



## **NOTICE OF MEETING**

**WHO: NRPC Executive Committee**

**WHEN: Wednesday, January 15, 2015 6:00 pm**

**WHERE: NRPC Small Conference Room**

## **AGENDA**

1. Call to Order
2. Business
  - a. Draft FY19 Audit Presentation: Melanson-Heath
  - b. Minutes: December 18<sup>th</sup>, 2019 (**Action Required**)
  - c. Dec-Jan Dashboard (**Action Required**)
  - d. NRPC Operating Policies Amendments (**Action Required**)
  - e. 13-month CD Rollover
3. Old Business
  - a. Annual Forum
  - b. TMA/MPO Governing Body Composition
  - c. NRPC 501(c)(3)
4. Transportation Programs
  - a. UPWP Updates
5. Other Business
6. Adjourn

*Next Meeting: February 19, 2020*



**DRAFT MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
December 18, 2019**

**Present:**

Jim Battis, Vice Chair  
Susan Ruch, Treasurer  
Janet Langdell  
Tim Tenhave  
Mary Ann Melizzi-Golja  
Tamara Sorell

**Absent:**

Karin Elmer, Chair  
Sarah Marchant

**Staff:**

Jay Minkarah, Executive Director  
Sara Siskavich, Assistant Director

**1. Call to Order**

Battis called the Executive Committee meeting to order at 6:04 p.m.

**2. Business**

**a. Approval of Minutes from November 20th, 2019**

Tenhave moved to approve the Executive Committee Minutes from November 20<sup>th</sup>, 2019, seconded by Langdell. The motion passed 5-0-1 with abstention from Sorell.

**b. November-December Dashboard**

The annual audit in progress, NRPC has received a draft, and the auditors will present at the January Executive Committee.

Highlights of staff activities include several all-hands staff events, the solid waste quarterly meeting, GACIT meetings, the kickoff of the Brownfields project with an environmental consultant on board, attendance at the EPA National Brownfields conference, and a funding initiative by NHDOT along several state routes, including the 101 corridor, for improvements to support electric vehicles. NRPC will pass along any available info.

There is no substantial change to the working budget, though there's a potential Master Plan update project for Amherst that NRPC would like to do, assuming the budget for it passes. On the Profit and Loss, we are at 41.67% mark with federal contracts low, many of which are quarterly. Total grants are just under 52% and there's more variability in local projects at 33.8% drawdown overall. Our drawdown is less, but even with an overall dip in expenses, we are a bit below target.

Ruch made a motion to accept the Dashboard and Financials and place them on file for audit, seconded by Tenhave. The motion passed 6-0-0.

### **3. Old Business**

#### **a. Annual Forum.**

The date will be April 9, 2020 at Labelle Winery in Amherst. At the request of Langdell, Minkarah confirmed there would be coordination with the “The EforAll: Entrepreneurship for All” organization.

#### **b. TMA/MPO Governing Body Composition**

No change in the status of this agenda item. NRPC anticipates a certification review report from FHWA and FTA in late January that will include the topic of MPO composition.

#### **c. NRPC 501(c)(3)**

No update on this agenda item other than we’ve initiated the process.

### **4. UPWP Updates**

Minkarah provided a brief overview changes to the 10-year plan and the presentation on transit expansion study that will be discussed in-depth at the 7:00 PM Full Commission meeting, the initiation of the locally-coordinated plan updates, and CMAQ updates. NRPC has another transit expansion study in January starting that will look at wider regional transit connections, for example, Gallager Terminal and Alewife Station.

### **5. Other Business**

There was some general discussion on a draft Request for Proposals (RFP) for audit services. At the request of Sorrel, Minkarah clarified this audit is financial only and required due to our receipt of federal grant funds. There will need to be a selection committee, the composition of which is typically a subset of the Executive Committee.

### **6. Adjourn**

With a unanimous motion from Ruch, seconded by Langdell, Battis closed the meeting at 6:32.

*Next Meeting: January 15<sup>th</sup>, 2020*

## NRPC FY 2020 DASHBOARD

Dec-19		Key Statistics	
TD Checking		Staff Activities Dec/Jan	
Beginning Balance	\$250,424.05	NTS Staff Meeting - Ryan RPC Directors & NHARPC Meetings - Jay NH GIS Advisory Committee - Jay FHWA Asset Management Workshop - Gregg NTS On-board evaluations - Cassie, John Nashua Chamber Workforce Housing Committee - John NRPC Holiday Staff Party - All Staff Partners for Performance NH - Gregg Stay, Work, Play NH Meeting - John LTS meeting in Manchester - Matt TTAC - Gregg, Jay, Matt, Derek SCC Meeting - Matt Forum on Accessible Taxi - Jay	
Deposits & Credits	\$0.00		
Payments	\$0.00		
<b>Ending Balance</b>	<b>\$250,424.05</b>		
Bar Harbor Checking		Staff Education & Training - Dec/Jan	
Beginning Balance	\$99,630.01		
Deposits & Credits			
Payments			
<b>Ending Balance</b>	<b>\$72,885.68</b>		
Tuesday, December 31, 2019		Dec 1-31, 2019 Web Stats	
Accounts Payable	\$43,121.77	Channel	Activity (1-month trend)
Accounts Receivable	\$225,016.14	e-newsletter: 1 campaign/432 Recipients/155 Opens (+) Group Email: 5 emails/119 Recipients/85 Opens (+) NRPC Website: 1,785 Unique Users/2,216 Sessions (-) MapGeo: 1,173 Unique Users/2,326 Visits (-) Facebook: 2 posts/475 Followers/5,457 Total Post Reach (=) Twitter: 1 tweet/505 Followers/1870	
Oversight Activities			
Line of credit (\$75,000) activated?	No		
BHB CDs	\$269,119.50		
Audit Status	In-process		
Budget Narrative			
<b>TD/BH BankBalance/Cash on hand:</b>	We continue to have a healthy balance that supports about five months of operating expenses.		
<b>Payables and Receivables:</b>	One account between 61 and 90 days, one over 90 days.		
FY20 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$15,900
Federal Contracts	\$135,963	Dues & Subscriptions	\$22,500
Grants	\$258,582	Employee Benefits	\$165,068
Local Planning Contracts	\$88,378	GIS	\$18,000
Other Income	\$7,800	Insurance	\$11,740
State Contracts	\$996,857	IT	\$5,500
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$10,000
		Office Expenditures	\$16,750
		Other Expenditures	\$70,075
		Professional Services	\$427,485
		Rent & CAM	\$86,515
		Salaries	\$734,797
		Staff Development	\$10,000
		Travel & Meeting Exp	\$14,150
		Utilities	\$13,068
<b>Total revenues:</b>	<b>\$1,650,580</b>	<b>Total Expenses:</b>	<b>\$1,624,048</b>
<b>Pending Grant Applications</b>	<b>\$0</b>	<b>Delta</b>	<b>\$26,532</b>

**Nashua Regional Planning Commission - FY 2020  
Profit & Loss Budget vs. Actual - EC  
July through December 2019**

	TOTAL				
	Dec 19	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>2000 Local Dues</b>					
Local Dues Match	(11,965.90)	(48,827.93)	0.00	(48,827.93)	100.0%
2000 Local Dues - Other	13,583.33	81,502.98	163,000.00	(81,497.02)	50.0%
<b>Total 2000 Local Dues</b>	1,617.43	32,675.05	163,000.00	(130,324.95)	20.05%
<b>Federal Contracts</b>					
9011 EPA Brownfields	11,228.08	11,228.08	98,000.00	(86,771.92)	11.46%
9055 EDA	5,823.17	8,031.51	37,963.00	(29,931.49)	21.16%
9082 Hazard Mit	0.00	0.00	18,570.00	(18,570.00)	0.0%
<b>Total Federal Contracts</b>	17,051.25	19,259.59	154,533.00	(135,273.41)	12.46%
<b>Grants</b>					
6300 NRSWMD	5,411.72	132,603.71	241,450.00	(108,846.29)	54.92%
7516 NH Housing-GIS Support	0.00	2,391.60	4,648.00	(2,256.40)	51.45%
9025 EPA Healthy Communities	5,422.08	9,389.86	12,484.00	(3,094.14)	75.22%
<b>Total Grants</b>	10,833.80	144,385.17	258,582.00	(114,196.83)	55.84%
<b>Interest Income</b>	487.39	3,553.15	6,000.00	(2,446.85)	59.22%
<b>Local Planning Contracts</b>					
2142 Hudson MP	4,447.67	9,446.96	19,378.00	(9,931.04)	48.75%
2150 Mason CR	175.00	4,158.77	5,000.00	(841.23)	83.18%
2176 Hollis Asset Mgmt Support	0.00	1,550.00	3,000.00	(1,450.00)	51.67%
2250 Litchfield CR	1,035.70	5,979.07	18,000.00	(12,020.93)	33.22%
2361 MVD	0.00	318.75	3,000.00	(2,681.25)	10.63%
2534 Nashua Ped/Bike Study	0.00	0.00	14,500.00	(14,500.00)	0.0%
2535 Nashua Enrollment Project	750.00	750.00	1,500.00	(750.00)	50.0%
2554 Pelham Master Plan	0.00	0.00	2,000.00	(2,000.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	2,000.00	0.00	100.0%
2565 Pelham MS4 Field Support	0.00	187.50	2,000.00	(1,812.50)	9.38%
2610 Wilton CR	2,575.78	14,016.71	18,000.00	(3,983.29)	77.87%
<b>Total Local Planning Contracts</b>	8,984.15	38,407.76	88,378.00	(49,970.24)	43.46%
<b>Other Income</b>					
8000 Pubs/Map Sales	0.00	60.00	1,800.00	(1,740.00)	3.33%
Other Income - Other	0.00	0.04			
<b>Total Other Income</b>	0.00	60.04	1,800.00	(1,739.96)	3.34%
<b>State Contracts</b>					
1000 NH OSI	0.00	6,512.20	11,111.00	(4,598.80)	58.61%
<b>3000 DOT Highway Planning</b>					
100 MPO ADMIN & TRAINING	7,550.72	66,858.81	72,000.00	(5,141.19)	92.86%
200 POLICY & PLANNING	14,338.48	42,504.10	173,250.00	(130,745.90)	24.53%
300 PUBLIC INVOLV & COORD	6,440.81	24,054.55	52,200.00	(28,145.45)	46.08%
400 PLAN SUPPORT	29,539.16	154,640.44	270,450.00	(115,809.56)	57.18%
500 TECHNICAL ASSIST & SUPPORT	17,975.71	104,832.10	156,119.00	(51,286.90)	67.15%
600 NASHUA TRANSIT EXP. STUDY	0.00	0.00	28,105.00	(28,105.00)	0.0%
3000 DOT Highway Planning - Other	0.00	0.00			
<b>Total 3000 DOT Highway Planning</b>	75,844.88	392,890.00	752,124.00	(359,234.00)	52.24%
3100 Transit Expansion	5,676.44	20,807.89	27,000.00	(6,192.11)	77.07%
3250 LTS - RPC	0.00	2,803.33	6,767.00	(3,963.67)	41.43%
3500 DOT 5310 SVTC	41,250.29	87,632.74	190,039.00	(102,406.26)	46.11%
3505 DOT/5310 Formula	0.00	0.00	0.00	0.00	0.0%
4430 CTAP Phase III TDM - CNHRP	406.62	3,396.34	16,000.00	(12,603.66)	21.23%

**Nashua Regional Planning Commission - FY 2020**  
**Profit & Loss Budget vs. Actual - EC**  
July through December 2019

	TOTAL				
	Dec 19	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Total State Contracts</b>	123,178.23	514,042.50	1,003,041.00	(488,998.50)	51.25%
<b>Total Income</b>	162,152.25	752,383.26	1,675,334.00	(922,950.74)	44.91%
<b>Expense</b>					
<b>Depreciation</b>	226.28	1,357.68	0.00	1,357.68	100.0%
<b>Annual Forum</b>	2,135.00	2,135.00	5,000.00	(2,865.00)	42.7%
<b>Audit</b>	3,700.00	11,900.00	15,900.00	(4,000.00)	74.84%
<b>Bank Service Charges</b>	0.00	0.00	250.00	(250.00)	0.0%
<b>Capital Equipment</b>	0.00	0.00	5,000.00	(5,000.00)	0.0%
<b>Dues &amp; Subscriptions</b>	736.76	12,085.29	10,000.00	2,085.29	120.85%
<b>Employee Benefits</b>					
<b>C Dental Insurance</b>	595.79	3,650.79	7,507.00	(3,856.21)	48.63%
<b>C Health Ins.</b>	4,920.30	30,169.12	71,535.00	(41,365.88)	42.17%
<b>C HSA Contribution</b>	0.00	0.00	3,750.00	(3,750.00)	0.0%
<b>C LTD Insurance</b>	110.54	663.24	1,386.00	(722.76)	47.85%
<b>C Retirement 401</b>	1,599.46	9,652.59	22,600.00	(12,947.41)	42.71%
<b>C Retirement 457</b>	0.00	0.00	0.00	0.00	0.0%
<b>C STD Insurance</b>	198.95	1,193.99	2,750.00	(1,556.01)	43.42%
<b>P/R Taxes (Indirect)</b>					
<b>P/R SUTA</b>	0.00	0.00			
<b>P/R Taxes (Indirect) - Other</b>	4,284.20	27,612.78	57,383.00	(29,770.22)	48.12%
<b>Total P/R Taxes (Indirect)</b>	4,284.20	27,612.78	57,383.00	(29,770.22)	48.12%
<b>Total Employee Benefits</b>	11,709.24	72,942.51	166,911.00	(93,968.49)	43.7%
<b>Equipment Maintenance</b>	0.00	0.00	1,750.00	(1,750.00)	0.0%
<b>GIS</b>	1,471.99	8,831.94	18,000.00	(9,168.06)	49.07%
<b>Insurance</b>	664.29	3,985.74	11,740.00	(7,754.26)	33.95%
<b>Internet Access/Telephone</b>	692.27	4,338.32	6,840.00	(2,501.68)	63.43%
<b>IT Service</b>	416.23	2,449.37	5,500.00	(3,050.63)	44.53%
<b>Janitorial</b>	225.00	1,350.00	3,600.00	(2,250.00)	37.5%
<b>Legal</b>	0.00	0.00	2,500.00	(2,500.00)	0.0%
<b>Legal Notices</b>	0.00	697.00	0.00	697.00	100.0%
<b>Marketing and Outreach</b>	0.00	0.00	5,000.00	(5,000.00)	0.0%
<b>Misc</b>	126.00	1,403.57	4,130.00	(2,726.43)	33.99%
<b>Office Expenses</b>	741.35	8,240.71	16,750.00	(8,509.29)	49.2%
<b>Payroll Expenses</b>	0.00	0.00			
<b>Postage</b>	17.10	625.09	2,000.00	(1,374.91)	31.26%
<b>Printing</b>	493.00	2,958.00	6,500.00	(3,542.00)	45.51%
<b>Professional Services</b>	40,136.50	184,756.50	427,485.00	(242,728.50)	43.22%
<b>Recruiting</b>	0.00	0.00	0.00	0.00	0.0%
<b>Rent &amp; CAM</b>	14,300.00	50,050.00	86,515.00	(36,465.00)	57.85%
<b>Reserve Fund</b>	0.00	0.00	21,730.00	(21,730.00)	0.0%
<b>Total Salaries</b>	56,388.97	342,597.67	750,102.00	(407,504.33)	45.67%
<b>Small Equipment</b>	1,995.00	5,941.06	5,950.00	(8.94)	99.85%
<b>Staff Development</b>	643.79	4,188.34	10,000.00	(5,811.66)	41.88%
<b>Total Travel</b>	3,075.76	9,013.78	14,150.00	(5,136.22)	63.7%
<b>Utilities</b>	2,178.00	7,623.00	13,068.00	(5,445.00)	58.33%
<b>Total Expense</b>	142,072.53	739,470.57	1,616,371.00	(876,900.43)	45.75%
<b>Net Income</b>	<b>20,079.72</b>	<b>12,912.69</b>	<b>58,963.00</b>	<b>(46,050.31)</b>	<b>21.9%</b>

# Nashua Regional Planning Commission - FY 2020

## Balance Sheet

As of December 31, 2019

Dec 31, 19

### ASSETS

#### Checking/Savings

1 NOW Account xx5715	250,424.05
Bar Harbor Bank & Trust xx1485	72,885.68
BHBT - 13 Mo CD xx3688	64,619.50
BHBT - 19 Mo CD xx3662	204,500.00
Petty Cash	200.00

**Total Checking/Savings** 592,629.23

Accounts Receivable 225,016.14

**Total Accounts Receivable** 225,016.14

#### Other Current Assets

FP Mailing Postage Account 364.05

**Total Other Current Assets** 364.05

**Total Current Assets** 818,009.42

#### Fixed Assets

Accum Depr -33,795.04

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

**Total Fixed Assets** 7,454.90

#### Other Assets

Prepaid Expense 17,594.04

Security Deposit 8,341.67

**Total Other Assets** 25,935.71

**TOTAL ASSETS** 851,400.03

Nashua Regional Planning Commission - FY 2020

Balance Sheet

As of December 31, 2019

Dec 31, 19

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 43,121.77

Total Accounts Payable 43,121.77

Credit Cards

Bank of America -CC 2,152.54

Total Credit Cards 2,152.54

Other Current Liabilities

Accrued Vaca Payable \*\*offset 29,392.86

Local Dues 81,500.02

P/R Liabilities - Other

C HSA Contributions 4,375.00

E Dental Insurance Withheld 154.20

E Health Insurance Withheld 413.69

E HSA Contributions -4,375.00

E STD Insurance Withheld 31.44

Total P/R Liabilities - Other 599.33

Retainers

Retainer-2245 Litchfield CIP 442.55

Retainer-6300 HHW -12,546.59

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers 7,895.96

Total Other Current Liabilities 119,388.17

Total Current Liabilities 164,662.48

Total Liabilities 164,662.48

Equity

Retained Earnings 644,432.00

Vacation Bene Payable \*\* offset 29,392.86

Net Income 12,912.69

Total Equity 686,737.55

TOTAL LIABILITIES & EQUITY 851,400.03





NASHUA REGIONAL PLANNING COMMISSION

# Memo

**To:** Executive Committee  
**From:** Kate Lafond, Business Manager  
**cc:** Jay Minkarah, Sara Siskavich  
**Date:** 1/8/20  
**Re:** Banking proposal

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NRPC established a banking relationship with Bar Harbor Bank & Trust in December 2018 and open 2 CDs. A 13-month CD in the amount of \$63,508.11 yielding 1.75% apr and a 19-month CD in the amount of \$204,126.34 yielding 2.25% apr. The 13-month CD has matured, and the balance is \$64,714.78.

The 13-month CD is set to roll over for another 13-month. Unfortunately, Bar Harbor Bank & Trust can not provide the same interest rates today. I sought out current CD rates from the banking institutions that we utilize, and the terms and rates are as follows:

Bar Harbor Bank:	TD Bank:	
13-month - 1.25%	30-day - 1.55%	180-day - 1.55%
19-month - 1.70%	60-day - 1.57%	270-day - 1.50%
	90-day - 1.60%	12-month - 1.45%

The New Hampshire Public Deposit Investment Pool (NHPDIP) is another investment option that has been mentioned before. NHPDIP has a current rate of 1.59%. However, NHPDIP is subject to market fluctuations and has seen a downward trend from 2.41% since the NRSWMD enrolled funds in the spring of last year.

**It is my recommendation that the existing 13-month CD is rolled over into a 19-month CD with Bar Harbor Bank & Trust which offers the highest yield at this time.**

I plan to investigate investment opportunities for the existing 19-month CD that will mature in June, I will have information prepared for your consideration at your May meeting.

# Memo

**To:** Executive Committee  
**From:** Kate Lafond, Business Manager  
**cc:** Jay Minkarah, Sara Siskavich  
**Date:** 1/8/20  
**Re:** NRPC Operating Policy Proposed Updates

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NRPC Adopted an Operating Policy in July 2016. Section F of the Introduction states that the contents of the policy shall be reviewed by staff and any updates be recommended to the Executive Committee for approval. Additionally, upon finalization of the FY18 audit, it was recommended that NRPC's written policies/procedures be updated to change the procurement thresholds to align with changes made by the Office of Management and Budget to the Code of Federal Regulation (CRF) §200.

The proposed updates include:

Change Finance Administrator to Business Manager through the document.

Eliminate procedural references to the Program Assistant in the Cash Disbursement section as that position no longer exists.

Change the Travel section to reflect the changes relating to mileage reimbursements from the recent Personnel Policy update.

Change the procurement thresholds (Micro Purchase – from \$3,000 to \$10,000) to align with the OMB CRF §200 as recommended by the auditors.