00	0.25	1.06		4.67	0.84	0.84		3.67	0.37	0.37		3.13	0.31	0.31		3.38	3	Wilton

2021 Application Rankings					
	Mark	Lincoln	Tad	Average	
Nashua	3.90	3.68	3.31	3.63	1
Merrimack	3.31	3.33	3.70	3.45	2
Wilton	3.72	3.02	3.40	3.38	3
Pelham	3.38	3.23	3.01	3.21	4
Litchfield	3.59	2.90	3.03	3.17	5
Amherst	3.02	2.85	3.44	3.10	6



**Nashua Regional Planning Commission
2021 Transportation Alternatives Program**

SCORING CRITERIA

Criteria	Weight
Sub-criteria, if applicable	Sub-Criteria Weight
Potential for Success: Projects being evaluated must be appropriately scoped, feasible, and fundable. Progress on projects that have been initiated through previous planning efforts also is considered.	35%
Project Support: Does the project have the support of local elected officials? Have letters of support been submitted? Is the project supported by a local grass roots organization? Is the project included in a local or regional plan?	11%
Financial Readiness: Have local matching funds been secured for the project? Do the matching funds exceed the minimum 20% requirement?	17%
Feasibility: The degree to which a project is likely to be implemented based on factors such as identified funding sources, cost/benefit analyses, and engineering and regulations review.	7%
Safety: Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists, (e.g. widen shoulders, include bike lanes, improve crosswalk conditions, evaluate levels of traffic stress, etc.)	27%
Potential to Improve Safety: Is the project likely to result in a reduction in the number and/or rate of pedestrian and bicyclist fatalities and injuries. Does the project eliminate safety hazards for pedestrians and bicyclists?	22%
Stress Analysis: Current stress level versus expected outcome based on straightforward format described in NHDOT application	5%
Connectivity: Facilities that serve larger volumes of population, are considered vital to regional mobility, or provide key connections between economic centers will generally be considered more significant than low volume networks that provide access to a limited area. Does the project complete a connection between existing non-motorized infrastructure, connect destinations, or enable non-motorized trips?	18%
Socio-economic Benefit: An active transportation system enables a healthy economy by creating dynamic, connected communities with a high quality of life that prompts small business development, increases property value, and encourages tourism and investment. Does the project have the potential to improve economic opportunities in communities that lack adequate public and active transportation?	10%
TTAC Ranking: TTAC will be asked to rank projects from 1 - 6 (with 1 = Highest) based on applicant presentations before the TTAC at the April meeting	10%



**Nashua Regional Planning Commission
2021 Transportation Alternatives Program**

POINT LOOKUPS

POTENTIAL FOR SUCCESS	
Project Support	Points
Project is shovel ready and supported by local officials. Project is included in local or regional master plan or similar plan that has been adopted by the governing body (for example, Board of Selectmen)	5
Preliminary Engineering is underway and supported by local officials. Project is included in local or regional master plan or similar plan that has been adopted by the governing body (for example, Board of Selectmen)	4
Project is in the planning phase and endorsed by local officials. Project is included in local or regional master plan or similar plan that has been adopted by the governing body (for example, Board of Selectmen)	3
Project is in the planning phase but has not been endorsed by the elected officials. Project is not included in a local or regional master plan	2
No planning or outreach has been initiated for this project	1
Financial Readiness	Points
Matching funds exceeding the 20% requirement have been secured and approved by town	5
Matching funds have been secured and approved by town	4
Matching funds are in the CIP but not yet approved by Town	3
Matching funds available in general fund but need to be approved by local officials	2
Matching funds need to be approved at town meeting	1
Feasibility	Points
The project cost estimate was developed and reviewed by an engineer, does not require significant right of way and has minimal environmental impact	5
The project cost estimate reviewed by an engineer, Right of way and environmental impact is unknown or not quantified	4
The project cost estimate was NOT developed or reviewed by an engineer. The project may require right of way and have some adverse impact on the environmental and cultural resources.	3
The project cost estimate was NOT developed or reviewed by an engineer. The project will require significant right of way and have significant adverse impact on the environmental and cultural resources.	2
The project cost estimate is incomplete and impacts not discussed	1



Nashua Regional Planning Commission
2021 Transportation Alternatives Program

POINT LOOKUPS

SAFETY	
Potential to Improve Safety	Points
Primary goal of project is to improve safety and reduce both severity and number of incidents	5
Project likely to result in decreased severity of incidents	4
Project likely to result in decreased number of incidents	3
Safety not goal of project but will likely result in some improvement	2
Project not intended or expected to improve safety	1
Stress Analysis	Points
The project significantly reduces the amount of perceived stress on a cyclist/ pedestrian; so that the area's perceived stress is suitable for children. Improve from "C" or "D" to an "A"	5
The project reduces the amount of stress on a cyclist/ pedestrian; so that the area's perceived stress is suitable for family use. Improve to a "B" from anything, or, from a "B" to an "A"	4
N/A	3
The project slightly reduces the amount of stress on a cyclist/ pedestrian; so that the area's given stress is suitable for 'enthused and confident' group of cyclists/ pedestrians. Go from a "D" to a "C"	2
The project does not reduce the amount of stress on cyclists and/or pedestrians.	1
PROJECT CONNECTIVITY	
The extent to which the project completes transportation connections	Points
Proposed project fills in an important gap in an existing network of pedestrian and/or bicycle facilities.	5
Proposed Project extends the limits of an existing network of pedestrian and/or bicycle facilities.	4
The project is a phase of a larger project that is intended to complete transportation connections	3
Proposed project primarily reconstructs existing facilities.	2
The project is the first of its kind in the community	1
SOCIO ECONOMIC BENEFIT	
Equity	Points
High potential to improve economic opportunities in communities that lack adequate public and active transportation.	5
Moderate potential to improve economic opportunities in communities that lack adequate public and active transportation.	4
Low potential to improve economic opportunities in communities that lack adequate public and active transportation.	3
Minimal benefit to underserved population	2
The project does not provide a benefit to underserved populations	1