



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, March 16, 2022, 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/88969845610?pwd=dVZMUkFaS1gzem02OWJSSStjemhrQT09>

AGENDA

1. Call to Order
2. Business
 - a. Minutes: February 16, 2022 (**Action Required**)
 - b. Feb-March Dashboard (**Action Required**)
 - c. FY21 Audit (**Action Required**)
3. Transportation Programs
 - a. UPWP Updates
4. Project Updates
 - a. Regional Housing Needs Assessment
 - b. Economic Recovery Plan
 - c. Regional Plan Update
5. Staff Updates
6. Other Business
 - a. Executive Director Review
 - b. FY24 NRPC Dues
 - c. New Website
 - d. Annual Forum
7. Adjourn

Next Meeting: April 20, 2022



**DRAFT MEETING MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 February 16, 2022**

In-Person Public Meeting with Zoom Attendance Option

Members Attending In-Person	Members Attending on Zoom	Members Absent	Staff Attending	Others Present
Tim Tenhave, Chair Kim Queenan, Vice-Chair Venu Rao Janet Langdell Dave Hennessey Camille Correa	Tamara Sorell	Karin Elmer Jim Battis, Treasurer	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:02.

2. Business

a. Minutes: October 20, 2021:

Langdell asked that Ruch’s first name be added to the list of members attending. Seeing no further discussion, Tenhave accepted a motion from Langdell to accept the minutes of October 20, 2021, as amended. Rao seconded. The motion passed 6-0-1 by roll-call vote:

Tenhave - *yes* Rao - *yes* Hennessey - *abstain* Sorell – *yes*
 Queenan - *yes* Langdell – *yes* Correa - *yes*

b. Minutes: December 15, 2021

Tenhave accepted a motion from Langdell to accept the minutes of December 15, 2021. Rao seconded. The motion passed 6-0-1 by roll-call vote:

Tenhave - *yes* Rao - *yes* Hennessey - *abstain* Sorell – *yes*
 Queenan - *yes* Langdell – *yes* Correa - *yes*

c. Jan-Feb Dashboard

Minkarah reviewed the Dashboard. CDs reflect minimal increases, our line of credit has not been activated, and the audit is mostly complete. Staff activities highlights include the Middlesex 3 transportation mtg, Capitol Corridor financial stakeholders, and Nashua Chamber legislative kickoff. Pending opportunities include an initiative to establish regional economic planning regions known as

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February 16, 2022**

CEDRs, with NRPC playing a lead role for the Southern-Central CEDR. The Mobility grant manager contract amendment went to NHDOT yesterday and is expected to clear GACIT without issue.

Minkarah handed out December financial reports to be considered along with the November reports in the agenda packet. At this point, we are behind on both our NHDOT and quarterly billing resulting in receivables being down, and the monthly deficit is substantial. After discussing the various factors causing this delay, there was a discussion of the potential to move “operating reserve” funds out of the TD checking to alleviate any pressure on cash flow. Hennessey asked if NRPC expected to be caught up by the March quarterly meeting. Minkarah answered affirmatively.

At the request of Tenhave, Hennessey moved to accept the Dashboard of January-February 2022, with a second by Queenan. The motion passed 7-0-0 by roll-call vote:

Tenhave - yes	Rao - yes	Hennessey - yes	Sorell – yes
Queenan - yes	Langdell – yes	Correa - yes	

d. 12-month CD renewal

One of NRPC’s two CDs is nearing maturity. Rollover options are at a mere .2%. According to the balance sheet, it is the larger of the CDs that is maturing in 2022. After discussion, Hennessey motioned that NRPC wait to roll over the CD, instead move funds to the NRPC checking accounts with the better interest, and then in the short term watch the rates. Rao seconded. The motion passed unanimously by roll-call vote.

Tenhave - yes	Rao - yes	Hennessey – yes	Sorell – yes
Queenan - yes	Langdell – yes	Correa – yes	

3. UPWP Updates

The Volunteer Driver Feasibility study is underway. We have town approval of the scope of work for a town-wide traffic assessment for Hudson. Leigh Levine from FHWA will be attending a future TTAC to discuss funding opportunities under the infrastructure bill. We anticipate for FY24-25 an increase in funds for MPOs through the UPWP.

4. Project Updates

a. Regional Housing Needs Assessment

The Housing Needs Assessment project is ramping up. Just yesterday a press release went out that announced the opening of RPC-specific surveys, the questions of which are largely aligned but do sometimes vary according to housing conditions in each region. NRPC will soon promote the survey through social media channels and the newsletter. A consultant, Root Policy Research, is also beginning their work on a uniform Fair Share methodology.

At Hennessey’s request, Minkarah agreed to write a letter of endorsement to the NH Board of Realtors for a state-specific “overlay” to their national buyer-seller survey.

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Langdell asked if the definition of workforce housing has been revisited during the project. Minkarah said, to date, no, and acknowledged the definition is narrow and oddly specific.

b. Economic Recovery Plan

The Economic Recovery Plan is wrapping up on February 21, and there will be some polished and useful work products that come out of the effort. NRPC continues to seek funding to perpetuate economic development planning.

5. Staff Updates

As of March 7, Siskavich is voluntarily moving to a $\frac{3}{4}$ (30-hour) schedule for personal reasons. While she will continue to manage the GIS and IT programs at NRPC, she will vacate the duties of Assistant Director. Camile Pattison has agreed to step into the role of Assistant Director and will remain at NRPC as a part-time employee.

Minkarah has made an offer to a candidate for the regional planner vacancy and is looking to see the position filled soon.

6. Other Business

a. Executive Director Review

The last Executive Director review was 15 months ago and is therefore overdue. The process needs to be completed by April, ideally, for salary adjustments to be captured in the next budget cycle. After a discussion about process and schedule, Tenhave requested that Minkarah complete his portion, the progress summary, by March 2 so that Executive Committee members take receipt of the summary and complete their evaluations by March 16. Tenhave will compile all the materials for an in-person work session at NRPC on March 23, 2022, at 6 pm. This meeting will need to be publicly noticed and then will move to non-public.

b. FY24 NRPC Dues

Minkarah presented a proposal that considered a 3% and 5% straight-line extrapolation in the current dues. There was consensus that a proposed increase of 5% would be reasonable and justified especially considering the need for increased UPWP match anticipated in FY24-25, but that numbers need revision according to new Census population numbers and DRA equalized evaluations.

c. Juneteenth Holiday

Minkarah noted that other RPCs are considering the matter of Juneteenth. Any modification to the current NRPC holiday schedule (e.g., substituting Juneteenth for a current holiday on the schedule, adding a holiday, etc.) would require Executive Committee action to modify the adopted NRPC Personnel Policy. The consensus was to look at how our municipalities are handling Juneteenth before making any changes to the NRPC holiday schedule.

d. New Website

Siskavich described progress to date on the new NRPC website. We've completed the Design, Sitemap, Content Buildout, and are in the middle of HTML Construction. There is not much yet to show until content migration is complete and NRPC-specific content is incorporated. The vendor reassured us that a framework site will be ready by the February conclusion of the EDA COVID recovery grant and will be complete by the final reporting deadline of March 31, 2022, with staff training expected to occur between March 7-16, 2022.

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e. Annual Forum

NRPC is assembling an updated contact list for Forum the save-the-date. Minkarah suggested a theme around energy and energy infrastructure. Tenhave suggested that a discussion of what planning boards need to know about current and future electric infrastructure would be particularly useful. There was a discussion about recruiting panelists from larger area employers (e.g., Hitchiner, Fidelity). Rao indicated he would be able to assist with recruiting speakers.

f. HB 1275 relative to municipal representation on regional planning commissions

Minkarah noted that the bill is likely to be deemed inexpedient to legislate.

7. Adjourn

Hennessey motioned to adjourn at 7:57 with a second by Queenan. The motion passed unanimously.

The next Executive Committee meeting will be March 16, 2022

NRPC FY 2022 DASHBOARD

Feb-22		Key Statistics	
TD Checking		Staff Activities Feb-March	
Beginning Balance	\$250,895.21	Bi-weekly NHBEA Community and Econ Dev Call - Jay	
Deposits & Credits		Monadnock Regional Coordinating Council - Matt	
Payments		Complete Streets Advisory Committee - Matt, Emma	
Ending Balance	\$193,186.90	Transportation Planning Collaborative - Gregg, Matt	
Bar Harbor Checking		Council on Housing Stability Meeting - Jay	
Beginning Balance	\$71,583.59	UWGN Governance Board - Jay	
Deposits & Credits		Statewide Complete Streets Committee - Matt	
Payments		NRPC Complete Streets Committee - Matt, Ryan, Emma	
Ending Balance	\$57,517.79	UWGN Needs Assessment Planning Meetings (2) - Jay	
Monday, January 31, 2022		NEPG First Mile, Last Mile Bi-state Study - Jay, Gregg, Matt	
Accounts Payable	\$1,377.24	Partnering for Performance Meeting - Matt	
Accounts Receivable	\$284,902.77	Commutesmart NH Meeting - Emma	
Oversight Activities		Nashua Region Coordinating Council (RCC) - Matt, Mason	
Line of credit (\$75,000) activated?	No	Central-Southern CEDR Meetings (2) - Jay	
BHB CDs	\$275,303.30	CommuteSmart NH meetings (2) Emma, Caleb, Jay	
Audit Status	Underway	NTS General Staff Meeting - Ryan	
		Nashua RCC Meeting - Matt	
		Infrastructure Investment & Jobs Act/Shahen & Hassan - Jay	
		Statewide Coordinating Council - Gregg, Matt	
		Interagency Consultation - Gregg, Matt	
		Friends of Souhegan Valley rail trail - Matt	
		NHLMV Stormwater Coalition - Sara, Emma	
		RPC Directors Meeting - Jay	
		Nashua Rail Committee - Jay	
Professional Development - Feb-March			
		BPD Housing in NH Webinar (2/17) Emma	
Pending Grant Applications			
		NHDOT Mobility Management Grant - \$190,000	
		Regional Plan Grant - \$100,000	
		EPA Brownfields Assessment Program Grant - \$500,000	
Budget Narrative			
BankBalances/Cash on hand:	Account balances down, but we continue to have an adequate balance to support cash flow.		
Payables and Receivables:	Accounts Receivable up by \$130k, accounts payable down by \$14k.		
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$116,218	Dues & Subscriptions	\$9,307
Grants	\$314,988	Employee Benefits	\$175,472
Local Planning Contracts	\$100,067	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	\$101,425
		Professional Services	\$471,059
		Rent & CAM	\$94,035
		Salaries	\$804,593
		Staff Development	\$8,500
		Travel & Meeting Exp	\$8,500
		Utilities	\$10,800
Total revenues:	\$1,756,939	Total Expenses:	\$1,756,938
Pending Grant Application Totals	\$790,000	Delta	\$1

Nashua Regional Planning Commission
Profit Loss Budget vs. Actual
July 2021 though January 2022

	Jan 22	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Income					
RESOURCES					
2000 Local Dues					
Local Dues Match	(4,950.31)	(55,628.90)	0.00	(55,628.90)	100.0%
2000 Local Dues - Other	0.00	81,499.98	163,000.00	(81,500.02)	50.0%
Total 2000 Local Dues	(4,950.31)	25,871.08	163,000.00	(137,128.92)	15.87%
Federal Contracts					
9011 EPA Brownfields	0.00	9,241.78	29,500.00	(20,258.22)	31.33%
9055 EDA	0.00	0.00	0.00	0.00	0.0%
9056 EDA COVID Recovery Plan	0.00	94,616.90	92,951.00	1,665.90	101.79%
Total Federal Contracts	0.00	103,858.68	122,451.00	(18,592.32)	84.82%
Grants					
1100 Regional Housing Needs	1,981.93	7,448.20	50,000.00	(42,551.80)	14.9%
5265 Robinson Pond Water Qual	0.00	650.00	19,580.00	(18,930.00)	3.32%
6300 NRSWMD	0.00	129,094.68	235,215.00	(106,120.32)	54.88%
9006 Merrimack River Corridor	0.00	0.00	9,193.00	(9,193.00)	0.0%
9025 EPA Healthy Communities	0.00	0.00	0.00	0.00	0.0%
9082 Hazard Mit	0.00	1,000.01	0.00	1,000.01	100.0%
Total Grants	1,981.93	138,192.89	313,988.00	(175,795.11)	44.01%
Interest Income	22.22	651.93	2,000.00	(1,348.07)	32.6%
Local Planning Contracts					
2114 Amherst Heritage Comm Map	0.00	1,300.00	4,200.00	(2,900.00)	30.95%
2116 Amherst Buildout Analysis	0.00	5,000.00	7,500.00	(2,500.00)	66.67%
2133 Hudson Trail Mapping	0.00	0.00	9,020.00	(9,020.00)	0.0%
2139 Hudson CR	2,050.00	11,412.50	3,600.00	7,812.50	317.01%
2143 Hudson Regulatory Audit	0.00	2,311.18	3,000.00	(688.82)	77.04%
2150 Mason CR	303.75	3,353.48	6,500.00	(3,146.52)	51.59%
2152 Mason MP	0.00	0.00	0.00	0.00	0.0%
2176 Hollis Asset Mgmt Support	0.00	500.00	1,800.00	(1,300.00)	27.78%
2250 Litchfield CR	1,659.30	8,153.60	15,000.00	(6,846.40)	54.36%
2260 Litchfield Con Comm Plan	0.00	0.00	4,500.00	(4,500.00)	0.0%
2271 Lyndeborough CR	1,176.45	6,222.75	10,080.00	(3,857.25)	61.73%
2361 MVD GIS	800.00	880.00	3,200.00	(2,320.00)	27.5%
2532 Nashua Con Comm CR	175.00	1,995.00	5,000.00	(3,005.00)	39.9%
2534 Nashua Ped/Bike Study	0.00	0.00	0.00	0.00	0.0%
2552 Pelham Natural Resources	0.00	0.00	1,900.00	(1,900.00)	0.0%
2556 Pelham CIP	0.00	2,000.00	2,000.00	0.00	100.0%
2561 Pelham Buildout Study	0.00	5,000.00	5,000.00	0.00	100.0%
2610 Wilton CR	2,667.52	14,232.50	24,500.00	(10,267.50)	58.09%
2640 Wilton MP 4	979.70	3,546.02	5,500.00	(1,953.98)	64.47%
7516 NH Housing-GIS Support	0.00	0.00	1,500.00	(1,500.00)	0.0%
Total Local Planning Contracts	9,811.72	65,907.03	113,800.00	(47,892.97)	57.92%
Other Income					
8000 Pubs/Map Sales	1,914.00	1,914.00	2,000.00	(86.00)	95.7%
Other Income - Other	0.00	955.37	0.00	955.37	100.0%
Total Other Income	1,914.00	2,869.37	2,000.00	869.37	143.47%
State Contracts					
1000 NH OSI	0.00	935.93	11,111.00	(10,175.07)	8.42%
1200 NH Geodata Portal	0.00	7,500.00	18,000.00	(10,500.00)	41.67%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	4,714.13	30,208.00	69,750.00	(39,542.00)	43.31%
200 POLICY & PLANNING	16,499.50	76,916.07	178,493.00	(101,576.93)	43.09%
300 PUBLIC INVOLV & COORD	2,392.54	25,761.89	57,600.00	(31,838.11)	44.73%
400 PLAN SUPPORT	14,989.64	139,535.07	266,400.00	(126,864.93)	52.38%
500 TECHNICAL ASSIST & SUPPORT	9,012.97	92,775.05	161,775.00	(68,999.95)	57.35%
600 NASHUA TRANSIT EXP. STUDY	0.00	0.00	0.00	0.00	0.0%

Nashua Regional Planning Commission
Profit Loss Budget vs. Actual
July 2021 though January 2022

600 REGIONAL VOL DRIVER STUDY	1,894.32	12,812.40	26,820.00	(14,007.60)	47.77%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	49,503.10	378,008.48	760,838.00	(382,829.52)	49.68%
3500 DOT 5310 SVTC	0.00	80,312.12	240,039.00	(159,726.88)	33.46%
4430 CTAP Phase III TDM - CNHRP	0.00	14,051.16	26,595.00	(12,543.84)	52.83%
Total State Contracts	49,503.10	480,807.69	1,056,583.00	(575,775.31)	45.51%
Total RESOURCES	58,282.66	818,158.67	1,773,822.00	(955,663.33)	46.12%
Total Income	58,282.66	818,158.67	1,773,822.00	(955,663.33)	46.12%
Gross Profit	58,282.66	818,158.67	1,773,822.00	(955,663.33)	46.12%
Expense					
Depreciation	0.00	1,270.35	2,715.00	(1,444.65)	46.79%
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	79.72	128.72	250.00	(121.28)	51.49%
Capital Equipment	0.00	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	1,313.95	8,701.59	8,129.00	572.59	107.04%
Total Employee Benefits	16,704.65	98,761.36	165,918.00	(67,156.64)	59.52%
Equipment Maintenance	0.00	680.81	1,750.00	(1,069.19)	38.9%
GIS	0.00	8,850.00	17,700.00	(8,850.00)	50.0%
Insurance	0.00	4,077.15	10,154.00	(6,076.85)	40.15%
Internet Access/Telephone	782.50	5,478.96	8,800.00	(3,321.04)	62.26%
IT Service	747.54	2,990.42	5,921.00	(2,930.58)	50.51%
Janitorial	225.00	1,575.00	3,300.00	(1,725.00)	47.73%
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	0.00	1,041.00	2,500.00	(1,459.00)	41.64%
Misc	55.00	6,782.72	13,534.00	(6,751.28)	50.12%
Office Expenses	1,599.61	11,056.48	13,522.00	(2,465.52)	81.77%
Postage	0.00	435.97	1,800.00	(1,364.03)	24.22%
Printing	493.00	3,520.00	6,650.00	(3,130.00)	52.93%
Professional Services	352.95	193,682.62	467,460.00	(273,777.38)	41.43%
Rent & CAM	7,713.67	61,709.36	94,035.00	(32,325.64)	65.62%
Reserve Fund	0.00	0.00	16,004.00	(16,004.00)	0.0%
Total Salaries	62,915.08	439,603.50	786,381.00	(346,777.50)	55.9%
Small Equipment	149.00	3,761.22	4,950.00	(1,188.78)	75.98%
Staff Development	53.85	4,496.19	8,500.00	(4,003.81)	52.9%
Total Travel	724.88	4,501.59	8,500.00	(3,998.41)	52.96%
Utilities	856.00	6,848.00	10,800.00	(3,952.00)	63.41%
Total EXPENSES	94,766.40	880,041.06	1,688,008.00	(807,966.94)	52.14%
INDIRECT EXPENSES @ 123.00%	0.00	0.00	0.00	0.00	0.0%
Total Expense	94,766.40	881,311.41	1,690,723.00	(809,411.59)	52.13%
Net Income	(36,483.74)	(63,152.74)	83,099.00	(146,251.74)	(76.0%)

Nashua Regional Planning Commission
Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1 TD Bank xx5715	243,168.93
2 Bar Harbor Bank xx1485	15,142.34
3 BHBT 12 Mo CD Maturity 3/6/22	208,523.22
4 BHBT 19 Mo CD Maturity 3/6/23	66,507.08
Petty Cash	200.00
Total Checking/Savings	533,541.57
Accounts Receivable	
Accounts Receivable	284,902.77
Total Accounts Receivable	284,902.77
Other Current Assets	
FP Mailing Postage Account	157.04
Total Other Current Assets	157.04
Total Current Assets	818,601.38
Fixed Assets	
Fixed Assets	
Accum Depr	-33,007.50
Gain/Loss on Asset Disposal	1,865.95
Vehicle	21,828.00
Fixed Assets - Other	17,675.00
Total Fixed Assets	8,361.45
Total Fixed Assets	8,361.45
Other Assets	
Prepaid Expense	13,928.83
Security Deposit	8,341.67
Total Other Assets	22,270.50
TOTAL ASSETS	849,233.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,377.24
Total Accounts Payable	1,377.24
Total Credit Cards	2,975.56
Other Current Liabilities	
Accrued Vaca Payable **offset	40,962.13
E Deferred 457 Withheld	-0.01
Local Dues	81,500.02
P/R Liabilities - Other	
C HSA Contributions	12,500.00
C Pension	65.30
E Aflac	-17.76

Nashua Regional Planning Commission
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
E Dental Insurance Withheld	72.65
E Health Insurance Withheld	-128.83
E HSA Contributions	-12,500.00
E Pension	-33.01
E STD Insurance Withheld	16.75
Total P/R Liabilities - Other	-24.90
Payroll Liabilities	6.22
Retainers	
Retainer-6300 HHW	-11,487.18
Retainer-MS4 Coop. Agreement	13,500.00
Total Retainers	2,012.82
Total Other Current Liabilities	124,456.28
Total Current Liabilities	128,809.08
Total Liabilities	128,809.08
Equity	
Retained Earnings	739,204.82
Vacation Bene Payable ** offset	44,372.17
Net Income	-63,152.74
Total Equity	720,424.25
TOTAL LIABILITIES & EQUITY	849,233.33