



## **NOTICE OF MEETING**

**WHO:** NRPC Executive Committee

**WHEN:** Wednesday, October 20, 2021, at 6:00 pm

**WHERE:** NRPC Offices, 30 Temple Street, Suite 310, Nashua, NH. If you are unable to attend in-person, you may participate remotely, using the link below:

<https://us02web.zoom.us/j/83850409507?pwd=Vm5DTTgJFcmVsaFhrY0hjWCtESndKZz09>

## **AGENDA**

1. Call to Order
2. Business
  - a. Minutes: September 22, 2021 (**Action Required**)
  - b. Sept-Oct Dashboard (**Action Required**)
  - c. FY22 Q1 Website/Social Media Stats
3. Transportation Programs
  - a. UPWP Updates
4. Project Updates
  - a. Regional Housing Needs Assessments
  - b. Economic Recovery Plan
  - c. HHW
  - d. Energy Aggregation
5. Staff Updates
6. Other Business
  - a. New Website
  - b. Annual Forum
  - c. Annual Dues
7. Adjourn

*Next Meeting: November 17, 2021*



**DRAFT MINUTES  
 NASHUA REGIONAL PLANNING COMMISSION  
 Executive Committee  
 September 22, 2021**

**In-Person Public Meeting with Zoom Attendance Option**

<b>Members Attending In Person</b>	<b>Members Attending On Zoom</b>	<b>Members Absent</b>	<b>Staff Attending</b>	<b>Others Present</b>
Sarah Marchant, Vice Chair Jim Battis, Treasurer Karin Elmer Kim Queenan Tamara Sorell Tim Tenhave	Venu Rao	Susan Ruch (Chair) Janet Langdell	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

**1. Call to Order**

Marchant called the meeting to order at 6:04 and took attendance by roll call.

**2. Business**

**a. Minutes: August 18, 2021**

After no discussion, Battis moved to approve and file the minutes of August 18, 2021, as presented. Queenan seconded the motion, which passed by roll-call vote:

Battis – yes	Elmer – yes	Tenhave – yes
Queenan – yes	Sorell – yes	Marchant - yes

**b. Aug-September Dashboard**

Minkarah reviewed the Dashboard, Profit and Loss, and Balance Sheet. The Budget Narrative has an error in stating Bar Harbor balance is down \$85K. The Dashboard header has a typo and should be corrected to FY22. The ARPA-Funded Housing Needs Assessment is still under Pending Grants, but the contract has been approved by Governor & Council. The working budget in the next monthly dashboard report should reflect that new project.

Notable staff activities include August HHW and the school bus initiative which is gaining steam. Minkarah briefly discussed the formation of Collaborative Economic Development Regions (CEDRs) which are new economic development districts started as an offshoot of a statewide economic development plan.

Relative to the Ten-Year Plan (TYP), the new or changed projects for the region include a \$1million+ increase in funding for safety improvements along NH101, removal of the Hudson Boulevard/Circumferential Highway from the plan and the addition of two of the region’s approved TAP grants - Nashua’s proposed connection from its Riverwalk to the planned extension of the Heritage Rail Trail and replacement of a pedestrian bridge in Merrimack. NRPC commends Wilton for submitting

projects under both TYP and the Transportation Alternatives Program (TAP). The GACIT TYP Hearing for the Nashua Region will be at Merrimack Town Hall.

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

Battis – yes	Elmer – yes	Tenhave – yes
Queenan – yes	Sorell – yes	Marchant - yes

### **3. Transportation Programs**

Major transportation updates will follow at the Full Commission mtg. The transit expansion analysis is particularly compelling in that it suggests that some of the regional expansion alternatives could operate in a way that pays for itself. There will be a brief update of the Bike and Ped plan which is being presented for adoption. There's a pending contract extension relative to the CTAP TDM project—waiting to hear about it going on an upcoming GACIT agenda for approval. NRPC is watching the potential merger of CSX and Pan Am. We've not officially commented on the docket, but this could be discussed at the full Commission meeting.

### **4. Project Updates**

Non-transportation project updates include the Covid19 Economic Development recovery project—a more in-depth update is planned for the December Full Commission. There are two more Household Hazardous Waste events this season, and energy aggregation is going out to bid.

### **5. Pending Projects**

We are in talks with the United Way about doing a Safe-Routes to School type project. Minkarah briefly revisited the new Regional Housing Needs Assessment project as previously discussed.

### **6. Staff Updates**

NRPC has hired a new regional planner to help with various outstanding projects including the Housing Needs Assessment. We are also evaluating our needs for administrative help and whether we could support a position right now.

### **7. Other Business**

No other business was brought forward for discussion.

### **8. Adjourn**

At 6:37, Elmer moved, with a second to by Tenhave, to adjourn. The motion passed.

*The next Executive Committee meeting will be October 20, 2021*

**NRPC FY 2022 DASHBOARD**

Sep-21		Key Statistics	
<b>TD Checking</b>		<b>Staff Activities Sept-Aug</b>	
Beginning Balance	\$250,811.37	NHDOT Complete Streets Committee - Matt NTS General Staff Meetings - Ryan Capital Corridor Stakeholders Meeting - Jay GACIT Public Hearing - Jay, Gregg, Matt NRPC MPO Freight Assessment Meeting - Jay, Gregg, Matt HWW Collection @Nashua - Mason, Emma, Derek, Kate School Bus Electrification Kick-off Meeting - Jay Statewide Coordinating Council - Matt Friends of Souhegan Valley Rail Trail Board - Matt NHLMV Stormwater Coalition - Sara, Andrew, Mason Regional Housing Needs Assessment Meetings - Jay, Sara Econ Dev Plan Steering Committee - Camille, Jay, Caleb, Ryan Joint RPC/State Partners Electric Vehicle meeting - Matt Interagency Consultation - Gregg, Matt TTAC - Matt, Caleb, Derek, Mason, Emma	
Deposits & Credits			
Payments			
<b>Ending Balance</b>	\$250,831.98		
<b>Bar Harbor Checking</b>			
Beginning Balance	\$223,892.41		
Deposits & Credits			
Payments			
<b>Ending Balance</b>	\$149,133.48		
<b>Thursday, September 30, 2021</b>			
Accounts Payable	\$41,533.35		
Accounts Receivable	\$301,579.27		
<b>Oversight Activities</b>		<b>Professional Development - Sept-Aug</b>	
Line of credit (\$75,000) activated?	No	Missing Middle Housing Webinar (9/23) Mason Fostering Equity in Travel Demand Management (9/27) Emma EPA Grants Award Process Webinar (9/28) Jay MetroQuest Virtual Conference (9/28) Sara, Camille, Matt Residential Land-Use Regulation in NH: Causes & Consequences (10/11) Emma NNECAPA Conference (10/13-15) Jay	
BHB CDs	\$274,867.23		
Audit Status	Underway		
<b>Budget Narrative</b>		<b>Pending Grant Applications</b>	
<b>BankBalances/Cash on hand:</b>	We continue to have a healthy balance, Bar Harbor down by 75k.		
<b>Payables and Receivables:</b>	Receivables up by \$112,608, accounts payable down by about \$10k.		
<b>FY21 Working Budget</b>			
<b>Funding Sources</b>		<b>Expenses</b>	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$116,218	Dues & Subscriptions	\$9,307
Grants	\$314,988	Employee Benefits	\$185,450
Local Planning Contracts	\$99,555	GIS	\$17,700
Other Income	\$4,000	Insurance	\$8,154
State Contracts	\$1,058,666	IT	\$5,921
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$9,200
		Office Expenditures	\$13,522
		Other Expenditures	\$49,849
		Professional Services	\$481,361
		Rent & CAM	\$94,035
		Salaries	\$803,347
		Staff Development	\$8,500
		Travel & Meeting Exp	\$8,500
		Utilities	\$10,800
<b>Total revenues:</b>	<b>\$1,756,427</b>	<b>Total Expenses:</b>	<b>\$1,724,396</b>
<b>Pending Grant Application Totals</b>	<b>\$0</b>	<b>Delta</b>	<b>\$32,031</b>

## Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through September 2021

TOTAL

	Sep 21	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>RESOURCES</b>					
Local Dues Match	(12,057.78)	(23,182.88)	0.00	(23,182.88)	100.0%
2000 Local Dues - Other	13,583.33	40,749.99	163,000.00	(122,250.01)	25.0%
<b>Total 2000 Local Dues</b>	<b>1,525.55</b>	<b>17,567.11</b>	<b>163,000.00</b>	<b>(145,432.89)</b>	<b>10.78%</b>
<b>Federal Contracts</b>					
9011 EPA Brownfields	5,148.26	5,148.26	29,500.00	(24,351.74)	17.45%
9056 EDA COVID Recovery Plan	46,961.52	46,961.52	92,951.00	(45,989.48)	50.52%
<b>Total Federal Contracts</b>	<b>52,109.78</b>	<b>52,109.78</b>	<b>122,451.00</b>	<b>(70,341.22)</b>	<b>42.56%</b>
<b>Grants</b>					
5265 Robinson Pond Water Qual	0.00	0.00	19,580.00	(19,580.00)	0.0%
6300 NRSWMD	8,556.29	43,581.44	235,215.00	(191,633.56)	18.53%
9006 Merrimack River Corridor	0.00	0.00	9,193.00	(9,193.00)	0.0%
9082 Hazard Mit	1,000.01	1,000.01	0.00	1,000.01	100.0%
<b>Total Grants</b>	<b>9,556.30</b>	<b>44,581.45</b>	<b>263,988.00</b>	<b>(219,406.55)</b>	<b>16.89%</b>
<b>Interest Income</b>	<b>77.93</b>	<b>398.30</b>	<b>2,000.00</b>	<b>(1,601.70)</b>	<b>19.92%</b>
<b>Local Planning Contracts</b>					
2114 Amherst Heritiage Comm Map	0.00	0.00	4,200.00	(4,200.00)	0.0%
2139 Hudson CR	1,400.00	4,112.50	3,600.00	512.50	114.24%
2143 Hudson Regulatory Audit	0.00	2,311.18	3,000.00	(688.82)	77.04%
2150 Mason CR	302.74	1,806.44	6,500.00	(4,693.56)	27.79%
2176 Hollis Asset Mgmt Support	0.00	500.00	1,800.00	(1,300.00)	27.78%
2250 Litchfield CR	809.90	3,378.40	15,000.00	(11,621.60)	22.52%
2271 Lyndeborough CR	959.70	1,704.50			
2361 MVD GIS	0.00	80.00	3,200.00	(3,120.00)	2.5%
2532 Nashua Con Comm CR	105.00	1,085.00	5,000.00	(3,915.00)	21.7%
2552 Pelham Natural Resources	0.00	0.00	1,900.00	(1,900.00)	0.0%
2561 Pelham Buildout Study	0.00	1,000.00	5,000.00	(4,000.00)	20.0%
2610 Wilton CR	2,224.46	6,640.62	24,500.00	(17,859.38)	27.11%
2640 Wilton MP 4	988.50	1,115.34	5,500.00	(4,384.66)	20.28%
7516 NH Housing-GIS Support	0.00	0.00	1,500.00	(1,500.00)	0.0%
<b>Total Local Planning Contracts</b>	<b>6,790.30</b>	<b>25,733.98</b>	<b>80,700.00</b>	<b>(56,670.52)</b>	<b>31.89%</b>
<b>Other Income</b>					
8000 Pubs/Map Sales	0.00	0.00	2,000.00	(2,000.00)	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>(2,000.00)</b>	<b>0.0%</b>
<b>State Contracts</b>					
1000 NH OSI	935.93	935.93	11,111.00	(10,175.07)	8.42%
1200 NH Geodata Portal	0.00	0.00	18,000.00	(18,000.00)	0.0%
<b>3000 DOT Highway Planning</b>					
100 MPO ADMIN & TRAINING	3,554.48	14,410.48	69,750.00	(55,339.52)	20.66%
200 POLICY & PLANNING	8,804.03	30,119.47	178,493.00	(148,373.53)	16.87%
300 PUBLIC INVOLV & COORD	4,205.25	9,565.34	57,600.00	(48,034.66)	16.61%
400 PLAN SUPPORT	23,201.67	68,057.45	266,400.00	(198,342.55)	25.55%
500 TECHNICAL ASSIST & SUPPORT	16,155.87	37,644.84	161,775.00	(124,130.16)	23.27%
600 REGIONAL VOL DRIVER STUDY	1,019.02	4,440.01	26,820.00	(22,379.99)	16.56%

## Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through September 2021

TOTAL

	Sep 21	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Total 3000 DOT Highway Planning</b>	56,940.32	164,237.59	760,838.00	(596,600.41)	21.59%
<b>3500 DOT 5310 SVTC</b>	40,495.96	40,495.96	240,039.00	(199,543.04)	16.87%
<b>4430 CTAP Phase III TDM - CNHRP</b>	1,658.65	4,193.11	26,595.00	(22,401.89)	15.77%
<b>Total State Contracts</b>	100,030.86	209,862.59	1,056,583.00	(846,720.41)	19.86%
<b>Total RESOURCES</b>	170,090.72	350,253.21	1,686,522.00	(1,336,268.79)	20.77%
<b>Expense</b>					
<b>Depreciation</b>	226.28	678.84	2,715.00	(2,036.16)	25.0%
Annual Forum	0.00	0.00	6,700.00	(6,700.00)	0.0%
<b>Audit</b>	11,015.00	11,015.00	16,250.00	(5,235.00)	67.79%
<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>	641.53	3,110.05	8,129.00	(5,018.95)	38.26%
<b>Total Employee Benefits</b>	17,421.68	45,429.09	165,918.00	(120,488.91)	27.38%
<b>Equipment Maintenance</b>	330.21	430.63	1,750.00	(1,319.37)	24.61%
<b>GIS</b>	1,475.00	4,425.00	17,700.00	(13,275.00)	25.0%
<b>Insurance</b>	679.53	2,038.59	10,154.00	(8,115.41)	20.08%
<b>Internet Access/Telephone</b>	783.73	2,353.51	8,800.00	(6,446.49)	26.74%
<b>IT Service</b>	299.94	1,092.76	5,921.00	(4,828.24)	18.46%
<b>Janitorial</b>	225.00	675.00	3,300.00	(2,625.00)	20.46%
<b>Legal</b>	0.00	0.00	2,500.00	(2,500.00)	0.0%
<b>Legal Notices</b>	179.40	343.40	1,000.00	(656.60)	34.34%
<b>Marketing and Outreach</b>	0.00	0.00	2,500.00	(2,500.00)	0.0%
<b>Misc</b>	3,215.03	4,612.65	13,534.00	(8,921.35)	34.08%
<b>Office Expenses</b>	1,679.91	3,456.19	13,522.00	(10,065.81)	25.56%
<b>Payroll Expenses</b>	0.00	0.00			
<b>Postage</b>	23.83	184.11	1,800.00	(1,615.89)	10.23%
<b>Printing</b>	493.00	1,548.00	6,650.00	(5,102.00)	23.28%
<b>Professional Services</b>	40,320.06	66,033.11	467,460.00	(401,426.89)	14.13%
<b>Rent &amp; CAM</b>	7,713.67	30,854.68	94,035.00	(63,180.32)	32.81%
<b>Reserve Fund</b>	0.00	0.00	16,004.00	(16,004.00)	0.0%
<b>Total Salaries</b>	57,526.28	171,091.59	786,381.00	(615,289.41)	21.76%
<b>Small Equipment</b>	721.99	1,321.22	4,950.00	(3,628.78)	26.69%
<b>Staff Development</b>	1,006.00	2,100.67	8,500.00	(6,399.33)	24.71%
<b>Total Travel</b>	378.48	1,592.58	8,500.00	(6,907.42)	18.74%
<b>Utilities</b>	856.00	3,424.00	10,800.00	(7,376.00)	31.7%
<b>Total Expense</b>	147,211.55	357,810.67	1,690,723.00	(1,332,912.33)	21.16%
<b>Net Income</b>	<b>22,879.17</b>	<b>(7,557.46)</b>			

Nashua Regional Planning Commission  
**Balance Sheet**

As of September 30, 2021

Sep 30, 21

**ASSETS**

Checking/Savings

1 TD Bank xx5715	250,831.98
2 Bar Harbor Bank xx1485	149,133.48
3 BHBT 12 Mo CD Maturity 3/6/22	208,393.30
4 BHBT 19 Mo CD Maturity 3/6/23	66,473.93
Petty Cash	200.00

Total Checking/Savings 675,032.69

Accounts Receivable

Accounts Receivable	<u>301,579.27</u>
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Other Current Assets

FP Mailing Postage Account	<u>208.90</u>
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Total Other Current Assets 208.90

Total Current Assets 976,820.86

Fixed Assets

Accum Depr	-32,415.99
Gain/Loss on Asset Disposal	1,865.95
Vehicle	21,828.00
Fixed Assets - Other	<u>17,675.00</u>

Total Fixed Assets 8,952.96

Total Fixed Assets 8,952.96

Other Assets

Prepaid Expense	19,833.79
Security Deposit	<u>8,341.67</u>

Total Other Assets 28,175.46

**TOTAL ASSETS 1,013,949.28**

Nashua Regional Planning Commission  
**Balance Sheet**

As of September 30, 2021

Sep 30, 21

**LIABILITIES & EQUITY**

**Current Liabilities**

Accounts Payable 41,533.35

Total Accounts Payable 41,533.35

**Credit Cards**

Bank of America -CC 4,706.36

Total Credit Cards 4,706.36

**Other Current Liabilities**

Accrued Vaca Payable \*\*offset 40,534.45

Local Dues 122,250.01

**P/R Liabilities - Other**

C HSA Contributions 12,500.00

E Aflac -17.76

E Dental Insurance Withheld 110.84

E Health Insurance Withheld 80.04

E HSA Contributions -12,500.00

E STD Insurance Withheld 10.15

Total P/R Liabilities - Other 183.27

**Retainers**

Retainer-6300 HHW 15,222.31

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 28,722.31

Total Other Current Liabilities 191,690.04

Total Current Liabilities 237,929.75

Total Liabilities 237,929.75

**Equity**

Retained Earnings 743,042.54

Vacation Bene Payable \*\* offset 40,534.45

Net Income -7,557.46

Total Equity 776,019.53

**TOTAL LIABILITIES & EQUITY 1,013,949.28**