

MEETING NOTICE AND AGENDA

EXECUTIVE COMMITTEE
Wednesday, April 27, 2016
6:00PM
RPC Conference Room
156 Water St., Exeter, NH

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- 6:00 Call to Order – *Phil Wilson, Chair*
- 6:00 I. Approval of Minutes from March 30, 2016 **MOTION TO APPROVE** *[Attachment 1]*
- 6:05 II. Staff Update – (Scott out for several weeks due to hip injury)
- 6:10 III. Financial Report for March 2016 *[Attachment 2]*
- 6:20 IV. Website Update & e-Newsletter Feedback
- 6:35 V. FY 2017 Budget **MOTION TO RECOMMEND** *[Attachment 3]*
- 7:00 VI. Nominating Committee Report *[to be distributed]*
A. Officer and Exec. Committee Slate for FY17 **MOTION AS APPROPRIATE**
B. Hayden and Quinlan Nominations
C. Other
- 7:15 VII. Strategic Planning Next Step: Develop implementation plans for high priority local actions & business plans for new local services - Discussion
- 7:30 VIII. New/Other Business
A. NHARPC Annual Meeting REMINDER– May 12th, Laconia
B. Annual Meeting Preparations
C. May Commission Meeting – Seabrook?, May 11
D. Other Business
- IX. Public Comment
- X. Adjourn

**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
March 30, 2016
RPC Conference Room, Exeter, NH**

Committee Members Present: P.Wilson (Chairman); G. Coppelman (Past Chair); J. Whitney (Vice Chair); M. Turell (Treasurer); T. Moore, R. McDermott, R. Taintor, B. Kravitz, D. Marshall (Members at Large)

Staff: C. Sinnott (Executive Director); J. Rowden (Regional Planner); D.Walker (Transp. Program Mgr); G. Greenwood (Assistant Director); R. Pruyne (GIS Specialist); A. Pettengill (Business Mgr)

Wilson convened the meeting at 6:10 p.m.

I. Minutes of February 27, 2016

*R. McDermott moved to approve the Minutes of February 27, 2016 as presented; Turell seconded. **SO VOTED.***

II. Financial Report - February 2016

Sinnott noted that income and expenses are on par for the most part. It was noted that Office supply line item is over budget – and is typically difficult to estimate because it is an aggregate of several items; news/media is high due to UPWP TIP amendment notices and the audit expenses are complete now at 97%.

III. Website Update – D.Walker, J.Rowden

Walker and Rowden gave a presentation on features of the website, and reviewed specific pages and sections, including the document library and map options. They noted the site should be ready to launch on April 1st and encouraged commissioners to look it over once it's launched and try it out. They asked that any problems using the site or changes that need to be made should be forwarded to them.

IV. E-Newsletter

Sinnott distributed a mock up of an e-newsletter design that staff is working on for issue on April 8th. He discussed the content expected for this first issue.

V. Strategic Planning Discussion

Sinnott gave a presentation summarizing the Strategic Planning process to date. He explained that this effort came about from the funding landscape for planning in NH and the region and the loss of several federal funding sources recently that have not been replaced with others. The staff has been working on a SWOT (strengths, weaknesses, opportunities, threats) analysis and making a list of goals. Wilson came to the last staff meeting and worked with the staff to produce the “fishbone” cause/effect diagram to help the staff reach a consensus on the specific problems that need to be addressed: communication, planning services, and regional approaches. Wilson explained the fishbone diagram as a way to separate out the “causes” and desired “effects” and organize the ideas and strategies to accomplish specific goals. Sinnott reviewed the Communication “bone”. Discussion from staff members and committee members followed regarding educating towns about the RPC, promoting regional solutions that get more communities involved, such as MS4, and defining the products and services the RPC can provide. It was noted by several staff and committee members that a Survey would be appropriate to discover what the RPC isn’t currently offering its communities and it would be a way to educate the communities about what is available to them in products and services. More discussion followed on the commissioner relationship between the RPC and its communities. General consensus was that Sinnott will review the discussion points and generate a draft survey for committee members to review. Further work will be needed to develop implementation plans for the highest priority actions.

VI. Establish Nominating Committee

Wilson explained that the Nominating Committee’s responsibilities are to fill the vacancies on the standing committees and Executive Committee, and to review nominations for the Hayden & Quinlan awards. D. Marshall, B. Kravitz, P. Wilson, J. Whitney, and G. Coppelman volunteered to serve on the Nominating Committee. *Turell moved to accept those volunteers as the Nominating Committee; McDermott seconded. SO VOTED.*

The nominating committee’s 1st meeting will be Wednesday April 13th just before the MPO meeting in North Hampton.

VII. FY 2017 Budget

- A. First Draft Funding & Expense Budget: Sinnott distributed a slightly adjusted Draft 1st Look at funding and expenses. He noted that Raymond intends on joining our region, however it is unknown if Danville will return as dues paying member community. Whitney asked staff to prepare something to send to Danville regarding their membership.

Sinnott reviewed funding items and expenses. Taintor asked how a community knows if they are due for a Pre-Disaster Mitigation Plan or update. Sinnott stated that the RPC and the community receive notification from NH Office of Emergency Management and RPC staff will contact the Town to offer its services to complete their update or plan.

Sinnott stated that 7.5% of this draft budget is uncertain (\$87k) and the draft expense budget currently has a \$30k deficit. He hopes that by the next Executive Committee meeting those gaps will be closed.

- B. Dues & Hourly rates for FY 17: Sinnott referred to Table 2, page 2, III. Agency Contracting & Dues Rate and noted that the current member hourly rate is \$62 and non-member is \$75. He suggests a change to \$63 & \$85; and a Circuit Rider hourly rate increase from \$62 to \$66. Suggested Dues increase from 97 to 99 cents per capita for FY 18.

Coppelman recused himself; Discussion followed and the general consensus was in agreement with Sinnott's proposed changes to appear as part of the budget to be voted in May.

- VIII. Legislative Committee Update:** Kravitz thanked the Committee for their work and noted there would be no meeting next month. Sinnott stated that SB 146 Accessory Dwellings was signed and is effective June 2017.

IX. New/Other Business

- A. Commissioner Orientation Evaluation: comments: great turnout, written material should be in hand well before the meeting; shorter presentation; more discussion.

Whitney asked that staff provide the Nominating Committee with some background on new commissioners for Nominating Committee purposes.

- B. NHARPC Annual Meeting – May 12
- C. Annual Meeting venue: Atkinson Country Club, June 8
- D. April RPC/MPO meeting – North Hampton, April 13/ Nominating Comm. to meet at 5:30
- E. Other Business: Marshall stated that last month's Agritourism meeting was great and he heard many others say so also.

- X. Public Comment – None**

- XI. Meeting adjourned at 9:25 p.m.**

Respectfully submitted,
Annette Pettengill
Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
March 2016

	March 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
Income					
RESOURCES					
Federal Contracts	\$	-	\$ -	\$ -	
Grants	\$	-	\$ -		
Local Dues	\$ -	\$ 130,525	\$ 130,524	\$ (1)	100.0%
Other Income	\$ -		\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 36,182	\$ 200,985	\$ 278,460	\$ 77,475	72.2%
State Contracts	\$ 57,927	\$ 443,359	\$ 748,075	\$ 304,716	59.3%
Total RESOURCES	\$ 94,109	\$ 774,869	\$ 1,163,559	\$ 388,690	66.6%
Total Income	\$ 94,109	\$ 774,869	\$ 1,163,559	\$ 388,690	66.6%
Expense					
Newspaper/Media	\$ 19	\$ 2,319	\$ 1,500	\$ (819)	154.6%
Contracted Printing	\$ 327	\$ 2,417	\$ 2,000	\$ (417)	120.9%
Contracted Services	\$ 13,153	\$ 131,176	\$ 149,555	\$ 18,379	87.7%
Total Salaries	\$ 73,457	\$ 501,651	\$ 659,037	\$ 157,386	76.1%
Travel	\$ 264	\$ 2,726	\$ 9,000	\$ 6,274	30.3%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 53	\$ 370	\$ 425	\$ 55	87.1%
Janitorial	\$ 225	\$ 1,415	\$ 3,900	\$ 2,485	36.3%
Accounting	\$ -		\$ 1,200	\$ 1,200	0.0%
Audit	\$ 162	\$ 9,962	\$ 10,020	\$ 58	99.4%
Bank & Service Charges	\$ 1	\$ 282	\$ 350	\$ 68	80.7%
**Dues & Subscriptions	\$ -	\$ 5,541	\$ 6,500	\$ 959	85.2%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 4,252	\$ 31,711	\$ 41,830	\$ 10,119	75.8%
C Dental Insurance	\$ 1,225	\$ 8,119	\$ 10,388	\$ 2,269	78.2%
C Health Ins.	\$ 6,308	\$ 42,904	\$ 61,070	\$ 18,166	70.3%
C Life Insurance	\$ 125	\$ 828	\$ 1,100	\$ 272	75.3%
C LTD Insurance	\$ 176	\$ 1,158	\$ 1,881	\$ 723	61.6%
C NH Retirement 414E	\$ 3,953	\$ 25,373	\$ 33,401	\$ 8,028	76.0%
C STD Insurance	\$ 129	\$ 847	\$ 1,111	\$ 264	76.2%
**Equipment	\$ -	\$ 3,031	\$ 10,100	\$ 7,069	30.0%
**Equipment & Software Maint.	\$ -	\$ 7,895	\$ 12,500	\$ 4,605	63.2%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
March 2016

	March 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
General Insurance	\$ 294	\$ 3,205	\$ 4,625	\$ 1,420	69.3%
Misc	\$ -	\$ 71	\$ 6,500	\$ 6,429	1.1%
**Office Supplies	\$ 846	\$ 7,897	\$ 10,500	\$ 2,603	75.2%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 5,458	\$ 37,925	\$ 50,416	\$ 12,491	75.2%
SUTA	\$ -	\$ 158	\$ 500	\$ 342	31.6%
**Postage	\$ -	\$ 1,241	\$ 3,000	\$ 1,759	41.4%
Rent	\$ 4,081	\$ 36,573	\$ 48,816	\$ 12,243	74.9%
Telephone & Internet	\$ 414	\$ 3,772	\$ 5,200	\$ 1,428	72.5%
**Training & Workshops	\$ 50	\$ 170	\$ 3,500	\$ 3,330	4.9%
Utilities	\$ 570	\$ 4,164	\$ 6,750	\$ 2,586	61.7%
Total Expense	\$ 115,541	\$ 874,901	\$ 1,156,675	\$ 281,774	75.6%
Net Ordinary Income	\$ (21,432)	\$ (100,032)			
Unobligated Funds			\$ 1,884	\$ 1,884	
Fund Balance Accrual	\$ -		\$ 5,000	\$ 5,000	
ICR Reserve			\$ -	\$ -	
Net	\$ (21,432)	\$ (100,032)	\$ 1,163,559	\$ 288,658	

NOTE: March 31st is 75% through the fiscal year

TABLE 1
FUNDING BUDGET FOR FISCAL YEAR 2017
Rockingham Planning Commission
FY2017 - DRAFT BUDGET

FUNDING CATEGORY	AMEND#1 FY 2016 Funding	FIRST LOOK FY2017 Funding	\$ Change	% Change	Comments
I. LOCAL DUES AND SERVICES	\$390,484	\$331,095	-\$59,389	-15.2%	
Local Dues	\$130,524	\$142,395	\$11,871	9.1%	Includes Raymond; Danville & Salem continue as non dues-paying members; dues rate continues at \$0.97/per capita;
Circuit Rider Services	\$139,202	\$133,692	-\$5,510	-4.0%	
Plan Review Income (Tier 2); Admin Asst.	\$1,500	\$2,500	\$1,000	66.7%	estimate
Brentwood	\$19,282	\$19,282	\$0	0.0%	hourly rate - \$62/hr
East Kingston	\$10,416	\$10,416	\$0	0.0%	hourly rate - \$62/hr
Fremont	\$16,306	\$9,796	-\$6,510	-39.9%	hourly rate - \$62/hr & supplemental
Kensington	\$9,238	\$9,238	\$0	0.0%	hourly rate - \$62/hr
Kingston	\$27,528	\$27,528	\$0	0.0%	hourly rate - \$62/hr
Newton	\$11,346	\$11,346	\$0	0.0%	hourly rate - \$62/hr
Atkinson	\$8,184	\$8,184	\$0	0.0%	hourly rate - \$62/hr
Hampton Falls CR/TA	\$17,360	\$17,360	\$0	0.0%	hourly rate - \$62/hr
N. Hampton CR/TA	\$18,042	\$18,042	\$0	0.0%	hourly rate - \$62/hr
TBG Local Grant Match	\$5,000	\$5,000	\$0	0.0%	
Stratham Agric Comm support	\$2,000		-\$2,000	--	complete in FY16
Placeholder	\$3,000	\$5,000	\$2,000	66.7%	basis for TBG match
Other Local Contracts	\$115,758	\$50,008	-\$65,750	-56.8%	
Seabrook SRTS Travel Plan	\$7,258	\$7,258	\$0	0.0%	not started in FY16
Exeter MP Update	\$5,500	\$0	-\$5,500	--	complete in FY16
Hampton F. MP Update Pt. 2	\$35,000	\$0	-\$35,000	--	complete in FY16
Fremont RSMS (UPWP match)	\$1,500	\$0	-\$1,500	--	complete in FY16
No. Hampton MP updates	\$3,000	\$0	-\$3,000	--	complete in FY16
No. Hampton Hist. Resource mapping	\$4,500	\$1,500	-\$3,000	--	new project
Rye Visioning & MP	\$2,500	\$5,000	\$2,500	100.0%	uncertain
Placeholder UPWP 50% match	\$2,500	\$5,000	\$2,500	100.0%	Placeholder
Regional HHW Management	\$24,750	\$2,500	-\$22,250	-89.9%	fee for organizational services
PREPA Contracts	\$22,750	\$8,750	-\$14,000	-61.5%	for Rye, Hampton, N. Hampton \$24.5K total
Exeter Temp. Planning Services	\$6,500	\$0	-\$6,500	--	contract to Dec 31
Misc. Local Contracts	\$6,500	\$20,000	\$13,500	207.7%	Placeholder

FUNDING CATEGORY	AMEND#1	FIRST LOOK	\$	%	Comments - DRAFT FY15
	FY 2016	FY2017			
	Funding	Funding	Change	Change	
II. TRANSPORTATION PLANNING	\$557,900	\$556,650	(\$1,250)	-0.2%	see below
UPWP (FHWA/FTA/SPR)	\$528,550	\$528,550	\$0	0.0%	
FTA 5310 Admin	\$8,100	\$8,100	\$0	0.0%	contract in place
Highway Perf. Standards Pilot Proj.	\$11,250	\$20,000	\$8,750	77.8%	Est. \$22500 over 15 months Dec-15-May-17; Sub contract with SRPC
CART Planning Services	\$10,000	\$0	(\$10,000)	--	Potential funding based on use of CART FTA Planning allocation
III. OTHER STATE & FEDERAL FUNDING	\$164,175	\$136,820	(\$27,355)	-16.7%	--see below--
Targetted Block Grant	\$11,111	\$11,111	\$0	0.0%	2nd year of biennium
Coastal Program TA	\$12,500	\$12,500	\$0	0.0%	continued (reduced) CZP funding level
NHHSEM Haz Mit Plnng (Fremont)	\$0	\$0	\$0	--	Next Plan update
NHHSEM Haz Mit Plnng (So Hamp., Rye,	\$3,000	\$0	(\$3,000)	--	2 updates
NHHSEM - Tides to Storms	\$13,500	\$0	(\$13,500)	--	project completed in FY16
NHHSEM FY2016 Plan Updates	\$8,114	\$23,500	\$15,386	--	Assume RPC does 3 of 3 Plans (Ports., Plaistow, No. Hampton)
NHDES EPA Brownfields	\$54,000	\$0	(\$54,000)	--	Site Assessment Grant: D'Agostino Rose Farm; passthrough
NHDES/PTAPP Pollution Tracking (604B)	\$26,450	\$10,000	(\$16,450)	-62.2%	Expected continuation of project with 604B funding
NHDES/604B Epping Green Infrastructure	\$7,500	\$2,500	(\$5,000)	-66.7%	new 604B project
NHCP/NERRS C-RISE	\$20,000	\$15,713	(\$4,287)	-21.4%	Second year of \$30.7K total
NHDES Sourcewater Protection - Seabrook	\$8,000	\$6,500	(\$1,500)	-18.8%	contract approved late in FY'16
Fremont Source Water Protection	\$0	\$7,500	\$7,500	--	Application to be filed
NHDES Sourcewater Protection - Regl. Ed.	\$0	\$10,000	\$10,000	--	Application to be filed
NOAA PSM Coastal Risks & Haz Impl.	\$0	\$22,996	\$22,996	--	Confirmed Proj. - \$34,494 over 18
NOAA PSM Resiliency Planning Pilots	\$0	\$14,500	\$14,500	--	Confirmed Proj. w reduced funding
IV. OTHER	\$51,000	\$51,392	\$392	0.8%	
REDC -- CEDS	\$8,500	\$5,325	(\$3,175)	-37.4%	assumes same scope of work
ERLSLAC Tech. Assistance	\$0	\$2,000	\$2,000	--	T. Walker assistance to ERLSAC
NE Oceans Research Council-Tides/Storms Imple.	\$36,000	\$17,567	(\$18,433)	-51.2%	\$49567 Nov-15 to 09-16
NHCF MS4 Regional Assistance Prog.	\$0	\$20,000	\$20,000	--	Improved opportunity with release of MS4 permit in Summer '16
Miscellaneous	\$6,500	\$6,500	\$0	0.0%	(passthrough: RSA books annual mtg.)
TOTAL/PROJECTED FUNDS**	\$1,163,559	\$1,075,957	(\$87,602)	-7.5%	
PASS-THROUGH OR CONTRACTED	\$149,555	\$73,590	(\$75,965)	-50.8%	See section IV of Expense Budget)
OPERATING BUDGET	\$1,014,004	\$1,002,367	(\$11,637)	-1.1%	
<i>uncertain funding component:</i>		<i>\$74,758</i>		<i>6.9%</i>	

SUMMARY - FY 2016 & 2017

FUNDING SOURCE	AMEND#1 FY2016	FIRST LOOK		FY-16 vs. FY-17	NOTES
		FY2017			
Member Dues	\$130,524	\$142,395	(\$4,259)	-3.2%	\$0.97/per capita rate; includes Raymond; no Salem or Danville Pending contracts based on old rate of \$62/hr Conservative estimate 2nd year of UPWP; adds SHRP-2 2 NOAA Special Merit Projs approved, one at lower budget MS4 TA program included
Circuit Rider & CZP TA	\$139,202	\$133,692	\$14,974	12.1%	
Local Contracts	\$120,758	\$55,008	\$36,500	43.3%	
Transp. Plnng.	\$557,900	\$556,650	\$11,250	2.1%	
State & Direct Fed. Funding	\$164,175	\$136,820	(\$20,772)	-11.2%	
Other/Misc.	\$51,000	\$51,392	\$10,000	24.4%	
TOTAL	\$1,163,559	\$1,075,957	(\$87,602)	-7.5%	
PASS-THROUGH & CONTRACTED	\$149,555	\$73,590	(\$75,965)	-50.8%	
OPERATING BUDGET	\$1,014,004	\$1,002,367	(\$11,637)	-1.1%	

