



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, May 19, 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=Vm5DdTJFcmVsaFhrY0hjWCtESndKZz09>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: April 21, 2021 (**Action Required**)
 - b. April/May Dashboard (**Action Required**)
 - a. Draft FY22 Budget
 - b. Nomination of Officers
3. Transportation Programs
 - a. TAP Funding update
 - b. FY 22-23 Amended UPWP
 - c. Project updates
4. Other Business
 - a. 501 (c)(3) Update
 - b. A/V RFP
5. Adjourn

Next Meeting: June 16, 2021



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 April 21, 2021**

Public Meeting via Zoom

Members Attending	Members Absent	Staff Attending	Others Attending
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	Linda Dusenberry, NHDOT

1. Call to Order

Ruch called the meeting to order at 6:05 pm and took attendance by rollcall.

2. Business

a. Minutes: March 17, 2021

Tenhave requested that his comment regarding underspending be specific to office expenses. At the request of Battis, Siskavich noted that information about the MS-ISAC initiative was communicated in the last NRPC newsletter. Several Executive Committee members requested additional grammatical corrections and wording changes in the minutes.

Seeing no further discussion, Ruch accepted a motion from Langdell, seconded by Battis, to approve the minutes as modified. The motion passed 8-0-1 by roll call vote:

Ruch – yes	Elmer – yes	Marchant – yes
Battis – yes	Sorell – yes	Langdell – yes
Tenhave – yes	Queenan – yes	Rao -- abstain

b. March/April Dashboard

Balances: There is little change affecting our TD account, but Bar Harbor’s drop in balance reflects increased payables for quarterly professional services. Our receivables are also up as we are waiting for the NHDOT payments to clear.

Notable Staff activities include:

- The biweekly Community and Economic Development call with BEA (as an aside, there is a pending proposal to move the planning function of OSI into BEA).

- The Electric school bus initiative. First Student has a goal of eventually converting their fleets. Commissioner Rao will be proposing a feasibility study to SAU41 and Hollis Town meeting, that could eventually be expanded to other communities.
- Minkarah participated in a Capitol Corridor project meeting with Tyngsborough, MA including a discussion of the relative pros and cons of various possible stop locations.
- HHW: The first event went well but the numbers were somewhat lower than expected. We anticipate a possible rebound in the numbers in later events.
- Professional development activities include a regional housing initiatives roundtable webinar, Census urban areas training, Outdoor Dining, Lessons Learned PlanNH webinar with Commissioner Marchant, and the Dangerous by Design webinar.

Pending Grant Opportunities: We are still waiting on official grant paperwork for the Merrimack River Sourcewater proposal and Robinson Pond grant, which will then need to pass the G&C process.

Working Budget: Reflects an increase of \$20K on revenue and expense since the last version due to incorporation of a portion of the EDA COVID plan.

Profit and Loss and Balance Sheet: These reports reflect 75% of the fiscal year. Relative to that benchmark, total grants income now at 81%, NHDOT at 79%, total resources right about 78%. Local planning contracts vary, but they will even out over time. Hazard Mitigation funding is nearing the finish line at 95%. The balance sheet shows a change in net position of +\$50K.

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

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

c. Quarterly Web Analytics

Siskavich reviewed the January – March 2021 analytics. Website traffic is up, partly attributable to a social media outreach campaign for MapGeo. Audience geo and most popular web pages are relatively constant, though there was a spike in the number of visits relative to visitors on nashuarpc.org which was inflated by an instance of a single-day ghost spam attack in our Google analytics.

Newsletter performance is relatively constant with previous trends; however, the click rate is now much higher due to the inclusion of more clickable content overall. Audience dynamics reflect the addition of town hall administrative staff to the mailing list.

The uptick in Facebook reach and audience growth continues. This quarter’s performance is entirely organic (versus paid).

Twitter continues to decline in performance, though quarterly activity overall exceeded last quarter. LinkedIn may be a better social channel; however, we are still formulating an internal strategy for its effective use.

3. Transportation Program UPWP Updates

a. TAP Applications

Minkarah referred to the packet memo which summarized the role of the MPO and the TTAC in the Transportation Alternative Program (TAP) application process, the criteria to score projects, and the finalized project ranking largely determined by the TTAC subcommittee of members from communities who did not submit applications.

After some discussion about the particulars of the Wilton application, Ruch requested a motion to accept, approve, and endorse the TTAC's recommended rankings. After a motion by Rao, seconded by Battis, the motion passed unanimously by rollcall vote:

Ruch – yes	Elmer – yes	Marchant – yes
Battis – yes	Sorell – yes	Langdell – yes
Tenhave – yes	Queenan – yes	Rao -- abstain

b. UPWP

We have received comments back from NHDOT for the FY22-23 UPWP. Of note, the NHDOT will now provide an additional \$20K to support professional engineering consulting reviews for TYP project submissions. Historically NRPC has deferred to the engineering reviews provided by the NHDOT rather than engage consultants, but SNHRPC regularly does. Regardless, all RPCs will receive these funds. As a result, NRPC might need to request project submittals earlier in the process now that we will be managing this step. Rather than individual project-specific procurements, the RFP will likely be for general on-call review services. At this point, the document will need to advance to Governor and Council once all required signature pages are complete.

The update to the regional bicycle and ped plan is ongoing and is being vetted through the Complete Streets Committee. Minkarah concurred with Langdell that because not all communities regularly attend Complete Streets additional outreach is needed.

We expect the bike-ped plan update presentation to on the June Commission agenda. The inter-regional transit expansion study will also be complete, but that presentation will be scheduled for September.

NRPC is looking forward to kicking off Road Surface Management System (RSMS) projects, first in Merrimack, and then later in Lyndeborough. These UPWP-supported projects are useful and well-received by our communities.

4. Project Updates

Minkarah provided brief updates on the Household Hazardous Waste program and the EDA COVID-19 recovery plan.

5. Other Business

a. 501(c)(3) Update

We do not have a response yet from the IRS. Kate Lafond is waiting for everything to be confirmed with the IRs and then submit to the State of New Hampshire, after which we can move forward with bank accounts and director's insurance.

b. Staffing Update

NRPC has hired two full-time summer interns. Tyler Distefano, a student at UNH, will be joining NRPC on May 3 to assist with the Covid Recovery plan project. Genna Joly, a recent Keene State grad, will be starting June 1 to work on the Merrimack RSMS and other GIS projects. Camille Pattison will be joining us on June 1 as the project manager for the Covid Recovery Plan.

c. A/V Update

NRPC will finalize our choice of vendor, at which point we will go under agreement for equipment installation by June 30. The discussion then turned to the format of the June Commission meeting. While the 30 Temple building is reopening to the public on May 10, Ruch postulated that widespread comfort for a completely in-person public meeting, even with masks and social distancing, would be lacking. The June meeting also has special importance and full Commissioner participation must be encouraged. The Executive Committee requested that we query the Commission membership to better gauge the willingness of the persons to return for in-person meetings.

d. FY22 Budget

A draft FY22 budget will be included in the May Executive Committee packet. An increase in dues is not anticipated. Ruch requested that the matter of nomination of Executive Committee officers be on the agenda for May.

The discussion turned to recruitment strategies for the vacancies on the NRPC Foundation’s Board of Directors ahead of the June business meeting. There should transparent process that prioritizes recruitment of a diverse board with complementary backgrounds; the process must also avoid recruitment of Directors with any conflicts of interest.

At the request of Langdell, Siskavich will set up a web page with the bylaws of the 501(c)(3) and other relevant documents. This will be used as a general reference and a tool to facilitate future recruitment efforts.

Rao pointed out the Commission members would benefit from a review of the 501(c)(3) bylaws. Minkarah will assemble an email communication to Commissioners that would contain a review of the 501(c)(3), a synopsis of the pending re-delineation of urbanized areas because of the 2020 Census, a poll relative to in-person meetings, and links to some useful presentations and documents as discussed earlier. Siskavich will also include as many of these items as possible in the next NRPC newsletter set to go out the last week of April.

6. Adjourn

At 7:42 Ruch accepted a motion from Battis, seconded by Tenhave, to adjourn. The motion passed unanimously:

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

The next Executive Committee meeting will be May 19, 2021

NRPC FY 2020 DASHBOARD

Apr-21		Key Statistics	
TD Checking		Staff Activities April/May	
Beginning Balance	\$250,706.26	Bi-weekly Community and Economic Dev Call - Jay (2)	
Deposits & Credits		OSI Informal Legislative Monitoring Group - Jay	
Payments		NRPC Complete Streets Committee - Matt, Jay	
Ending Balance	\$ 250,726.87	NTS General Staff Meetings - Ryan, Matt	
Bar Harbor Checking		NH HHW Coordinators Meetings - Mason (3)	
Beginning Balance	\$66,531.73	RCC Meeting - Matt	
Deposits & Credits		Commute Smart NH Meeting - Derek	
Payments		CHS Planning & Regulation Workgroup - Jay (2)	
Ending Balance	\$ 166,148.95	Friends of Souhegan Valley Rail Trail - Matt	
Friday, April 30, 2021		Nashua Area School Bus Electrification Meet - Jay, Mason	
Accounts Payable	\$42,412.21	Greater Nashua COVID Vaccine Info Session - Jay	
Accounts Receivable	\$203,804.17	Greater Nashua Public Health CHIP meeting - Jay	
		Nashua Rail Committee meeting - Jay	
		Nashua Area School Bus Electrification Meet - Jay, Mason	
		Community Power Workshop - Jay	
		RPC Directors Meeting - Jay, Matt	
		NHLMV Stormwater Coalition - Sara, Mason & Andrew	
		NH Rail Trails Advisory Committee meeting - Matt	
		Transportation Planners Collaborative - Matt	
		State Coordinating Council Meeting - Matt	
		Friends of Souhegan valley ail trail board meeting - Matt	
		Interagency Consultation - Gregg, Matt	
		Rail Users' Network's Virtual Mini-Conference - Jay	
Oversight Activities		Professional Development - April/May	
Line of credit (\$75,000) activated?	No	Cybersecurity Basics Training - (various days) All Staff	
BHB CDs	\$274,264.24	Microtransit webinar (4/22) Jay, Matt	
Audit Status	Complete	NHDOT/FHWA bike-ped workshop (5/3) Matt	
		Engaging Traditionally Underserved Webinar (5/4) Jay, Gregg	
		ASMG Pavement Webinar Series (5/4) Derek	
		NPMRDS Webinar (5/4) Derek	
		National Planning Conference (5/5-7) Caleb	
		The Future of Office Work, Commercial Real Estate (5/6) Jay	
		How to Compete for RAISE Grants (5/12) Jay	
		US Census webinar: COVID-19 HUB Demographic and Economic Resources (5/5) Andrew	
		Pending Grant Applications	
		NHDES Sourcewater Grant - Merrimack River- \$9,193	
		NHDES Watershed Planning/Robinson Pond - \$39,160	
Budget Narrative			
BankBalances/Cash on hand:	We continue to have a healthy balance, Bar Harbor up about \$100k.		
Payables and Receivables:	Receivables down about \$90k, accounts payable down about \$38k.		
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$238,166	Dues & Subscriptions	\$20,969
Grants	\$283,924	Employee Benefits	\$159,030
Local Planning Contracts	\$95,626	GIS	\$17,700
Other Income	\$5,265	Insurance	\$10,154
State Contracts	\$999,314	IT	\$5,921
		Legal	\$3,000
		Marketing, Outreach, Annual Forum	\$2,500
		Office Expenditures	\$29,237
		Other Expenditures	\$68,832
		Professional Services	\$598,987
		Rent & CAM	\$89,375
		Salaries	\$738,739
		Staff Development	\$8,500
		Travel & Meeting Exp	\$5,500
		Utilities	\$10,600
Total revenues:	\$1,785,295	Total Expenses:	\$1,785,294
Pending Grant Application Totals	\$48,353	Delta	\$1

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

	TOTAL				
	Apr 21	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
RESOURCES					
Local Dues Match	(6,865.54)	(79,438.08)	0.00	(79,438.08)	100.0%
2000 Local Dues - Other	13,583.33	135,833.30	163,000.00	(27,166.70)	83.33%
Total 2000 Local Dues	6,717.79	56,395.22	163,000.00	(106,604.78)	34.6%
Federal Contracts					
9011 EPA Brownfields	0.00	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	0.00	579.98			
Total Federal Contracts	0.00	208,513.78	174,654.00	33,859.78	119.39%
Grants					
6300 NRSWMD	5,573.83	181,604.59	216,605.00	(35,000.41)	83.84%
9025 EPA Healthy Communities	0.00	1,242.68	0.00	1,242.68	100.0%
9082 Hazard Mit	0.00	19,000.05	20,000.00	(999.95)	95.0%
Total Grants	5,573.83	201,847.32	236,605.00	(34,757.68)	85.31%
Interest Income	160.11	2,621.14	4,000.00	(1,378.86)	65.53%
Local Planning Contracts					
2139 Hudson CR	2,500.00	18,850.00	0.00	18,850.00	100.0%
2150 Mason CR	315.00	5,676.88	5,040.00	636.88	112.64%
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	1,342.45	10,350.65	18,000.00	(7,649.35)	57.5%
2361 MVD GIS	0.00	1,600.00	3,200.00	(1,600.00)	50.0%
2532 Nashua Con Comm CR	1,085.00	1,925.00			
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	2,345.00	25,830.00	18,000.00	7,830.00	143.5%
2640 Wilton MP 4	194.58	3,973.16	10,000.00	(6,026.84)	39.73%
7516 NH Housing-GIS Support	0.00	0.00	3,000.00	(3,000.00)	0.0%
Total Local Planning Contracts	7,782.03	85,026.69	69,340.00	15,686.69	122.62%
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	0.00	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	4,354.47	41,473.55	40,595.00	878.55	102.16%
200 POLICY & PLANNING	16,467.19	178,765.79	217,544.00	(38,778.21)	82.18%
300 PUBLIC INVOLV & COORD	3,276.41	44,848.96	47,523.00	(2,674.04)	94.37%
400 PLAN SUPPORT	27,377.09	240,754.02	263,237.00	(22,482.98)	91.46%
500 TECHNICAL ASSIST & SUPPORT	12,417.30	106,224.53	126,871.00	(20,646.47)	83.73%
600 NASHUA TRANSIT EXP. STUDY	4,146.91	43,793.46	50,346.00	(6,552.54)	86.99%

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

	TOTAL				
	Apr 21	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	68,039.37	655,860.31	746,116.00	(90,255.69)	87.9%
3100 Transit Expansion	0.00	0.00	0.00	0.00	0.0%
3250 LTS - RPC	0.00	0.00	0.00	0.00	0.0%
3500 DOT 5310 SVTC	0.00	137,677.10	206,140.00	(68,462.90)	66.79%
3505 DOT/5310 Formula	0.00	0.00	0.00	0.00	0.0%
4430 CTAP Phase III TDM - CNHRP	394.88	3,212.81	21,944.00	(18,731.19)	14.64%
State Contracts - Other	0.00	0.00	0.00	0.00	0.0%
Total State Contracts	68,434.25	836,251.88	1,025,311.00	(189,059.12)	81.56%
Total RESOURCES	88,668.01	1,392,921.17	1,674,910.00	(281,988.83)	83.16%
Expense					
Depreciation	226.28	2,262.80	2,715.00	(452.20)	83.34%
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	0.00	250.00	250.00	0.00	100.0%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	1,694.86	20,931.74	7,410.00	13,521.74	282.48%
Total Employee Benefits	12,712.67	129,310.96	163,204.00	(33,893.04)	79.23%
Equipment Maintenance	50.21	251.05	1,750.00	(1,498.95)	14.35%
GIS	1,475.00	14,750.00	17,700.00	(2,950.00)	83.33%
Insurance	846.18	9,173.46	11,870.00	(2,696.54)	77.28%
Internet Access/Telephone	762.38	7,359.24	8,400.00	(1,040.76)	87.61%
IT Service	357.31	4,016.52	5,930.00	(1,913.48)	67.73%
Janitorial	225.00	2,250.00	3,300.00	(1,050.00)	68.18%
Legal	0.00	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	699.11	4,472.92	12,264.00	(7,791.08)	36.47%
Office Expenses	997.44	7,460.09	11,302.00	(3,841.91)	66.01%
Payroll Expenses	0.00	0.00			
Postage	10.79	842.58	1,800.00	(957.42)	46.81%
Printing	493.00	5,165.85	6,650.00	(1,484.15)	77.68%
Professional Services	8,949.70	457,898.37	515,440.00	(57,541.63)	88.84%
Rent & CAM	7,248.38	82,610.02	89,375.00	(6,764.98)	92.43%
Reserve Fund	0.00	0.00	23,015.00	(23,015.00)	0.0%
Total Salaries	55,164.01	591,315.61	723,545.00	(132,229.39)	81.73%
Small Equipment	867.00	5,286.47	5,950.00	(663.53)	88.85%
Staff Development	393.54	4,796.42	8,500.00	(3,703.58)	56.43%
Total Travel	106.42	1,720.20	11,800.00	(10,079.80)	14.58%
Utilities	50.09	8,820.09	10,600.00	(1,779.91)	83.21%
Total EXPENSES	93,103.09	1,379,139.37	1,672,195.00	(293,055.63)	82.48%
Total Expense	93,329.37	1,381,402.17	1,674,910.00	(293,507.83)	82.48%
Net Income	(4,661.36)	11,519.00	0.00	11,519.00	100.0%

Nashua Regional Planning Commission

Balance Sheet

As of April 30, 2021

Apr 30, 21

ASSETS

Checking/Savings

1 TD Bank xx5715	250,726.87
2 Bar Harbor Bank xx1485	166,148.95
3 BHBT 19 Mo CD Maturity 8/6/21	66,089.19
4 BHBT 12 Mo CD Maturity 3/6/22	208,175.05
Petty Cash	200.00

Total Checking/Savings 691,340.06

Accounts Receivable 203,804.17

Total Accounts Receivable 203,804.17

Other Current Assets

FP Mailing Postage Account 240.12

Total Other Current Assets 240.12

Total Current Assets 895,384.35

Fixed Assets

Accum Depr -37,415.55

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 3,834.39

Total Fixed Assets 3,834.39

Other Assets

Prepaid Expense 21,586.26

Security Deposit 8,341.67

Total Other Assets 29,927.93

TOTAL ASSETS 929,146.67

Nashua Regional Planning Commission

Balance Sheet

As of April 30, 2021

Apr 30, 21

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 4,796.77

Total Accounts Payable 4,796.77

Credit Cards

Bank of America -CC 1,856.79

Total Credit Cards 1,856.79

Other Current Liabilities

Accrued Vaca Payable **offset 43,355.25

Local Dues 27,166.70

P/R Liabilities - Other

C HSA Contributions 12,500.00

E Aflac 62.30

E Dental Insurance Withheld 103.28

E Health Insurance Withheld 528.99

E HSA Contributions -12,500.00

E STD Insurance Withheld 8.48

Total P/R Liabilities - Other 703.05

Payroll Liabilities 371.96

Retainers

Retainer-6300 HHW 65,762.29

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 85,762.29

Total Other Current Liabilities 157,359.25

Total Current Liabilities 164,012.81

Total Liabilities 164,012.81

Equity

Retained Earnings 710,259.61

Vacation Bene Payable ** offset 43,355.25

Net Income 11,519.00

Total Equity 765,133.86

TOTAL LIABILITIES & EQUITY 929,146.67

REVENUE	FY21 Adopted	FY22 Proposed	Difference
2000 Local Dues			
2000 Local Dues	\$ 163,000	\$ 163,000	\$ -
Federal Contracts			
9011 EPA Brownfields Grant	\$ 162,000	\$ 29,500	\$ (132,500)
9055 EDA Grant	\$ 12,654	\$ -	\$ (12,654)
9056 EDA COVID Recovery Plan	\$ -	\$ 92,951	\$ 92,951
<i>Total Federal Contracts</i>	\$ 174,654	\$ 122,451	\$ (52,203)
Grants			
XXXX Lower Merrimack River Mgmt Plan	\$ -	\$ 9,193	\$ 9,193
XXXX Robinson Pond Mgmt Plan	\$ -	\$ 19,580	\$ 19,580
6300 NRSWMD - HHW	\$ 216,605	\$ 235,215	\$ 18,610
9082 HSEM Hazard Mit.	\$ 20,000	\$ -	\$ (20,000)
<i>Total Grants</i>	\$ 236,605	\$ 263,988	\$ (1,390)
Local Planning Contracts			
100 - Electricity/Energy			\$ -
200 - Special Projects			\$ -
300 - GIS/Tax mapping			\$ -
400 - Municipal Services			\$ -
XXXX Amherst Heritage Comm Mapping	\$ -	\$ 4,200	
2139 Hudson CR	\$ -	\$ 3,600	\$ 3,600
2150 Mason CR	\$ 5,040	\$ 6,500	\$ 1,460
2176 Hollis Asset Mgmt Support	\$ 3,600	\$ 3,600	\$ -
2250 Litchfield CR	\$ 18,000	\$ 15,000	\$ (3,000)
2361 MVD GIS	\$ 3,200	\$ 3,200	\$ -
2532 Nashua Con Comm CR	\$ -	\$ 5,000	\$ 5,000
2534 Nashua Ped/Bike Transport Study	\$ 6,500	\$ -	\$ (6,500)
2552 Pelham Natural Resources	\$ -	\$ 1,900	\$ 1,900
2556 Pelham CIP	\$ 2,000	\$ -	\$ (2,000)
2561 Pelham Buildout Study	\$ -	\$ 5,000	\$ 5,000
2566 Pelham Senior Needs Assess	\$ -	\$ -	\$ -
2610 Wilton CR	\$ 18,000	\$ 24,500	\$ 6,500
2640 Wilton MP 4	\$ 10,000	\$ 3,000	\$ (7,000)
7516 NH Housing - GIS Support	\$ 3,000	\$ -	\$ (3,000)
<i>Total Local Planning Contracts</i>	\$ 69,340	\$ 75,500	\$ 1,960
Other Income			
8000 Pubs/Map Sales	\$ 2,000	\$ 2,000	\$ -
Interest Income	\$ 4,000	\$ 2,000	\$ (2,000)
<i>Total Other Income</i>	\$ 6,000	\$ 4,000	\$ (2,000)
State Contracts			
1000 OSI TBG	\$ 11,111	\$ 11,111	\$ -
1200 NH GEO Portal	\$ 40,000	\$ 18,000	\$ (22,000)
3000 DOT Highway Planning			
100 MPO ADMIN & TRAINING	\$ 40,595	\$ 69,750	\$ 29,155
200 POLICY & PLANNING	\$ 217,544	\$ 178,493	\$ (39,050)
300 PUBLIC INVOLV & COORD	\$ 47,523	\$ 57,600	\$ 10,077
400 PLAN SUPPORT	\$ 263,237	\$ 266,400	\$ 3,164
500 TECHNICAL ASSIST & SUPPORT	\$ 126,871	\$ 161,775	\$ 34,904
600 5305e Study	\$ 50,346	\$ 26,820	\$ (23,526)
3000 DOT Highway Planning	\$ 746,115	\$ 760,838	\$ 14,723
3500 DOT 5310 SVTC	\$ 206,140	\$ 240,039	\$ 33,899

REVENUE		FY21 Adopted	FY22 Proposed	Difference
	4430 CTAP	\$ 21,944	\$ 27,810	\$ 5,866
<i>Total State Contracts</i>		\$ 1,025,310	\$ 1,057,798	\$ 32,488
Total RESOURCES		\$ 1,674,910	\$ 1,686,738	\$ 11,828
EXPENSE		FY20 Adopted	FY21 Working	
Annual Forum		\$ 4,890	\$ 6,700	\$ 1,810
Audit		\$ 16,250	\$ 16,250	\$ -
Bank Service Charges		\$ 250	\$ 250	\$ -
Capital Equipment		\$ 5,000	\$ 5,000	\$ -
Dues & Subscriptions		\$ 7,410	\$ 8,124	\$ 714
Employee Benefits				
	C Dental Insurance	\$ 7,614	\$ 7,128	\$ (486)
	C Health Ins.	\$ 67,340	\$ 63,997	\$ (3,344)
	C HSA Contribution	\$ 4,375	\$ 3,750	\$ (625)
	C LTD Insurance	\$ 1,166	\$ 1,193	\$ 27
	C Retirement 401	\$ 24,715	\$ 26,511	\$ 1,796
	C STD Insurance	\$ 2,643	\$ 3,122	\$ 479
	P/R Taxes (Indirect)	\$ 55,351	\$ 60,046	\$ 4,695
<i>Total Employee Benefits</i>		\$ 163,204	\$ 165,746	\$ 2,543
Equipment Maintenance		\$ 1,750	\$ 1,750	\$ -
GIS		\$ 17,700	\$ 17,700	\$ -
Insurance		\$ 11,870	\$ 10,154	\$ (1,716)
Internet Access/Telephone		\$ 8,400	\$ 8,800	\$ 400
IT Service		\$ 5,930	\$ 5,921	\$ (9)
Janitorial		\$ 3,300	\$ 3,300	\$ -
Legal Notices		\$ 1,000	\$ 1,000	\$ -
Legal		\$ 2,500	\$ 2,500	\$ -
Marketing and Outreach		\$ 2,500	\$ 2,500	\$ -
Misc		\$ 12,264	\$ 13,534	\$ 1,270
Office Expenses		\$ 11,302	\$ 13,522	\$ 2,220
Postage		\$ 1,800	\$ 1,800	\$ -
Printing		\$ 6,650	\$ 5,950	\$ (700)
Professional Services		\$ 515,440	\$ 467,460	\$ (47,980)
Rent & CAM		\$ 89,375	\$ 94,035	\$ 4,660
Reserve Fund		\$ 23,015	\$ 14,856	\$ (8,159)
Salaries		\$ 723,545	\$ 784,920	\$ 61,375
Small Equipment		\$ 5,950	\$ 4,950	\$ (1,000)
Staff Development		\$ 8,500	\$ 8,500	\$ -
Meeting Expenses		\$ 2,300	\$ 1,000	\$ (1,300)
Mileage and Travel		\$ 8,500	\$ 6,000	\$ (2,500)
Vehicle Expenses		\$ 1,000	\$ 1,000	\$ -
Utilities		\$ 10,600	\$ 10,800	\$ 200
Depreciation		\$ 2,715	\$ 2,715	\$ -
		\$ 1,674,910	\$ 1,686,737	\$ 11,828
Balance (Revenue - Expenses)		\$ (0)	\$ 0	