



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, October 21, 2020 6:00 pm

**WHERE: Nashua Regional Planning Commission Large Conference Room
30 Temple Street, Suite 310, Nashua NH**

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: September 16, 2020 (**Action Required**)
 - b. Non-Public Minutes: September 30, 2020 (**Action Required**)
 - c. Sept/Oct Dashboard (**Action Required**)
3. Transportation Programs
 - a. Ten Year Plan Project Submittal
 - b. UPWP Updates
4. Project Updates
5. Other Business
6. Nonpublic Session per NH RSA 91-A:3 (a).
7. Adjourn

Next Meeting: November 18, 2020



**DRAFT MINUTES
 NASHUA REGIONAL PLANNING COMMISSION
 Executive Committee
 September 16, 2020
 Public Meeting via Zoom**

Members Present	Members Absent	Staff Present	Others Present
Karin Elmer, Chair Jim Battis, Vice Chair Susan Ruch, Treasurer Tamara Sorell Tim Tenhave Venu Rao Kim Queenan Janet Langdell Venu Rao	Sarah Marchant	Jay Minkarah, Executive Director Sara Siskavich, Assistant Director	

1. Call to Order

Elmer called the meeting to order at 6:02 pm and took attendance by roll call.

2. Business

a. Minutes: August 19, 2020

Ruch asked that the two additional 501(c)(3) incorporators, Marchant and Langdell, be named in the minutes. Elmer will provide to Siskavich the motions and timestamps relative to the non-public session.

Ruch moved to approve the minutes of August 19, 2020 subject to editorial additions as discussed. Langdell seconded. The motion passed 9-0-0.

b. Non-Public Minutes: August 19th, 2020

This item is deferred to the next meeting. Elmer will provide the non-public minutes to the Executive Committee.

c. Aug/Sept Dashboard and Financials (Action Required)

There is little change in the TD balance, but Bar Harbor jumped up due to some large payables coming in, which balances out the large receivables balance from last month’s dashboard. CDs increasing at a modest pace. The financial audit is also underway.

Staff activities highlights include the launch of the NH Housing launch code review, John Goeman’s participation in Leadership Nashua, and a successful Bike-Ped webinar for Nashua. Ruch requested we consider how to accommodate non-English speakers in our outreach.

Staff education is building up, and social media remains healthy. The working budget has been updated to reflect \$34K deltas on both revenue and expense relative to HHW events. There is a new section in the dashboard on pending grants, now showing the EDA opportunity application.

The P&L and Balance Sheet reflects through 8% of the fiscal year and shows a net positive this month of about \$24K. Federal contracts are down because we're shy of the quarterly billing mark. The NHGEO project profit is up reflecting up-front billing. The report will be amended to remove two completed Pelham projects from the last fiscal year.

Ruch moved to accept and place on file for audit the Dashboard and Financials of August and September 2020. Tamara seconded. The motion passed 9-0-0.

3. Transportation Program Updates

Our current Ten Year Plan Project applications are approximately \$2M shy of our total allocation; discussion ensued relative to the challenges of getting submissions, both under normal conditions and the present COVID emergency.

A complete treatment of air quality performance measures and methodological changes relative to the Transit Expansion study will be discussed at the Full Commission mtg.

4. Project Updates

Minkarah provided project updates relative to the Household Hazardous Waste program, the Brownfields grant, and various fieldwork activities including traffic counting, road surface management, and the Nashua Bike-Ped assessments.

5. Other Business:

Elmer pointed out that with her stepping down, NRPC has a vacancy on the New Hampshire Association of Regional Planning Commissions (NHARPC). Minkarah reviewed the duties and expectations of the NHARPC asked that Executive Committee members consider themselves stepping into the role.

6. Nonpublic session per NH RSA 91-A:3 (a)

Due to time constraints, this item is deferred to a special non-public meeting on September 30th at 6 pm.

7. Adjourn

With a motion from Tenhave seconded by Ruch, the Executive Committee adjourned at 6:45 pm by a vote of 9-0-0. The next regular Executive Committee meeting will be October 21, 2020.

NRPC FY 2020 DASHBOARD

Sep-20		Key Statistics	
TD Checking		Staff Activities Sept/Oct	
Beginning Balance	\$250,738.09	Complete Streets Advisory Committee - Matt & Ryan	
Deposits & Credits		NRPC Commission Meeting-Jay, Sara, Kate, Mason & Gregg	
Payments		NRSWMD Quarterly Meeting - Mason & Kate	
Ending Balance	\$ 250,768.92	MRDC Subcommittee Interstate Coordination - Jay	
Bar Harbor Checking		Nashua Riverfront Coordination Meeting - Jay	
Beginning Balance	\$187,510.82	NH Pedestrian Bicycle Plan RPC Meeting - Jay, Matt & Ryan	
Deposits & Credits		NTS General Staff Meetings - Ryan	
Payments		Nashua Heritage Rail Trail East Public Hearing - Jay & Matt	
Ending Balance	\$ 20,373.90	Nashua Master Plan Steering Committee Kickoff (2) - Jay	
Wednesday, September 30, 2020		United Way Community Advisory Council - Jay	
Accounts Payable	\$ 47,776.23	Leadership Greater Nashua - John (2)	
Accounts Receivable	\$ 247,646.70	NH Geodata Portal Kickoff Workshop - Sara, Ryan, Andrew	
Oversight Activities		Toxic Free is as Easy as 1,2,3 Webinar - Mason, Jay	
Line of credit (\$75,000) activated?	No	State Coordinating Council/Transportation Meeting - Matt	
BHB CDs	\$ 272,858.10	Nashua Rail Committee Meeting - Jay	
Audit Status	Underway	HHW Collection Nashua - Cassie, Jay, Kate, Derek, Andrew	
Budget Narrative		United Way Day of Caring Volunteer 1/2 day - Jay	
BankBalances/Cash on hand:	We continue to have a healthy balance equal to about four months of operating expenses.		
Payables and Receivables:	Payables and Receivables up slightly		
FY21 Working Budget			
Funding Sources		Expenses	
Local Dues	\$163,000	Audit	\$16,250
Federal Contracts	\$199,782	Dues & Subscriptions	\$21,427
Grants	\$251,944	Employee Benefits	\$162,614
Local Planning Contracts	\$69,286	GIS	\$17,700
Other Income	\$6,000	Insurance	\$11,870
State Contracts	\$1,017,358	IT	\$6,021
		Legal	\$2,500
		Marketing, Outreach, Annual Forum	\$7,390
		Office Expenditures	\$11,481
		Other Expenditures	\$58,687
		Professional Services	\$551,087
		Rent & CAM	\$89,375
		Salaries	\$720,068
		Staff Development	\$8,500
		Travel & Meeting Exp	\$11,800
		Utilities	\$10,600
Total revenues:	\$1,707,370	Total Expenses:	\$1,707,370
Pending Grant Application Totals	\$163,095	Delta	\$0

WEBSITES

Audience Traffic:

3-Months vs. Previous 2-Years

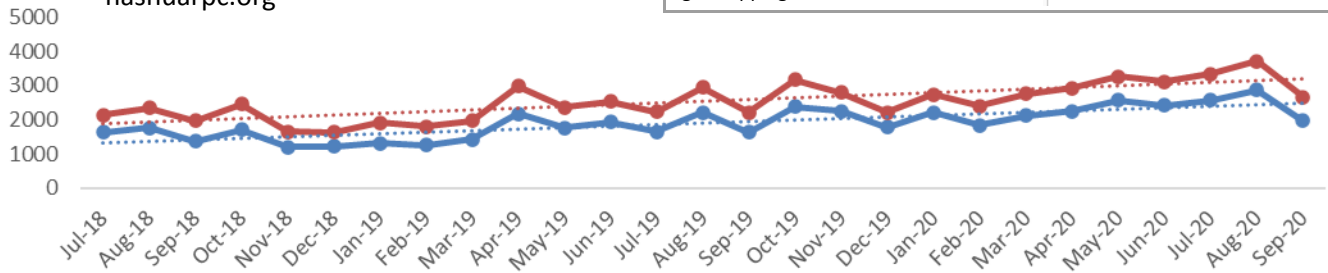
	Avg. Users/ Month	Avg. Sessions/ Month
nashuarpc.org	+35%	+34%
nrpcnh.mapgeo.io	+4%	+11%

Top Content:

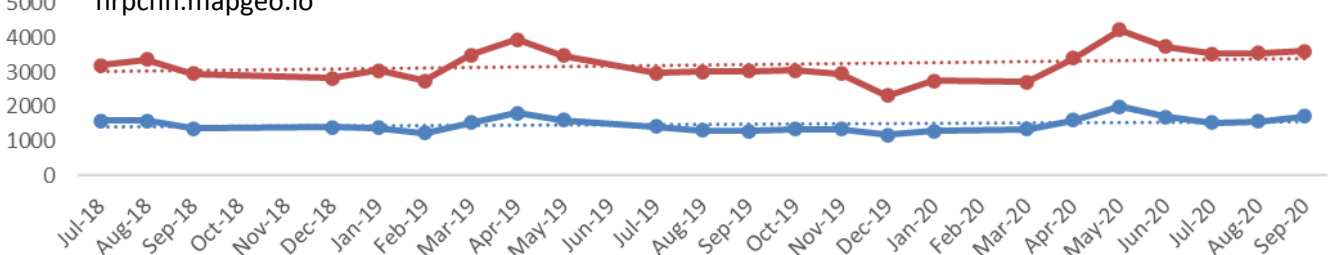
3-Month Period

Page	% Total Monthly Page Views
/	16.68%
/hhw	11.29%
/hhw/collection-info-schedule-location/	11.23%
/gis-mapping/tax-maps/	7.33%
/gis-mapping	5.84%

nashuarpc.org



nrpcnh.mapgeo.io



—●— Monthly Visitors —●— Monthly Visits - - - - Linear (Monthly Visitors) - - - - Linear (Monthly Visits)

NEWSLETTER

Newsletter

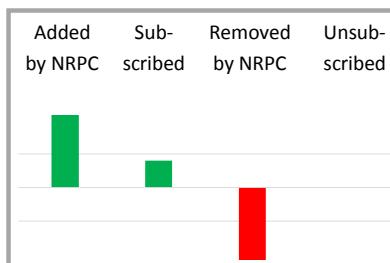
Performance:

3-Months vs. Previous 2-Years

Sends	+4%
Delivered	+15%
Opens	-7%
Clicks	-2%

Audience Dynamics:

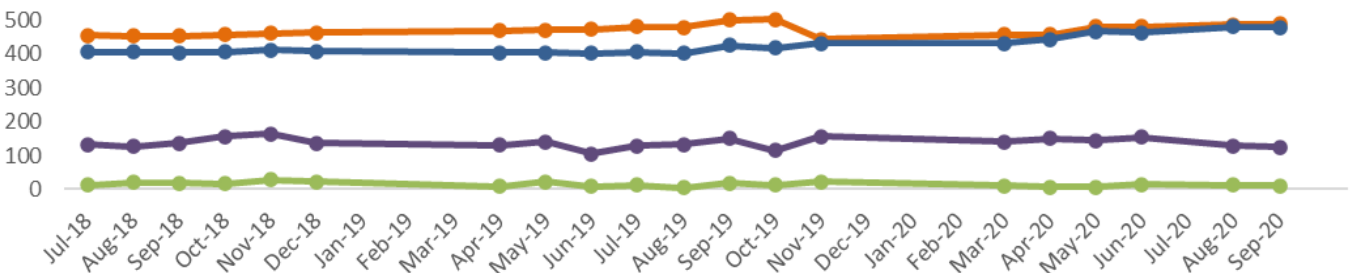
3-Month Period



Top Content:

3-Month Period

Link	% Total Unique Clicks
HHW Program	22%
Nashua Bike-Ped Webinar Registration	15%
Amherst Trails Atlas	15%
Nrrarecycles.org	15%
NRRA Webinar Registration	11%



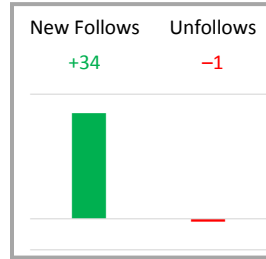
—●— Sends —●— Delivered —●— Opens —●— Clicks

FACEBOOK

Post Performance:
3-Months vs. Previous 2-Years

Total Reach **+33%**
Total Engaged Users **+21%**

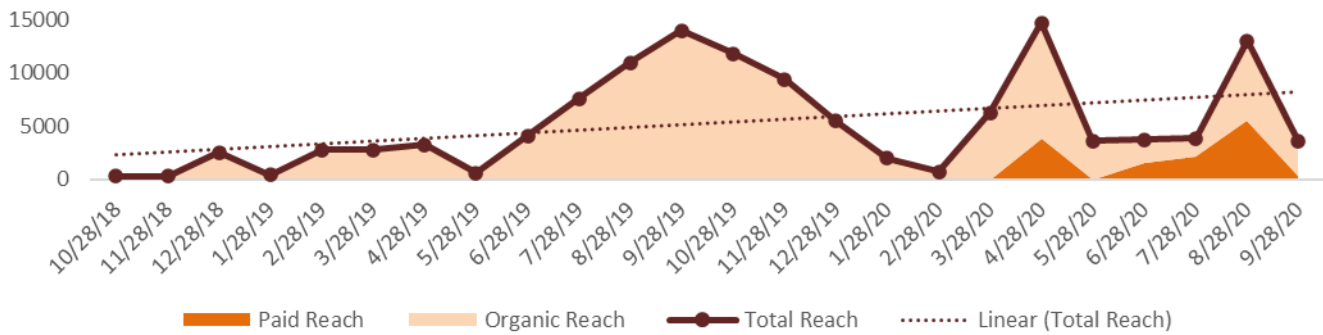
Audience Dynamics:
3-Month Period



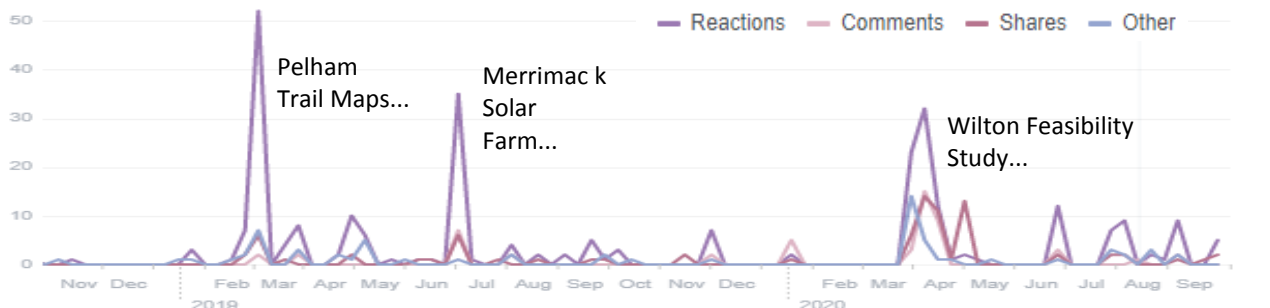
Top Content:
3-Month Period

Post	% Total Organic Reach
Do you walk or bike in Nashua?...	34%
The Aug 1 HHW Collection Event has been RELOCATED...	13%
9.16.20 Full Commission Meeting...	10%
NRPC will be hosting a HHW Collection on August 29th...	9%
Come drop off your HHW at the Milford DPW...	8%

Facebook 28-Day Reach: the number of unique people who see page content



Facebook Engagements: interactions beyond views, e.g. reactions, comments, and shares



TWITTER

Tweet Performance:
3-Months vs. Previous 2-Years

Impressions: **-47%**

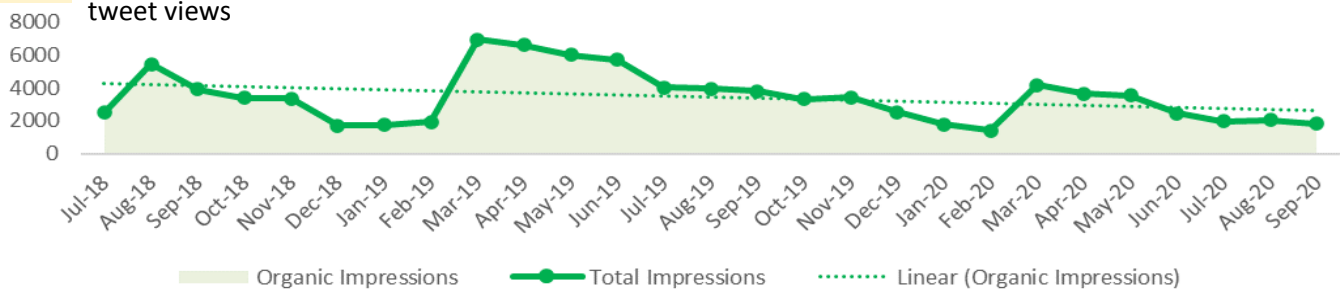
Audience Dynamics:
3-Month Period

Net New Followers: **+7**

Top Content:
3-Month Period

Month	Top Tweet	Impressions
Jul	The August 1 HHW Event has been RELOCATED...	482
Aug	NRPC will be hosting an HHW Collection on Aug 29th...	319
Sep	NRPC will be Hosting an HHW Event Sat Oct 3rd...	320

Twitter Impressions: total number of tweet views



Nashua Regional Planning Commission Balance Sheet

As of September 30, 2020

Sep 30, 20

ASSETS

Current Assets

1 TD Bank xx5715	250,768.92
2 Bar Harbor Bank xx1485	20,373.90
3 BHBT 8 Mo CD Maturity 3/6/21	207,411.91
4 BHBT 19 Mo CD Maturity 8/6/21	65,446.19
Petty Cash	200.00

Total Checking/Savings 544,200.92

Accounts Receivable 247,646.70

Total Accounts Receivable 247,646.70

Other Current Assets

FP Mailing Postage Account 11.36

Undeposited Funds 137,753.78

Total Other Current Assets 137,765.14

Total Current Assets 929,612.76

Fixed Assets

Accum Depr -35,831.59

Vehicle 21,828.00

Fixed Assets - Other 19,421.94

Total Fixed Assets 5,418.35

Other Assets

Prepaid Expense 20,878.44

Security Deposit 8,341.67

Total Other Assets 29,220.11

TOTAL ASSETS 964,251.22

Nashua Regional Planning Commission
Balance Sheet

As of September 30, 2020

Sep 30, 20

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 47,776.23

Total Accounts Payable 47,776.23

Credit Cards

Bank of America -CC 2,279.12

Total Credit Cards 2,279.12

Other Current Liabilities

Accrued Vaca Payable **offset 36,956.10

Local Dues 122,250.01

P/R Liabilities - Other

C HSA Contributions 8,750.00

E Dental Insurance Withheld 170.60

E Health Insurance Withheld 547.26

E HSA Contributions -8,750.00

E STD Insurance Withheld 36.78

Total P/R Liabilities - Other 754.64

Retainers

Retainer-6300 HHW -43,256.56

Retainer-MS4 Coop. Agreement 20,000.00

Total Retainers -23,256.56

Total Other Current Liabilities 136,704.19

Total Current Liabilities 186,759.54

Total Liabilities 186,759.54

Equity

Retained Earnings 716,658.76

Vacation Bene Payable ** offset 36,956.10

Net Income 23,876.82

Total Equity 777,491.68

TOTAL LIABILITIES & EQUITY 964,251.22

**Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
September 2020**

	Sep 20	Budget	\$ Over Budget	% of Budget
RESOURCES				
Local Dues Match	(19,701.10)	0.00	(19,701.10)	100.0%
2000 Local Dues - Other	13,583.33	163,000.00	(149,416.67)	8.33%
Total 2000 Local Dues	(6,117.77)	163,000.00	(169,117.77)	(3.75%)
Federal Contracts				
9011 EPA Brownfields	137,753.78	162,000.00	(24,246.22)	85.03%
9055 EDA	26,363.95	12,654.00	13,709.95	208.35%
9082 Hazard Mit	3,000.00	20,000.00	(17,000.00)	15.0%
Total Federal Contracts	167,117.73	194,654.00	(27,536.27)	85.85%
Grants				
6300 NRSWMD	6,833.06	216,605.00	(209,771.94)	3.16%
7516 NH Housing-GIS Support	0.00	3,000.00	(3,000.00)	0.0%
9025 EPA Healthy Communities	816.77	0.00	816.77	100.0%
Total Grants	7,649.83	219,605.00	(211,955.17)	3.48%
Interest Income	247.10	4,000.00	(3,752.90)	6.18%
Local Planning Contracts				
2139 Hudson CR	3,450.00	0.00	3,450.00	100.0%
2150 Mason CR	338.35	5,040.00	(4,701.65)	6.71%
2176 Hollis Asset Mgmt Support	0.00	3,600.00	(3,600.00)	0.0%
2250 Litchfield CR	1,275.00	18,000.00	(16,725.00)	7.08%
2361 MVD GIS	0.00	3,200.00	(3,200.00)	0.0%
2534 Nashua Ped/Bike Study	6,500.00	6,500.00	0.00	100.0%
2556 Pelham CIP	0.00	2,000.00	(2,000.00)	0.0%
2610 Wilton CR	1,855.00	18,000.00	(16,145.00)	10.31%
2640 Wilton MP 4	985.46	10,000.00	(9,014.54)	9.86%
Total Local Planning Contracts	14,403.81	66,340.00	(51,936.19)	21.71%
Other Income				
8000 Pubs/Map Sales	0.00	2,000.00	(2,000.00)	0.0%
Total Other Income	0.00	2,000.00	(2,000.00)	0.0%
State Contracts				
1000 NH OSI	1,679.72	11,111.00	(9,431.28)	15.12%
1200 NH Geodata Portal	2,700.00	40,000.00	(37,300.00)	6.75%
3000 DOT Highway Planning				
100 MPO ADMIN & TRAINING	3,440.43	40,595.00	(37,154.57)	8.48%
200 POLICY & PLANNING	17,332.07	217,544.00	(200,211.93)	7.97%
300 PUBLIC INVOLV & COORD	4,794.69	47,523.00	(42,728.31)	10.09%
400 PLAN SUPPORT	26,270.19	263,237.00	(236,966.81)	9.98%
500 TECHNICAL ASSIST & SUPPORT	8,906.18	126,871.00	(117,964.82)	7.02%
600 NASHUA TRANSIT EXP. STUDY	2,476.24	50,346.00	(47,869.76)	4.92%
Total 3000 DOT Highway Planning	63,219.80	746,116.00	(682,896.20)	8.47%
3500 DOT 5310 SVTC	44,996.69	206,140.00	(161,143.31)	21.83%
4430 CTAP Phase III TDM - CNHRP	924.82	21,944.00	(21,019.18)	4.21%
Total State Contracts	113,521.03	1,025,311.00	(911,789.97)	11.07%
Total RESOURCES	296,821.73	1,674,910.00	(1,378,088.27)	17.72%

Nashua Regional Planning Commission Profit & Loss Budget vs. Actual September 2020

Expense	Sep 20	Budget	\$ Over Budget	% of Budget
Depreciation	226.28	2,715.00	(2,488.72)	8.33%
Annual Forum	0.00	4,890.00	(4,890.00)	0.0%
Audit	10,700.00	16,250.00	(5,550.00)	65.85%
Bank Service Charges	0.00	250.00	(250.00)	0.0%
Capital Equipment	0.00	5,000.00	(5,000.00)	0.0%
Dues & Subscriptions	2,004.02	7,410.00	(5,405.98)	27.05%
Total Employee Benefits	12,112.48	163,204.00	(151,091.52)	7.42%
Equipment Maintenance	0.00	1,750.00	(1,750.00)	0.0%
GIS	1,475.00	17,700.00	(16,225.00)	8.33%
Insurance	964.79	11,870.00	(10,905.21)	8.13%
Internet Access/Telephone	705.54	8,400.00	(7,694.46)	8.4%
IT Service	635.68	5,930.00	(5,294.32)	10.72%
Janitorial	225.00	3,300.00	(3,075.00)	6.82%
Legal	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	0.00	1,000.00	(1,000.00)	0.0%
Marketing and Outreach	20.53	2,500.00	(2,479.47)	0.82%
Misc	135.55	12,264.00	(12,128.45)	1.11%
Office Expenses	629.28	11,302.00	(10,672.72)	5.57%
Postage	208.44	1,800.00	(1,591.56)	11.58%
Printing	493.00	6,650.00	(6,157.00)	7.41%
Professional Services	167,683.54	515,440.00	(347,756.46)	32.53%
Rent & CAM	7,512.33	89,375.00	(81,862.67)	8.41%
Reserve Fund	0.00	23,015.00	(23,015.00)	0.0%
Total Salaries	56,745.73	723,545.00	(666,799.27)	7.84%
Small Equipment	0.00	5,950.00	(5,950.00)	0.0%
Staff Development	1,568.08	8,500.00	(6,931.92)	18.45%
Total Travel	175.75	11,800.00	(11,624.25)	1.49%
Utilities	877.00	10,600.00	(9,723.00)	8.27%
Total Expense	265,098.02	1,674,910.00	(1,409,811.98)	15.83%
Net Income	31,723.71	0.00	31,723.71	100.0%