



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, November 17, 2021, at 5:00 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/88969845610?pwd=dVZMUkFaS1gzem02OWJSSStjemhrQT09>

AGENDA

1. Call to Order
2. Business
 - a. Minutes: October 20, 2021 (**Action Required**)
 - b. Oct-Nov Dashboard (**Action Required**)
3. Transportation Programs
 - a. UPWP Updates
4. Project Updates
 - a. Merrimack River Corridor Management Plan
 - b. Hudson Voting Districts
 - c. Amherst Heritage Commission
 - d. Amherst & Pelham Build-outs
5. Legislative Updates: LSR 2022-2832 *relative to municipal representation on regional planning commissions*
6. Staff Updates
7. Other Business
 - a. New Website
 - b. Annual Forum
8. Adjourn

Next Meeting: December 15, 2021



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 October 20, 2021**

In-Person Public Meeting with Zoom Attendance Option

Members Attending In Person	Members Attending On Zoom	Members Absent	Staff Attending	Others Present
Ruch, Chair Jim Battis, Treasurer Kim Queenan Tamara Sorell Tim Tenhave Janet Langdell Venu Rao	none	Karen Elmer Sarah Marchant	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	none

1. Call to Order

Ruch called the meeting to order at 6:00. An in-person quorum was present. No members or public participated via Zoom.

2. Business

a. Minutes: September 22, 2021

After no discussion, Battis moved to approve and file the minutes of September 22, as presented. Tenhave seconded the motion, which passed 7-0-0.

b. September - October Dashboard

Minkarah reviewed the Dashboard, Profit and Loss, and Balance Sheet. The Dashboard’s Working budget reflects a substantial increase for the regional housing needs assessment. Costs are also up for related professional services. The delta is going to reserve.

In terms of staff activities: a key meeting was the Capitol Corridor Stakeholders Meeting. There is momentum to make the Pheasant Lane Mall the preferred site over the Dow Site alternative. Both Simon Properties and Tyngsborough are supportive. Commissioners discussed how this could potentially rekindle efforts toward establishing proposed new southbound exit of the turnpike as well as create an opportunity for transit-oriented development. Ruch and Rao requested an invitation to attend the next stakeholder meeting on Financial Planning to address environmental concerns which must be considered early, i.e. in the design phases.

Minkarah reported little controversy at the GACIT public hearing in Merrimack which had a notably low turnout. The removal of the Hudson Circumferential Highway was not contested. Chris Buchanan of Amherst Fire gave compelling first-hand testimony relative to the need for safety improvements along Route 101.

There are no designated freight corridors in the NRPC region, however we completed a required MPO Freight Assessment meeting with FHWA and it went smoothly.

NRPC Executive Committee Minutes
October 20, 2021

Minkarah and Rao attended the School Bus Electrification Initiative Kick-off Meeting with World Resources Institute which is supported by the Bezos Foundation.

On the topic of pending grants, the mobility management opportunity looks like it's going forward. This will result in \$120k for each MPO for each of three years to hire a mobility manager.

NRPC will pursue another round of EPA brownfields assessments and we are optimistic for this round.

Minkarah is also pursuing an application to the EPA Brownfields revolving loan fund. The application will be through the NRPC Foundation once we are situated with a DUNS number and plan to register with the System for Award Management (SAM). This would allow NRPC to offer low interest loans for brownfields remediation. The ceiling is \$1M and we will go for the max. The Foundation would receive the funds as a grant, and then we would be able to grant up to half with no payback obligation.

Battis moved to accept and place on file for audit the Dashboard and Financials of September/October. Langdell seconded the motion. The motion passed passed 7-0-0.

c. FY22 Q1 Quarterly Web Analytics

Website traffic remains consistent relative to audience traffic, geographic distribution, and top page content. Siskavich clarified that geo is detected by IP address and therefore has limitations. Newsletter stats reflect that we sent two newsletters in September. All newsletter performance metrics are up including clicks. Clicks are distributed across many article types. Audience dynamics are active, some adds, some removes, and overall, there was plus 1 net subscriber. Social media is trending consistently with Facebook by far showing stronger performance than Twitter. HHW is dominating our social channels which is appropriate considering it's NRPC's largest public-facing service. NRPC's Facebook page migrated to the new Pages format and analytics changed substantially. We are still looking at how to track total engaged users, which why it is blank on the report. There are not enough available data yet to report activity on LinkedIn.

3. Transportation Programs

Minkarah reported that vehicular count field work, particularly turning movement counts to support several local studies, is still active. The Transit expansion study is essentially complete. We are going out to bid on transportation engineering services.

4. Project Updates

Minkarah gave brief updates on the regional housing needs assessment template. The Economic recovery plan steering committee's November meeting will be an examination of the state's housing market. The last Household Hazardous Waste (HHW) event will be November 6. Energy aggregation is tough this year because of wild rate fluctuations. Rao reported that Hollis is interested in alternatives proposed by Community Power and suggests that NRPC invite them to come talk to us.

5. Staff Updates

Andrew Smeltz is leaving for a planner position at Southwest. NRPC will be recruiting to fill that vacancy as well as an administrative assistant position.

6. Other Business

a. New Website

Minkarah briefly described how the desire to stand up a robust Economic Development web page evolved into working with a vendor to overhaul the entire NRPC website. A few days ago, NRPC went under agreement with Revize out of Michigan a who has a large portfolio of regional customers. The new site will have a modern look and feel and will offer additional functionality such as translation and accessibility. Langdell reported on the current efforts to brand the RCC and they are a highly interested project stakeholder. Rao encouraged NRPC to engage stakeholders early, through either a broad survey and/or by assembling a beta team. Siskavich will circulate example Revize websites to the Executive Committee.

b. Annual Forum

There was discussion about options for an in-person event next spring. NRPC will look at venues for an outdoor event in the late May timeframe.

c. Annual Dues

Minkarah has been looking at the other RPCs' dues-setting strategies and would like to suggest we propose a modest increase. There was discussion about communication of NRPC's value alongside the dues proposal. Ruch requested that NRPC prepare numbers for the Executive Committee's consideration.

7. Adjourn

At 8:08, Battis moved, with a second to by Rao, to adjourn. The motion passed 7-0-0.

The next Executive Committee meeting will be November 17, 2021

Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through October 2021

TOTAL

	Oct 21	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
RESOURCES					
Local Dues Match	(6,203.47)	(29,386.35)	0.00	(29,386.35)	100.0%
2000 Local Dues - Other	13,583.33	54,333.32	163,000.00	(108,666.68)	33.33%
Total 2000 Local Dues	7,379.86	24,946.97	163,000.00	(138,053.03)	15.31%
Federal Contracts					
9011 EPA Brownfields	0.00	5,148.26	29,500.00	(24,351.74)	17.45%
9056 EDA COVID Recovery Plan	0.00	46,961.52	92,951.00	(45,989.48)	50.52%
Total Federal Contracts	0.00	52,109.78	122,451.00	(70,341.22)	42.56%
Grants					
1100 Regional Housing Needs	2,174.09	2,174.09	0.00	2,174.09	100.0%
5265 Robinson Pond Water Qual	0.00	0.00	19,580.00	(19,580.00)	0.0%
6300 NRSWMD	27,823.38	95,099.82	235,215.00	(140,115.18)	40.43%
9006 Merrimack River Corridor	0.00	0.00	9,193.00	(9,193.00)	0.0%
9082 Hazard Mit	0.00	1,000.01	0.00	1,000.01	100.0%
Total Grants	29,997.47	98,273.92	263,988.00	(165,714.08)	37.23%
Interest Income	76.79	475.09	2,000.00	(1,524.91)	23.76%
Local Planning Contracts					
2114 Amherst Heritage Comm Map	0.00	0.00	4,200.00	(4,200.00)	0.0%
2116 Amherst Buildout Analysis	1,500.00	1,500.00	0.00	1,500.00	100.0%
2139 Hudson CR	1,550.00	5,662.50	3,600.00	2,062.50	157.29%
2143 Hudson Regulatory Audit	0.00	2,311.18	3,000.00	(688.82)	77.04%
2150 Mason CR	644.68	2,451.12	6,500.00	(4,048.88)	37.71%
2176 Hollis Asset Mgmt Support	0.00	500.00	1,800.00	(1,300.00)	27.78%
2250 Litchfield CR	1,334.90	4,713.30	15,000.00	(10,286.70)	31.42%
2271 Lyndeborough CR	832.30	2,536.80	0.00	2,536.80	100.0%
2361 MVD GIS	0.00	80.00	3,200.00	(3,120.00)	2.5%
2532 Nashua Con Comm CR	315.00	1,400.00	5,000.00	(3,600.00)	28.0%
2552 Pelham Natural Resources	0.00	0.00	1,900.00	(1,900.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	0.00	2,000.00	100.0%
2561 Pelham Buildout Study	0.00	1,000.00	5,000.00	(4,000.00)	20.0%
2610 Wilton CR	2,295.44	8,936.06	24,500.00	(15,563.94)	36.47%
2640 Wilton MP 4	348.82	1,464.16	5,500.00	(4,035.84)	26.62%
7516 NH Housing-GIS Support	0.00	0.00	1,500.00	(1,500.00)	0.0%
Total Local Planning Contracts	8,821.14	34,555.12	80,700.00	(46,144.88)	42.82%
Other Income					
8000 Pubs/Map Sales	0.00	0.00	2,000.00	(2,000.00)	0.0%
Total Other Income	0.00	0.00	2,000.00	(2,000.00)	0.0%
State Contracts					
1000 NH OSI	0.00	935.93	11,111.00	(10,175.07)	8.42%
1200 NH Geodata Portal	3,500.00	3,500.00	18,000.00	(14,500.00)	19.44%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	4,165.41	18,575.89	69,750.00	(51,174.11)	26.63%
200 POLICY & PLANNING	10,591.96	40,711.43	178,493.00	(137,781.57)	22.81%
300 PUBLIC INVOLV & COORD	5,874.62	15,439.96	57,600.00	(42,160.04)	26.81%

Nashua Regional Planning Commission Profit & Loss Budget vs. Actual

July through October 2021

TOTAL

	Oct 21	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
400 PLAN SUPPORT	19,952.18	88,009.63	266,400.00	(178,390.37)	33.04%
500 TECHNICAL ASSIST & SUPPORT	16,932.46	54,577.30	161,775.00	(107,197.70)	33.74%
600 REGIONAL VOL DRIVER STUDY	2,401.98	6,841.99	26,820.00	(19,978.01)	25.51%
Total 3000 DOT Highway Planning	59,918.61	224,156.20	760,838.00	(536,681.80)	29.46%
3500 DOT 5310 SVTC	0.00	40,495.96	240,039.00	(199,543.04)	16.87%
4430 CTAP Phase III TDM - CNHRP	1,356.46	5,549.57	26,595.00	(21,045.43)	20.87%
Total State Contracts	64,775.07	274,637.66	1,056,583.00	(781,945.34)	25.99%
Total RESOURCES	111,050.33	484,998.54	1,690,722.00	(1,205,723.46)	28.69%
Expense					
Depreciation	197.17	876.01	2,715.00	(1,838.99)	32.27%
Annual Forum	0.00	0.00	6,700.00	(6,700.00)	0.0%
Audit	0.00	11,015.00	16,250.00	(5,235.00)	67.79%
Bank Service Charges	0.00	0.00	250.00	(250.00)	0.0%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	2,038.18	5,148.23	8,129.00	(2,980.77)	63.33%
Total Employee Benefits	6,248.80	51,677.89	165,918.00	(114,240.11)	31.15%
Equipment Maintenance	100.13	530.76	1,750.00	(1,219.24)	30.33%
GIS	1,475.00	5,900.00	17,700.00	(11,800.00)	33.33%
Insurance	679.52	2,718.11	10,154.00	(7,435.89)	26.77%
Internet Access/Telephone	783.81	3,137.32	8,800.00	(5,662.68)	35.65%
IT Service	297.77	1,390.53	5,921.00	(4,530.47)	23.49%
Janitorial	225.00	900.00	3,300.00	(2,400.00)	27.27%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	0.00	343.40	1,000.00	(656.60)	34.34%
Marketing and Outreach	21.00	21.00	2,500.00	(2,479.00)	0.84%
Misc	378.98	4,991.63	13,534.00	(8,542.37)	36.88%
Office Expenses	706.89	4,163.08	13,522.00	(9,358.92)	30.79%
Payroll Expenses	0.00	0.00			
Postage	229.53	413.64	1,800.00	(1,386.36)	22.98%
Printing	493.00	2,041.00	6,650.00	(4,609.00)	30.69%
Professional Services	35,667.75	125,395.86	467,460.00	(342,064.14)	26.83%
Rent & CAM	7,713.67	38,568.35	94,035.00	(55,466.65)	41.02%
Reserve Fund	0.00	0.00	16,004.00	(16,004.00)	0.0%
Total Salaries	59,634.90	230,726.49	786,381.00	(555,654.51)	29.34%
Small Equipment	0.00	1,321.22	4,950.00	(3,628.78)	26.69%
Staff Development	753.81	2,854.48	8,500.00	(5,645.52)	33.58%
Total Travel	1,227.14	2,819.72	8,500.00	(5,680.28)	33.17%
Utilities	856.00	4,280.00	10,800.00	(6,520.00)	39.63%
Total EXPENSES	119,530.88	500,357.71	1,688,008.00	(1,187,650.29)	29.64%
INDIRECT EXPENSES @ 123.00%	0.00	0.00	0.00	0.00	0.0%
Total Expense	119,728.05	501,233.72	1,690,723.00	(1,189,489.28)	29.65%
Net Income	(8,677.72)	(16,235.18)	(1.00)	(16,234.18)	1,623,518.0%

Nashua Regional Planning Commission

Balance Sheet

As of October 31, 2021

	<u>Oct 31, 21</u>
ASSETS	
Checking/Savings	
1 TD Bank xx5715	250,853.28
2 Bar Harbor Bank xx1485	142,230.05
3 BHBT 12 Mo CD Maturity 3/6/22	208,436.12
4 BHBT 19 Mo CD Maturity 3/6/23	66,484.85
Petty Cash	200.00
Total Checking/Savings	<u>668,204.30</u>
Accounts Receivable	301,527.88
Total Accounts Receivable	<u>301,527.88</u>
Other Current Assets	
FP Mailing Postage Account	29.37
Total Other Current Assets	<u>29.37</u>
Total Current Assets	969,761.55
Fixed Assets	
Accum Depr	-32,613.16
Gain/Loss on Asset Disposal	1,865.95
Vehicle	21,828.00
Fixed Assets - Other	17,675.00
Total Fixed Assets	<u>8,755.79</u>
Total Fixed Assets	8,755.79
Other Assets	
Prepaid Expense	17,883.40
Security Deposit	8,341.67
Total Other Assets	<u>26,225.07</u>
TOTAL ASSETS	<u><u>1,004,742.41</u></u>

Nashua Regional Planning Commission

Balance Sheet

As of October 31, 2021

Oct 31, 21

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 49,824.85

Total Accounts Payable 49,824.85

Credit Cards

Bank of America -CC 971.28

Total Credit Cards 971.28

Other Current Liabilities

Accrued Vaca Payable **offset 41,240.02

Local Dues 108,666.68

P/R Liabilities - Other

C HSA Contributions 12,500.00

E Aflac -17.76

E Dental Insurance Withheld 166.26

E Health Insurance Withheld 506.66

E HSA Contributions -12,500.00

E STD Insurance Withheld 34.93

Total P/R Liabilities - Other 690.09

Retainers

Retainer-6300 HHW 22,507.68

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 36,007.68

Total Other Current Liabilities 186,604.47

Total Current Liabilities 237,400.60

Total Liabilities 237,400.60

Equity

Retained Earnings 742,336.97

Vacation Bene Payable ** offset 41,240.02

Net Income -16,235.18

Total Equity 767,341.81

TOTAL LIABILITIES & EQUITY 1,004,742.41