

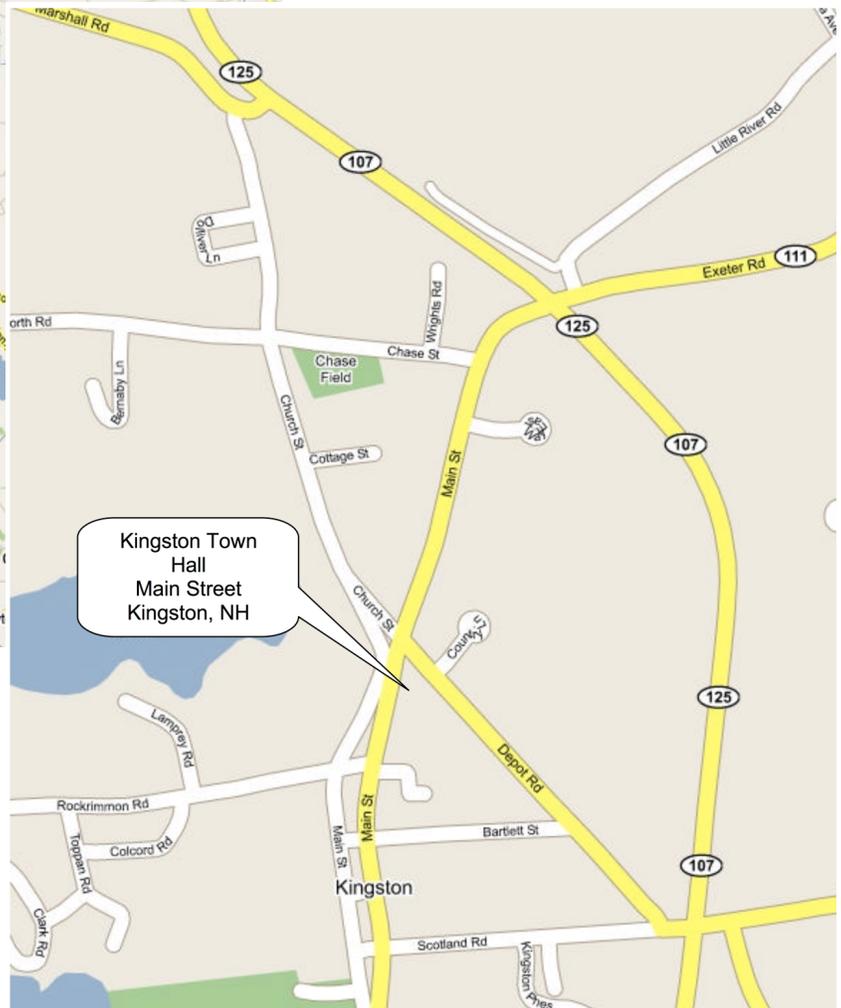
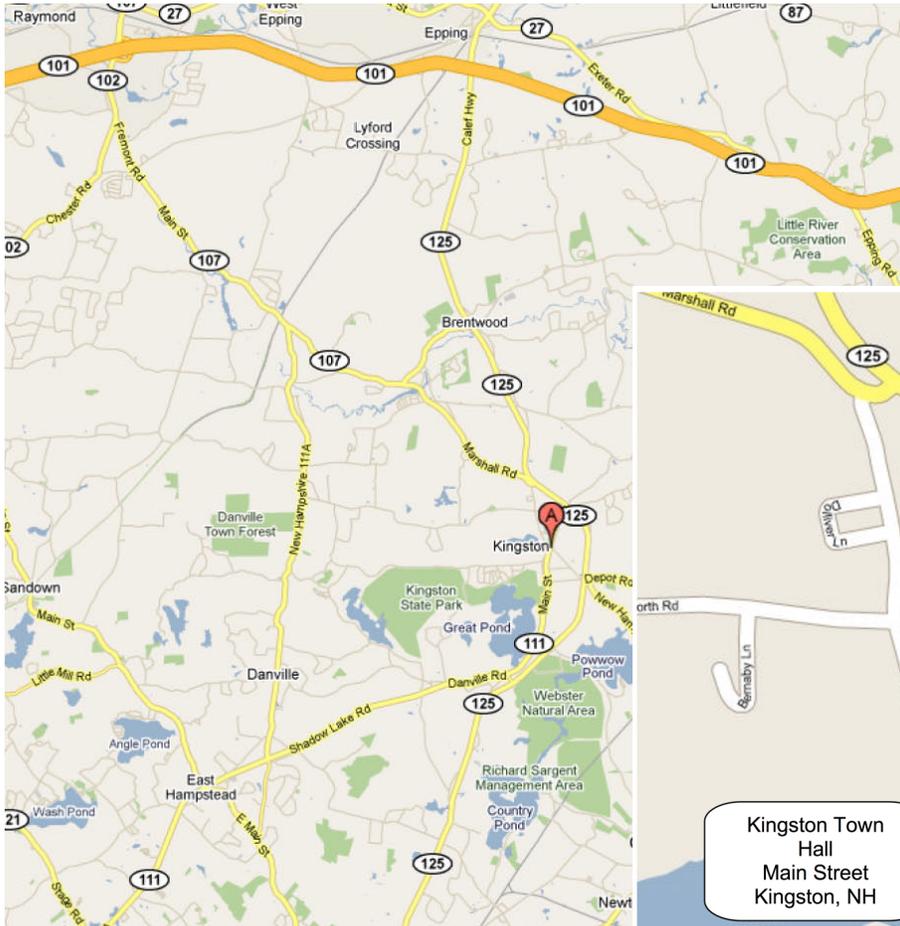
**MEETING NOTICE & AGENDA**  
**ROCKINGHAM PLANNING COMMISSION/METROPOLITAN PLANNING ORGANIZATION (MPO)**

Wednesday, February 10, 2016  
 7:00 P.M.  
 Kingston Town Hall  
 163 Main Street, Kingston, NH  
 (map/directions on reverse)

- 7:00 I. Call to Order for MPO Policy Committee Meeting; *Welcome, Introductions*  
*Chair Phil Wilson, Chair*
- 7:05 II. Minutes from January 13, 2016 RPC/MPO meeting **MOTION TO APPROVE**  
*[Attachment 1]*
- 7:10 III. **PUBLIC HEARING: 2015-2018 TIP/STIP Amendment #2 – Dave Walker**  
 A. Review of amendment *[Attachment 2]*  
 B. Public Comment  
 C. Action on 2015-2018 TIP/STIP Amendment 2 **MOTION TO ADOPT**
- 7:25 IV. Other Business
- V. Adjourn MPO Meeting
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- 7:30 I. Call to Order for Rockingham Planning Commission Meeting
- 7:35 II. Minutes from September 9, 2015 **MOTION TO APPROVE** *[Attachment 3]*
- 7:40 III. FY 2015 Financial Statements and Audit Report **MOTION TO ACCEPT** *[Attachment 4]*
- 7:50 VI. Current Planning Issues: *[Attachment 5]*
- **Local Regulation of Signs, after *Reed v. Gilbert*** US Supreme Court Decision
  - **SB 146 – Adapting to Accessory Dwelling Unit Mandate**  
 -- *Ben Frost Esq. NH Housing [tentative]; Glenn Greenwood, Asst. Director*
  - Q&A
- 8:50 VII. **COMMISSIONER ROUNDTABLE** – Raise an Issue of Interest or Concern
- 9:10 VIII. Other Business & Announcements (as time allows)
- Contract Authorization: Seabrook Source Water Protection **MOTION** *[Attachment 6]*
  - Distribution of 2016 Commissioner Handbook
  - March Commission meeting: Local Ag and Agri-tourism
  - Other
- X. Adjourn

**DIRECTIONS TO KINGSTON TOWN HALL  
163 Main Street, Kingston**

The Kingston Town Hall is located on Main Street (NH111) approximately 0.6 miles south of the northerly intersection of NH111 with NH125. The Town Hall is located on the east side of Main Street. Parking is available on both sides and behind the building. We will be meeting in the main hall



***Accommodations for individuals with disabilities***

*Reasonable accommodations for individuals with disabilities are available upon request. Please include a description of the accommodation you will need, including as much detail as you can. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call 603-778-0885 or email [apettengill@rpc-nh.org](mailto:apettengill@rpc-nh.org).*

**DRAFT**

## **RPC MPO Policy**

### **Minutes**

Brentwood Community Center  
January 13, 2016

**Members Present:** Joan Whitney, Vice-Chair, Kensington; Glenn Coppelman and Peter Coffin, Kingston; Tim Moore, Plaistow; Barbara Kravitz and Fran McMahon, Hampton; Don Hawkins, Seabrook; Lucy Cushman, Stratham; Langdon Plumer, Exeter; Richard McDermott, Hampton Falls; Robert Clark, Atkinson; Michael McAndrew, New Castle; James Doggett, Newton; Phil Winslow, Rye; Don Marshall, Fremont; Rick Taintor and Rebecca Perkins, Portsmouth; Peter Merrill, Kensington; Chris Cross, Newington; Brian Deguzis, COAST; Steve Pesci, UNH; Mark Nelson, CART; and Bill Watson, NH DOT.

**Others Present:** Victoria Sheehan, NH DOT; Don Woodward, Exeter; Bob Landman, North Hampton; and Ann McAndrew, New Castle.

**Staff Present:** Cliff Sinnott, Dave Walker, Scott Bogle and Roxanne Rines.

### **7:0 p.m. Policy Meeting Opened**

#### **1. Introductions**

Attendees introduced themselves and stated what municipality they were from or the agency they represented.

#### **2. Minutes from October 14, 2015, RPCMPO Policy Committee**

**Motion:** **Doggett** made a motion to approve the minutes of October 14, 2015, as written. **Kravitz** seconded the motion. **Motion carried with abstentions.**

#### **3. Meeting with Victoria Sheehan, Commissioner, NH DOT**

##### A. Introduction to the RPC/MPO; Trends, Issues and Transportation Priorities in the Region

**Sinnott** welcomed new NH DOT Commissioner Victoria Sheehan and thanked her for attending the meeting. Staff gave a 3-part presentation. **Sinnott** reviewed how this MPO was established, reviewed some facts and characteristic of the region, the role of the Policy Committee and the work it performs.

**Bogle** reviewed the six major planning themes or issues that came out of the public input process from our recent Master Plan update which are driving much of our transportation planning focus.

**Walker** reviewed the region's Transportation Plans, project priorities and their status along with the regions short and long term priorities moving forward.

**Winslow** asked Walker to get confirmation about the Route 1B Bridge in Rye/New Castle desing as a fixed structure. **Walker** stated he would do that and get back to him.

#### B. Comments from Commissioners/MPO Members

**Sinnott** offered members a chance to tell Commissioner Sheehan about any transportation issues that they would like her to know about the region.

Committee members spoke about: the cost of the rehab of General Sullivan Bridge (too high); Greenland signalization at Pease (congestion, lack of capacity, coordination); maintenance of bridges; lack of transportation for the elderly; need to plan for self-driving cars (they will arrive faster than we think); recently passed gas tax was not adequate; there needs to be more private/public relationships; need for public transportation; signage along major arterials (no advertising billboards, use for traffic and weather conditions instead); drive inattention; better enforcement of cell phone usage (while driving); coordinating signal progression (with vehicle speed) along 125; review the policies for using business directional signs (blue and white signs); maintain a bike/ped connection over the Little Bay Bridges; lack of progress on the Route 108 Newmarket/Durham/Newfields bike lane/shoulder; increase in bike/ped railtrails and lack of apparent progress in the sale of the Hampton Branch; greater need for multi-modal transportation; challenges with the LPA process and the need to 'right-size' administrative regulation; sidewalk maintenance, complete streets adopted throughout the state; and climate change impacts to the transportation system.

#### C. Comments from Commissioner Sheehan

**Sheehan** thanked staff for their presentation and members for their comments. She stated the dialogue was very helpful. She gave a brief background of her career and commented on many of the concerns voiced by commissioners. She noted that with a truly fiscally constrained ten year plan, toghether with tighter adherence to project completion timelines by FHWA, managing projects will have much smaller margins for delay. The system will have less flex. **Sinnott** thanked Sheehan for attending the meeting and stated the RPC values its partnership with NHDOT and appreciates the progress made in considering region priorities in the Ten Year Plan process which has made the MPO process more meaningful to communities.

#### **4. Ten Year Plan Update – Draft 2017-2026 Plan Adopted by GACIT, Summary of changes in final draft**

**Sinnott** reviewed the changes made by GACIT and gave a summary of each. Discussion ensued. **Watson** explained the changes made to the plan process and reviewed them.

#### **5. 2015-2018 TIP/STIP Amendment #2 Preview**

Summary of Amendment/Schedule for Adoption/Special MPO Meeting February 10<sup>th</sup>

**Walker** stated there are a lengthy number of projects that are being changed. No action will be taken tonight, a brief Policy meeting will take place before the Commission meeting on February 10<sup>th</sup> for approval after a 15-day public notice. He gave a powerpoint presentation about the changes: four projects being removed; 7 new projects added; five projects changing in scope; ten projects are having their funding reduced; 12 statewide projects were removed due to inflation; and ten projects are having additional funding added and the plan is fiscally constrained.

**6. Update on the Hampton Branch Acquisition and East Coast Greenway**

**Bogle** gave a powerpoint presentation on the Hampton Branch and reviewed a project underway with the UNH Engineering Dept advisor Dr. Jennifer Jacobs and the Senior Capstone class. The students are assigned to develop engineering alternatives to the railroad bridges through the salt marsh. ksaltmarsh at UNH to the conceptual plan and the work done within the last six months. DOT is still working with Pan Am about acquiring a 9.7 mile stretch of the Hampton Branch line. The next meeting will be held Thursday, February 11<sup>th</sup>.

**Clark** asked about moving the trail out of the wetlands and then connecting back. **Bogle** stated discussion thus far have been about opening up the causeway for better water flow and creating a boardwalk. **Kravitz** commended Bogle for his work on this project.

**7. Annual List of Obligated Projects – 2015**

**Walker** gave a brief presentation explaining the program and reviewed what type of projects are included in the list.

**8. Project and Program Updates**

A handout was distributed.

**9. Other Business; Public Comment**

**The Policy Committee** welcomed new Commissioners Rebecca Perkins and Josh Denton from Portsmouth and Lucy Cushman from Stratham.

No public comment was received.

**10. Adjourn**

Meeting adjourned at 9:23 p.m.

Respectfully submitted,

Roxanne M. Rines  
Recording Secretary

## MEMORANDUM

To: MPO Policy Committee  
 From: Dave Walker, Senior Transportation Planner  
 Date: 2/4/2016  
 RE: **2015-2018 TIP Amendment #2**

Attached is a table that summarizes the changes that Amendment #2 proposes to make to the 2015-2018 Transportation Improvement Program (TIP) within the Rockingham Planning Commission region. The full TIP/STIP revision report is available on the RPC website ([www.rpc-nh.org](http://www.rpc-nh.org)) for those interested in additional detail regarding the proposed changes to each project. Overall, there are 23 Statewide and 26 regional project changes (49 total) proposed and these take the form of cost increases or decreases, projects being added or dropped from the TIP, and changes in scope as shown in the table below. The Long Range Transportation Plan (LRTP) is also being updated at this time to maintain consistency between the project lists in the two documents. The MPO is conducting a 10 day public comment period on Amendment 2 that will begin on January 26<sup>th</sup>, 2016 and concludes on February 9<sup>th</sup>, 2015. A final opportunity for comments will be during the public hearing at the **February 10<sup>th</sup>, 2016 RPC/MPO Meeting (7:00 PM) at the Kingston Town Hall** which will take place prior to MPO action on the amendment.

Change	# of Projects	Approved Cost	Proposed Cost	Net Change
Decreased Funding/Cost	20	\$ 405,906,836	\$ 373,285,503	\$ (32,605,939)
Increased Funding/Cost	12	\$ 114,298,752	\$ 141,385,345	\$ 27,086,593
New Projects	7	\$ 0	\$ 7,967,972	\$ 7,967,972
Scope Only	6	\$ 4994,546	\$ 4994,546	\$ 0
Removed Projects	4	\$ 8,777,668	\$ 0	\$ (8,777,668)
Totals	49	\$ 533,977,802	\$ 527,633,366	\$ (6,344,436)

### Analysis

This amendment consists of the changes to forty-nine regional projects and statewide programs with a net decrease in cost of just over \$6.3 million. There are twenty projects that are decreasing in cost while another twelve show an increase. Seven new projects are being added to the TIP:

- **2016 STIC Incentive** which offers technical assistance and funds to support innovative practices in state transportation agencies.
- **Epping 29608** which will make improvements to NH 125 between NH 27 and NH 87.
- **Plastow-Kingston 10044E** which was removed from the TIP in Amendment #1 but has returned with an (expected) reduced scope to make improvements to NH 125 between the Plastow-Kingston town line and the Hunt Road/Newton Junction Road intersection.

- **Portsmouth 29640** which will make improvements to US Route 1 between Ocean Road and White Cedar Boulevard and between Constitution Avenue and Wilson Road.
- **Salem to Manchester 14633P** which funds Phase 3 of the CTAP Program.
- **Salem to Manchester 14633R** which funds a DES Land Grant Program related to the I-93 widening.
- **Trapeze Software** which purchases software for the State Rideshare Program.

While four others are being removed:

- **TMC-MAINT** which was set up as a programmatic project to fund maintenance of the Traffic Monitoring Center but was not used. Another project has been developed to hold this funding (Statewide 27022).
- **Seabrook-Hampton 15904** rehabilitation of the Neil Underwood Bridge on NH 1A project is being delayed beyond the timeframe of the TIP (2019).
- **SBCM** as part of MAP-21, the Scenic Byways program is being integrated into the Transportation Alternatives Program (TAP) and will not have separate funding any longer.
- **Salem to Manchester 10418** which has handled the programmatic mitigation (CTAP and DES Land Protection) funds for the I-93 widening project is closing out. Funds are being transferred to 14633P and 14633R which are being added to the TIP concurrently and serve the same purposes.

Other than the Seabrook-Hampton 15904 project, there are no substantial delays to projects incorporated into Amendment #2. There are several projects that show shifts in funding to earlier or later years and these changes are identified in the attached project listing as part of the description of the proposed amendment for each. Scope changes are identified with ~~strikethroughs~~ marking the old text and exact changes in costs are identified. The full revision report provided by NHDOT includes additional detail on projects and proposed changes at that is available on the RPC website.

Additionally, listed in the full revision report are three projects that the MPO Amended as part of Amendment #1 in July, 2015 that are included for NHDOT database consistency purposes. No action will be taken on these projects as the proposed changes have already been made:

- The **Federal Lands Access Program (FLAP)** project was added to the TIP and remains consistent with the listing on page 20 of the full revision report.
- **Newington-Dover 11238S** (page 62 of the revision report), which is handling the contract for the rehabilitation of the General Sullivan Bridge, was removed from the MPO TIP.
- **Portsmouth 29781** (page 5 of 7 of the “Scope Only Changes” portion of the revision report) upgrades 5 signals on Woodbury Avenue, Market Street, and Granite Street.

### **Recommendation**

Based on the information provided regarding the movement of projects in time, and changes in scope and cost, staff concludes that:

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- The fiscal constraint of the TIP/STIP is maintained according to the DOT fiscal constraint documentation which is included in the informational packet on the RPC website.
- As of July 20, 2013, all of New Hampshire is unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standards (the 2008 ozone standard) and as of April 6, 2015, the 1997 8-Hour Ozone National Ambient Air Quality Standard (the 1997 ozone standard) is revoked for all purposes, including transportation conformity purposes in the Boston-Manchester-Portsmouth (SE) NH area. For this reason no air quality conformity analysis is necessary.
- Consistent with the RPC's Public Participation Process, this notice and comment period is also intended to meet FTA requirements for public comment on the programs of transit projects put forward by NHDOT, UNH and the COAST and CART transit systems.
- The TAC discussed the proposed changes to the TIP at the January 28<sup>th</sup>, 2016 Meeting and recommended approval by the MPO Policy Committee. The TAC wanted to also relay the comment and request that DOT work with COAST to secure funding for the Spaulding Turnpike transit service through the extent of construction for the Newington-Dover project. Funding for the transit service is currently available only through 2017 however construction on the turnpike is expected to continue until at least 2020.

***Recommend that the MPO Policy Committee approval of TIP Amendment #2 by the MPO Policy Committee.***

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**Project Summary Table – Amendment #2**

<b>Location:</b>	<b>Hampton (p. 2 of 7)</b>	<b>Project ID:</b>	<b>23821</b>	<b>Facility:</b>	<b>Hampton Beach</b>
<u>Description:</u>	<del>Transportation and Community and System Preservation Grant to conduct update to Hampton Beach Master Plan.</del> Update to Transportation Element of Hampton Beach Area Master Plan.				
<u>Proposed Amendment:</u>	<b>Change in Scope.</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$275,000				
<b>Location:</b>	<b>Newington-Dover (p. 5 of 7)</b>	<b>Project ID:</b>	<b>11238</b>	<b>Facility:</b>	<b>Spaulding TPK</b>
<u>Description:</u>	NH 16 Widen Turnpike including Little Bay Bridges from Gosling Road to Dover Toll, <del>PE and ROW Only.</del>				
<u>Proposed Amendment:</u>	Scope Change to include Construction phase. No change in cost but \$485,618 shifted from PE and ROW to Construction.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$1,243,911				
<b>Location:</b>	<b>Portsmouth (p. 5 of 7)</b>	<b>Project ID:</b>	<b>29781</b>	<b>Facility:</b>	<b>Woodbury Ave, Market St, Granite St</b>
<u>Description:</u>	Upgrade 5 existing traffic controllers and interconnects on Woodbury Avenue, Market Street, and Granite Street				
<u>Proposed Amendment:</u>	<b>New TIP/STIP listing</b> that adds PE for 2015 (\$157,000) and Construction for 2016 (\$286,305).				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$443,305				
<b>Location:</b>	<b>Statewide (p. 6 of 7)</b>	<b>Project ID:</b>	<b>14744</b>	<b>Facility:</b>	<b>Statewide</b>
<u>Description:</u>	<del>Scour and Hydraulic analysis on 130 bridges and waterways; Foundation and Hydraulic analysis on 48 bridges with unknown foundations; develop scour manual and POA.</del> Scour and Hydraulic Analysis on Various Bridges; POAs, Scour Manual & Water Surface Elevation Markers.				
<u>Proposed Amendment:</u>	<b>Scope Change Only.</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$283,800				
<b>Location:</b>	<b>Statewide (p. 7 of 7)</b>	<b>Project ID:</b>	<b>15610</b>	<b>Facility:</b>	<b>Statewide</b>
<u>Description:</u>	Install Road and Weather Information Systems (RWIS) stations <del>around the state</del>				
<u>Proposed Amendment:</u>	<b>Scope Change Only.</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$33,000				
<b>Location:</b>	<b>Statewide (p. 7 of 7)</b>	<b>Project ID:</b>	<b>20248</b>	<b>Facility:</b>	<b>ITS</b>
<u>Description:</u>	<del>Implement several direct measures to reduce congestion in non-attainment areas of NH.</del> Software & hardware for a transportation management system (ATMS) and traveler information system.				
<u>Proposed Amendment:</u>	<b>Scope Change Only</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$2,715,530				
<b>Location:</b>	<b>2016 STIC Incentive (p. 1 of 116)</b>	<b>Project ID:</b>	<b>40792</b>	<b>Facility:</b>	<b>None</b>
<u>Description:</u>	2016 STIC Incentive for 1) Mobile Devices and 2) Design-build documentation.				
<u>Proposed Amendment:</u>	<b>New Project.</b> This program offers technical assistance and funds – up to \$100,000 per STIC year – to support the costs of standardizing innovative practices in a state transportation agency or other public sector STIC stakeholder.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$120,000				
<b>Location:</b>	<b>CART-1 (p. 9 of 116)</b>	<b>Project ID:</b>	<b>2985</b>	<b>Facility:</b>	<b>CART Transit</b>
<u>Description:</u>	CART Preventive Maintenance Program				

Proposed Amendment: Funding listed under the PE phase should have been removed during Amendment #1 but was not which roughly doubled the funding available for the project. The Amendment removes this PE funding as well as some inflation from "Other" phase.

Total Proposed 2015-2018 TIP Funding: \$463,247

<b>Location:</b> COAST (p. 12 of 116)	<b>Project ID:</b> 68069	<b>Facility:</b> COAST
<u>Description:</u> Capital equipment purchases and operating support for COAST bus services on the Spaulding Turnpike.		
<u>Proposed Amendment:</u> Decrease in FY 15 PE funds by \$71,267 due to removal of indirect charges. The funding for the project is not changing as these funds were included in error.		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$2,766,631		

<b>Location:</b> Statewide (p. 14 of 116)	<b>Project ID:</b> 40284	<b>Facility:</b> Intercity Bus Transit
<u>Description:</u> Replacement (and potential expansion) of state-owned coaches used for commuter and intercity bus. For FEE Turnpike, I-93, and I-95 intercity services.		
<u>Proposed Amendment:</u> <b>Change in Phase from PE to "Other". Decreased funding by \$5.36 Million.</b>		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$9,304,754		

<b>Location:</b> Epping (p. 20 of 116)	<b>Project ID:</b> 29608	<b>Facility:</b> NH 125
<u>Description:</u> NH Route 125 Improvements from NH 27 to NH 87 – 1.7 miles.		
<u>Proposed Amendment:</u> <b>New Project in TIP.</b>		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$652,740		

<b>Location:</b> Urbanized Areas (p. 21 of 116)	<b>Project ID:</b> FTA5309	<b>Facility:</b> Transit
<u>Description:</u> FTA 5309 Funding program (Capital bus and bus facilities)		
<u>Proposed Amendment:</u> <b>Increased funding by \$2 million. Change phase from PE to "Other"</b>		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$4,000,000		

<b>Location:</b> Statewide (p. 24 of 116)	<b>Project ID:</b> HAZMAT	<b>Facility:</b> Various
<u>Description:</u> Programmatic project for post construction haz mat obligations		
<u>Proposed Amendment:</u> <b>Removed inflation and indirects from programmatic listing</b>		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$111,800		

<b>Location:</b> New Castle-Rye (p. 58 of 116)	<b>Project ID:</b> 16127	<b>Facility:</b> NH 1B Bridge over Little Harbor
<u>Description:</u> Bridge rehab or replace, single leaf bascule moveable bridge, NH 1B over Little Harbor (Red List) Br No 066/071		
<u>Proposed Amendment:</u> PE has been completed and removed from project listing (-\$634,350). Cost decrease of approximately \$2.1 million for construction based on fixed bridge alternative.		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$5,199,851		

<b>Location:</b> Newington (p. 59 of 116)	<b>Project ID:</b> 11238M	<b>Facility:</b> Spaulding TPK
<u>Description:</u> Spaulding Turnpike ( NH Rte 16) Mainline Roadway Approach Reconstruction in Newington		
<u>Proposed Amendment:</u> Additional construction funding (State funds) for FY16 of \$1,068,809		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$12,923,432		

<b>Location:</b> Newington-Dover (p. 60 of 116)	<b>Project ID:</b> 11238O	<b>Facility:</b> Spaulding TPK
<u>Description:</u> NH 16/ US 4 SPLDG TPK, Rehabilitate the existing Little Bay Bridge		
<u>Proposed Amendment:</u> Construction cost decreased by \$7,944,488		
<u>Total Proposed 2015-2018 TIP Funding:</u> \$21,877,886		

<b>Location:</b>	<b>UNH – Durham (p. 63 of 116)</b>	<b>Project ID:</b>	<b>NSTI</b>	<b>Facility:</b>	<b>None</b>
<u>Description:</u>	Programmatic project as a Cooperative Project Agreement (CPA) with the University of New Hampshire. National Summer Transportation Institute				
<u>Proposed Amendment:</u>	Inflation and Indirects removed from funding estimate (-\$18,472)				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$120,000				
<b>Location:</b>	<b>Plaistow-Kingston (p. 66 of 116)</b>	<b>Project ID:</b>	<b>10044E</b>	<b>Facility:</b>	<b>NH 125</b>
<u>Description:</u>	Reconstruct NH 125 anticipated 3 lanes with some sideroad realignment. <del>from Town Line (Plaistow/Kingston) approximately 1.8 mile.</del>				
<u>Proposed Amendment:</u>	PE Funds for project returned to TIP after being removed in Amendment #1. Change in project description.				
<u>Total Proposed 2013-2016 TIP Funding:</u>	\$2,758,354				
<b>Location:</b>	<b>Portsmouth (p. 67 of 116)</b>	<b>Project ID:</b>	<b>20222B</b>	<b>Facility:</b>	<b>Portsmouth Trans Center</b>
<u>Description:</u>	Re-stripe existing lot and minor widening to accommodate immediate need for East-West Express Service				
<u>Proposed Amendment:</u>	<b>Increase in total construction cost by \$38,693. Bulk of construction took place during FY14 resulting in a decrease in FY15 funding to \$38,693.</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$38,693				
<b>Location:</b>	<b>Portsmouth (p. 68 of 116)</b>	<b>Project ID:</b>	<b>20258</b>	<b>Facility:</b>	<b>Peverly Hill Road</b>
<u>Description:</u>	Construct new sidewalk and striped bicycle shoulders and associated drainage along Peverly Hill Road.				
<u>Proposed Amendment:</u>	Increase in PE costs (+\$159,489) and shift from FY15 to FY16. Decreased ROW costs (-\$5,160). Increased Construction costs (+\$790,651). Large increase in Local funds for project (+\$836,972).				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$1,449,854				
<b>Location:</b>	<b>Portsmouth (p. 69 of 116)</b>	<b>Project ID:</b>	<b>29640</b>	<b>Facility:</b>	<b>US Route 1</b>
<u>Description:</u>	US Route 1 improvements (1 mile) from Constitution Dr to Wilson Road and from Ocean Rd to White Cedar				
<u>Proposed Amendment:</u>	<b>New TIP/STIP listing</b> that adds PE for 2016 & 218 (\$476,225) and ROW for 2016 (\$56,760).				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$532,985				
<b>Location:</b>	<b>Portsmouth, NH – Kittery, ME (p. 70 of 116)</b>	<b>Project ID:</b>	<b>15731</b>	<b>Facility:</b>	<b>Sarah Mildred Long Bridge, US 1 Bypass</b>
<u>Description:</u>	Bridge Replacement, US 1 Bypass over Piscataqua River (Sarah Mildred Long Bridge) (Red List)				
<u>Proposed Amendment:</u>	Decrease ROW funding by \$5,058,669; Shift of some construction funding from FY 15 and 16 to FY17. (Project is 50% funded by Maine & \$25,000,000 in TIGER funding). Total decrease of \$5,058,669				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$190,415,082				
<b>Location:</b>	<b>Portsmouth – Manchester (p. 72 of 116)</b>	<b>Project ID:</b>	<b>68087</b>	<b>Facility:</b>	<b>TRANSIT</b>
<u>Description:</u>	Bus Service between Portsmouth and Manchester. Connect Portsmouth, Downtown Manchester, and BR Airport.				
<u>Proposed Amendment:</u>	Funding correctly listed as “Federal” in source. Toll Credits applied as match. Inflation removed from FY16 funds (-\$16,000)				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$1,333,333				

<b>Location:</b>	<b>Salem to Manchester (p. 75 of 116)</b>	<b>Project ID:</b>	<b>10418</b>	<b>Facility:</b>	<b>I-93</b>
<u>Description:</u>	Programmatic Mitigation (CTAP, NHDES Land Protection Program) (PE & ROW Only) [Section 117 – Designated Project; Demo ID NH032, See 13933K]				
<u>Proposed Amendment:</u>	<b>Project is being removed from TIP.</b> Funds transferred to 14633P and 14633R				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$0				
<b>Location:</b>	<b>Salem to Manchester (p. 76 of 116)</b>	<b>Project ID:</b>	<b>13933E</b>	<b>Facility:</b>	<b>I-93</b>
<u>Description:</u>	Exit 2 Interchange Reconstruction, including I-93 mainline & NH97, includes BRS 068/078 & 070/079. (GARVEE Bond expenditure)				
<u>Proposed Amendment:</u>	<b>Cost Increase for Construction (+\$1,430,511)</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$13,559,511				
<b>Location:</b>	<b>Salem to Manchester (p. 77 of 116)</b>	<b>Project ID:</b>	<b>14633P</b>	<b>Facility:</b>	<b>I-93</b>
<u>Description:</u>	CTAP Phase 3; to fund eligible TOD and TDM Planning projects within the CTAP RPC regions.				
<u>Proposed Amendment:</u>	<b>New Project added to TIP</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$1,372,560				
<b>Location:</b>	<b>Salem to Manchester (p. 77 of 116)</b>	<b>Project ID:</b>	<b>14633R</b>	<b>Facility:</b>	<b>I-93</b>
<u>Description:</u>	DES Land Grant Program				
<u>Proposed Amendment:</u>	<b>New Project added to TIP</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$2,395,178				
<b>Location:</b>	<b>Salem to Manchester (p. 78 of 116)</b>	<b>Project ID:</b>	<b>14800A</b>	<b>Facility:</b>	<b>I-93</b>
<u>Description:</u>	Mainline, Exit 1 to ST. 1130 & N38 (Salem). Includes bridges 073/063 and 077/063 (Both Red List)				
<u>Proposed Amendment:</u>	Increased construction cost (+\$58,752) and shift of some construction funds from FYs 16,17, & 18 to FY15.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$6,054,010				
<b>Location:</b>	<b>Salem to Manchester (p. 82 of 116)</b>	<b>Project ID:</b>	<b>14800E</b>	<b>Facility:</b>	<b>I-93</b>
<u>Description:</u>	I-93 Exit 2 interchange reconstruction & Pelham Rd – debt service project for 13933E (Salem)				
<u>Proposed Amendment:</u>	Addition of state funds (+\$3,699,594) to offset federal funding (-\$6,273,257) going to debt service. Overall decrease in debt service outlays (-\$2,573,663)				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$24,634,003				
<b>Location:</b>	<b>Salem to Manchester (p. 84 of 116)</b>	<b>Project ID:</b>	<b>10418V</b>	<b>Facility:</b>	<b>I-93</b>
<u>Description:</u>	Final design services for PE and ROW				
<u>Proposed Amendment:</u>	Shift in funding source from GARVEE-12 to Federal funds with toll credit match. Increase in PE funds (+\$975,665)				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$2,884,568				
<b>Location:</b>	<b>Seabrook to Portsmouth (p. 85 of 116)</b>	<b>Project ID:</b>	<b>11151E</b>	<b>Facility:</b>	<b>I-95</b>
<u>Description:</u>	<del>ITS Deployment; Intelligent Transportation Systems (ITS) initiative allowing for deployment of ITS technologies and ITS field devices for transportation systems management &amp; operations (CMAQ Program) [04-31CM]</del> ITS Field Device Deployment for TMC Operations				
<u>Proposed Amendment:</u>	<b>Change in Scope Description. Use of Turnpike funds as match. Decrease in PE (-\$440) and Construction Costs (-\$431,527).</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$733,207				
<b>Location:</b>	<b>Seabrook-Hampton (p. 86 of 116)</b>	<b>Project ID:</b>	<b>15904</b>	<b>Facility:</b>	<b>NH1A</b>
<u>Description:</u>	Removal of lead based paint, rehab and recoat steel stringers over Hampton River – [BRPPI*6601]				
<u>Proposed Amendment:</u>	<b>Project Removed from TIP</b> – Construction delayed to FY19 due to fiscal constraints				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$0				

<b>Location:</b>	<b>Statewide (p. 87 of 116)</b>	<b>Project ID:</b>	<b>CBI</b>	<b>Facility:</b>	<b>Statewide</b>
<u>Description:</u>	Complex Bridge Inspection (CBI) (Parent)				
<u>Proposed Amendment:</u>	Removed ROW phase (not needed), inflation, and indirects. Funding decreased by \$176,338.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$1,095,000				
<b>Location:</b>	<b>Statewide (p. 88 of 116)</b>	<b>Project ID:</b>	<b>CRDR</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Culvert Replacement/Rehabilitation & Drainage Repairs (Annual Project)				
<u>Proposed Amendment:</u>	Increased funding for PE (+\$191,970). Decreased ROW (-\$10,000), Increased CON (+\$1,209,305). Addition of "Planning" Phase (\$32,000). Total increase in funding of \$1,423,275.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$6,028,970				
<b>Location:</b>	<b>Statewide (p. 90 of 116)</b>	<b>Project ID:</b>	<b>FBRPI</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Bridge Rehabilitation, Painting, Preservation & Improvement Projects (Federal Program)				
<u>Proposed Amendment:</u>	Removed inflation and indirects from project. Total decrease of \$4,864,359				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$32,800,000				
<b>Location:</b>	<b>Statewide (p. 92 of 116)</b>	<b>Project ID:</b>	<b>HSIP</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Highway Safety Improvement Program (HSIP)				
<u>Proposed Amendment:</u>	Inflation and Indirects removed from PE (-\$915,741) and ROW (-\$607,871). Added "Planning" phase (\$200,000 per year for 3 years). Increased CON by \$1,000,000. Total funding increase of \$76,388				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$36,000,000				
<b>Location:</b>	<b>Statewide (p. 94 of 116)</b>	<b>Project ID:</b>	<b>IMPPP</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Interstate Maintenance and Interstate Pavement Preservation Program (Annual Program)				
<u>Proposed Amendment:</u>	Increased Construction funding for FY16, 17, and 18. Total Increase of \$10,463,735				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$31,260,000				
<b>Location:</b>	<b>Statewide (p. 95 of 116)</b>	<b>Project ID:</b>	<b>MOBRR</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Municipal Owned Bridge Rehabilitation & Replacement Projects (MOBRR Program)				
<u>Proposed Amendment:</u>	Increased construction funding by \$6,750,000				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$20,700,000				
<b>Location:</b>	<b>Statewide (p. 97 of 116)</b>	<b>Project ID:</b>	<b>PRRCS</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Pavement Resurfacing, Rehabilitation & Crackseal program and related work (Annual Fed Res Prog)				
<u>Proposed Amendment:</u>	Indirects and Inflation were removed from the project cost (not reflected in approved or proposed listing). Small cost decrease for ROW (-\$15,393).				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$68,350,00				
<b>Location:</b>	<b>Statewide (p. 99 of 116)</b>	<b>Project ID:</b>	<b>RRRCS</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Reconstruction of Crossings, Signals, and Related Work (Annual Project)				
<u>Proposed Amendment:</u>	Indirects and Inflation removed. Increased PE (+\$5,330), Decreased ROW (-\$72,315), Increased CON (\$1,800,000), and added "Planning" phase at \$5,000 per year for 3 years. Total Cost increase of \$1,748,055.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$5,225,000				
<b>Location:</b>	<b>Statewide (p. 101 of 116)</b>	<b>Project ID:</b>	<b>SBCM</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Scenic Byways, Corridor Management, Planning, and Development of Facilities, Conservation.				
<u>Proposed Amendment:</u>	Project is being removed from TIP. Funding rolled into TA program				

Total Proposed 2015-2018 TIP Funding: \$0

<b>Location:</b>	<b>Statewide (p. 102 of 116)</b>	<b>Project ID:</b>	<b>SSRR</b>	<b>Facility:</b>	<b>Various</b>
<u>Description:</u>	Secondary System Reclamation/ Rehab with various pavement treatments [Parent]				
<u>Proposed Amendment:</u>	Inflation and Indirect costs removed. PE decreased by \$61,575. ROW decreased by \$3,079. CON decreased by \$1,785,651. Total decrease of \$1,850,304.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$12,020,000				
<b>Location:</b>	<b>Statewide (p. 104 of 116)</b>	<b>Project ID:</b>	<b>TRAIN</b>	<b>Facility:</b>	<b>Statewide</b>
<u>Description:</u>	Annual Training Program (Annual Project)				
<u>Proposed Amendment:</u>	Indirect and inflation charges removed for FY16-18. Total Decrease of \$193,798.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$729,350				
<b>Location:</b>	<b>Statewide (p. 105 of 116)</b>	<b>Project ID:</b>	<b>TSMO</b>	<b>Facility:</b>	<b>Statewide</b>
<u>Description:</u>	Statewide Transportation Systems Management and Operations, ITS Technologies, CARS-511, Traveler Info.				
<u>Proposed Amendment:</u>	<b>Indirects and Inflation removed from PE (-\$73,936). Construction phase added (\$75,000 per year).</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$1,300,000				
<b>Location:</b>	<b>Statewide (p. 106 &amp; 108 of 116)</b>	<b>Project ID:</b>	<b>UBI</b>	<b>Facility:</b>	<b>Statewide</b>
<u>Description:</u>	Underwater Bridge Inspection (Annual Project)				
<u>Proposed Amendment:</u>	<b>Inflation and indirect charges removed (-\$30,787).</b>				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$200,000				
<b>Location:</b>	<b>Statewide (p. 107 of 116)</b>	<b>Project ID:</b>	<b>DBE</b>	<b>Facility:</b>	<b>Statewide</b>
<u>Description:</u>	In house administration of the FHWA supportive Program: The "DBE Compliance monitoring				
<u>Proposed Amendment:</u>	Removed Indirect and inflation charges (-\$55,417)				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$360,000				
<b>Location:</b>	<b>TMC Maint (p. 111 of 116)</b>	<b>Project ID:</b>	<b>TMC-Maint</b>	<b>Facility:</b>	<b>TMC</b>
<u>Description:</u>	Statewide Maintenance for various ITS devices such as message boards and cameras				
<u>Proposed Amendment:</u>	Project is being removed from TIP				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$0				
<b>Location:</b>	<b>Trapeze Software Group (p. 111 of 116)</b>	<b>Project ID:</b>	<b>68069B</b>	<b>Facility:</b>	<b>Rideshare</b>
<u>Description:</u>	Statewide Rideshare database utilizing Trapezed Ridepro software				
<u>Proposed Amendment:</u>	<b>New Project.</b> Funding added for FY2016-2018				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$136,155				
<b>Location:</b>	<b>UNH/Wildcat Transit (p. 112 of 116)</b>	<b>Project ID:</b>	<b>68070</b>	<b>Facility:</b>	<b>Transit</b>
<u>Description:</u>	Capital Equipment Purchases and Operating Support for UNH/Wildcat Bus Services				
<u>Proposed Amendment:</u>	Change in funding source program. Change phase from PE to "Other" except for state funds programmed for FY15. Decrease funding by \$35,010.				
<u>Total Proposed 2015-2018 TIP Funding:</u>	\$732,666				



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**ROCKINGHAM PLANNING COMMISSION**  
**Minutes**  
**September 9, 2015**  
**Plaistow Public Library**

**Members Present:** Phil Wilson, Chair, North Hampton; Glenn Coppelman, Kingston; Barbara Kravitz, Hampton; Joan Whitney, Kensington; Michael McAndrew, New Castle; Mike Turell and Robert Clark, Atkinson; Mary Allen and Jim Doggett, Newton; Tim Moore, Plaistow; Don Marshall, Fremont; Susan Hastings, Hampstead; Lucy Cushman, Stratham; and.

**Others Present:** Lisa Wilson, North Hampton, Sean Fitzgerald, Plaistow Town Manager and Julian Kiszka, Plaistow BOS.

**Staff Present:** Cliff Sinnott, Theresa Walker and Roxanne Rines.

**Meeting opened at 7:01 p.m.**

**1. Welcome/Introductions**

**Wilson** thanked the Town of Plaistow for hosting the meeting. Attendees introduced themselves and stated what municipality they were from or the agency they represented.

**Wilson** thanked Mike Turell for his 5 years of service to the RPC and presented him with his certificate.

**Sinnott** thanked Theresa Walker for her hard work on behalf of the Commission and presented her with the Dan Quinlan award.

**2. Plaistow Planning Update – Sean Fitzgerald**

**Fitzgerald** gave a powerpoint presentation about the current planning and community development activities in Plaistow. He thanked Moore for all of his time and efforts that he gives to the town. He also recognized Julian Kiszka as a new member of the Board of Selectmen.

**3. Minutes from May 13, 2015**

**Motion:** **Allen** made a motion to accept the minutes of May 13, 2015, as written. **Coppelman** seconded the motion. **Motion carried with 2 abstentions.**

**Motion:** **Coppelman** made a motion to accept the minutes of June 10, 2015, as written. **Turell** seconded the motion. **Motion carried with 1 abstentions.**

**4. Review/Adopt FY 2016 RPC Annual Work Program**

**Sinnott** gave some background information.

**Motion:** **Allen** made a motion to adopt the FY 2016 RPC Annual Work Program as presented. **Turell** seconded the motion.

**Sinnott** reviewed two changes that need to be made: 1) on page 4, delete WISE Phase II funding; and 2) page 10, add to the Tides to Storms paragraph funding from the Northeast Region Ocean Council for Climate Change implementation in the 7 coastal communities. **Allen** and **Turell** approved the amendment to the motion. **Motion carried.**

**Wilson** stated that he presents the workprograms to both the Planning Board and Board of Selectmen so that they are aware of the work the commission does along with RPC brochures and suggested other commissioners do the same.

## 5. Municipal Separate Storm Sewer Systems (MS4) Update

**Sinnott** gave an overview of the program which is outlined in the memo.

- NH Draft Permit Status – **Sinnott** stated that all communities that have urbanized areas must comply unless they have received a waiver. Waivers are issued annually, not for the life of the permit. He reviewed the timeline for the new draft permit. When the draft is implemented communities will have 6 months to begin compliance. Discussion ensued.
- Proposed RPC Technical Assistance Program and Grant Proposal – **Sinnott** stated the RPC has applied for a grant through the NH Charitable Foundation. He reviewed how the technical assistance program will work while reviewing the memo included in the packet. Members discussed individual town problems and/or solutions. Discussion amongst all members ensued. **Kravitz** asked that staff put together a one page roadmap explaining the project with the timeframe.
- PTAPP Project Update – **Walker** gave an update and distributed a memo outlining the final products, outline and timeline of the project. **Sinnott** stated there will be a web based tool for inputting and tracking of information. Discussion ensued.

## 6. Commission Priorities for FY 2016

**Wilson** stated due to the lateness of the hour, this item will be discussed at the next Commission meeting. However, if anyone wants to help volunteer for strategic planning or has ideas about important priorities or ways the RPC can generate more revenue.

## 7. Legislative Policy Committee Update

- Plans for Legislative Forum – **Kravitz** stated plans for the Forum are under way. The date is November 18<sup>th</sup> at Unitil, in Hampton. **Sinnott** stated the topic this year is about the Coastal Hazardous and Risks Commission Draft Report and Tides to Storms project, both of which have concluded. Both Senators of the above projects will attend with a panel discussion.
- Update on SB 146-Relative to Accessory Dwelling Units – **Sinnott** distributed a memo from

Francis Chase, who is on the House Committee for SB 156 and gave a quick review. **Kravitz** stated that if members have comments, they should contact either Sinnott or herself.

- Updating RPC Legislative Policies – **Kravitz** stated the committee will be updating the RPC list of legislative policies. If anyone is interested in joining the committee; the next meeting is September 28<sup>th</sup> at 4 pm. Discussion ensued.

## 8. Commissioner Roundtable

**Hastings** spoke about a change of use with transportation issues in the Town of Hampstead. Discussion ensued. **Walker** spoke about agriculture use as defined in statute. **Coppelman** stated Rep. Boutin is working on a bill that will define Agri-tourism.

**Wilson** stated the agricultural topic will be presented at another Commission meeting, due to the time constraints.

## 9. Other Business

- Communications – **Sinnott** welcomed Lucy Cushman as a new Alternate Commissioner from Stratham.
- GACIT Ten Year Plan Hearings – **Wilson** stated that Commissioners may want to attend a hearing to promote a project that is important to them.
- Project Updates –
- Other – **Sinnott** stated the next MPO meeting will be Wednesday, October 14<sup>th</sup> in Hampton Falls.

## 10. Public Comment

None.

## 11. Adjourn

Meeting Adjourned at 9:02 p.m.

Respectfully Submitted,

Roxanne Rines

**MEMORANDUM**

TO: RPC Commissioners

FROM: RPC Executive Committee  
Cliff Sinnott, Executive Director

DATE: February 4, 2016

SUBJECT: **FY 2015 Financial Statements and Audit**

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Our Financial Statement and Single Audit for FY 2015 were reviewed and recommended for acceptance by the Executive Committee at their December 9<sup>th</sup> meeting. At that meeting representatives of Melanson Heath made a detailed presentation of the Audit results. The final step in the audit process is for the full Commission to review and accept the Audit, after which the Audit will be submitted to the Federal Clearinghouse.

What we call, collectively, the “Audit” is in three parts, which have been combined in the attached document:

- Auditor’s Governance Letter
- Annual Financial Statements for Fiscal Year 2015
- Single Audit Report for FY 2015 regarding Government Auditing Standards

The Audit included an unqualified (“clean”) opinion, found no material weakness in our significant deficiencies in our internal control and continued our qualification under federal guidelines as a low-risk auditee. Results also showed a significant positive change in fund balance year-over year.

As you review the audit documents you should note that this is the first year that the so called GASB 68<sup>1</sup> reporting requirement comes into effect for us. That means that our financial statements must now account for the unfunded liabilities of the NH Retirement System (we participate under Group 1 - Employees and Teachers). This very large negative liability is now included in the computation of net position in our financial statements. As a consequence, although we were strongly in the black in FY15 (+\$67,022) our net position has changed from +\$49,350 in the FY14 audit to -\$297,920 in FY15. The Financial Statement document itself contains an explanation of this liability and some of the underlying assumptions (“Financial Highlights on page 6, and #12 in the Notes to Financial Statements, beginning on page 21).

**Requested Action:** That the RPC Commission approve the acceptance of the FY 2015 Audit

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<sup>1</sup> Government Accounting Standards Board (GASB) - Accounting and Financial Reporting For Pensions

**Additional Offices:**

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

To the Board of Commissioners  
Rockingham Planning Commission

We have audited the financial statements of the Rockingham Planning Commission as of and for the year ended June 30, 2015 and have issued our report thereon dated December 9, 2015. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Commission solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team and others in our Firm have complied with all relevant ethical requirements regarding independence. Safeguards that have been applied to eliminate threats to independence or reduce them to an acceptable level include annual certification by all Firm staff of independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Commission is included in the notes to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2015. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Estimated lives and depreciation methods for depreciable assets.
- Collectability of receivables.
- Net pension liability.

Management's estimates of the above are based on various criteria. We evaluated the key factors and assumptions used to develop these estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We noted no particularly sensitive disclosures affecting the Commission's financial statements.

#### **Identified or Suspected Fraud**

We have not identified or obtained information that indicates that fraud may have occurred.

#### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

#### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Commission's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

## **Representations Requested from Management**

We have requested certain written representations from management, which are included in the letter dated December 9, 2015.

## **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with the Commission, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Commission's auditors.

## **Other Information in Documents Containing Audited Financial Statements**

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Commission's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information (if applicable) and considered whether such information, or the manner of its presentation, was materially inconsistent with the presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the governing body and management of the Commission and is not intended to be and should not be used by anyone other than these specified parties.

*Melanson Heath*

December 9, 2015



**ROCKINGHAM PLANNING COMMISSION**

**Annual Financial Statements**

**For the Year Ended June 30, 2015**

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Additional Offices:

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners  
Rockingham Planning Commission

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of Rockingham Planning Commission, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which comprise the Commission's basic financial statements as listed in the Table of Contents.

### **Management's Responsibility for the Financial Statements**

The Commission's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of Rockingham Planning Commission, as of June 30, 2015, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Schedule of Proportionate Share of the Net Pension Liability, and the Schedule of Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2015 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

*Melanson Heath*

December 9, 2015

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Rockingham Planning Commission (the "Commission"), we offer readers this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2015.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Commission's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. The accounts of the Commission are reported as governmental funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented

for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also contains certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## **B. FINANCIAL HIGHLIGHTS**

- As of the close of the current fiscal year, the total of liabilities and deferred inflows exceeded assets and deferred outflows by \$(297,920) (i.e., net position), a change of \$78,417 in comparison to the prior year. In fiscal year 2015, the Commission implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and beginning net position was restated by \$(425,687) in order to account for the beginning net pension liability.
- As of the close of the current fiscal year, governmental funds reported an ending fund balance of \$135,307, a change of \$67,022 in comparison to the prior year.

## **C. GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

**NET POSITION**

	Governmental Activities		
	<u>2015</u>	<u>Restated 2014</u>	<u>Original 2014</u>
Current assets	\$ 263,362	\$ 201,425	\$ 201,425
Noncurrent assets	20,274	9,285	9,285
Deferred outflows	<u>34,638</u>	<u>-</u>	<u>-</u>
Total assets and deferred outflows	318,274	210,710	210,710
Current liabilities	21,036	29,407	29,407
Noncurrent liabilities	436,009	453,907	28,220
Deferred inflows	<u>159,149</u>	<u>103,733</u>	<u>103,733</u>
Total liabilities and deferred inflows	616,194	587,047	161,360
Net position:			
Net investment in capital assets	20,274	9,285	9,285
Unrestricted	<u>(318,194)</u>	<u>(385,622)</u>	<u>40,065</u>
Total net position	\$ <u>(297,920)</u>	\$ <u>(376,337)</u>	\$ <u>49,350</u>

**CHANGE IN NET POSITION**

	Governmental Activities		
	<u>2015</u>	<u>Restated 2014</u>	<u>Original 2014</u>
Revenues:			
Program revenues:			
Operating grants and contributions	\$ 1,051,625	\$ 1,022,719	\$ 1,022,719
General revenues:			
Local dues	136,209	129,877	129,877
Miscellaneous	<u>3</u>	<u>7</u>	<u>7</u>
Total revenues	1,187,837	1,152,603	1,152,603
Expenses:			
Bank service charges	763	-	-
Depreciation	3,098	2,777	2,777
Dues and subscriptions	7,675	6,059	6,059
Employee benefits	147,321	154,887	154,887
Insurance	4,637	2,243	2,243
Miscellaneous	4,741	6,046	6,046
Office supplies	12,631	10,068	10,068
Payroll taxes	47,395	50,727	50,727
Postage	3,122	2,065	2,065
Printing and reproduction	3,793	2,897	2,897
Program equipment, rental, maintenance, and support	18,054	13,761	13,761

(continued)

(continued)

**CHANGE IN NET POSITION**

	Governmental Activities		
	<u>2015</u>	<u>Restated 2014</u>	<u>Original 2014</u>
Rent	48,036	48,036	48,036
Salaries and wages	625,582	663,699	663,699
Technical and professional services	157,956	143,132	143,132
Telephone	5,311	4,852	4,852
Training	685	3,256	3,256
Travel	10,003	10,322	10,322
Utilities	8,617	7,252	7,252
Total expenses	<u>1,109,420</u>	<u>1,132,079</u>	<u>1,132,079</u>
Change in net position	78,417	20,524	20,524
Net position - beginning of year	<u>(376,337) *</u>	<u>(396,861)</u>	<u>28,826</u>
Net position - end of year	<u>\$ (297,920)</u>	<u>\$ (376,337)</u>	<u>\$ 49,350</u>

\*Restated – see footnote 15

As noted earlier, net position may serve over time as a useful indicator of financial position. At the close of the most recent fiscal year, total net position was \$(297,920), a change of \$78,417 from the prior year.

The largest portion of net position, \$20,274, reflects our investment in capital assets (e.g., furniture and equipment, vehicles, and leasehold improvements), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$78,417. Key elements of this change are as follows:

Operating results - General fund	\$ 67,022
Purchase of capital assets	14,087
Depreciation expense	(3,098)
Change in deferred outflows of resources	(576)
Change in compensated absence liability	(370)
Change in net pension liability	53,482
Change in deferred inflows of resources	<u>(52,130)</u>
Total	<u>\$ 78,417</u>

#### **D. CAPITAL ASSETS**

Total investment in capital assets amounted to \$20,274 (net of accumulated depreciation), a change of \$10,989 from the prior year. This investment in capital assets includes furniture and equipment, vehicles, and leasehold improvements.

Additional information on capital assets can be found in the Notes to Financial Statements.

#### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of Rockingham Planning Commission's finances for all those with an interest in the Commission's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Rockingham Planning Commission  
156 Water Street  
Exeter, NH 03833

ROCKINGHAM PLANNING COMMISSION

GOVERNMENTAL ACTIVITIES

STATEMENT OF NET POSITION

JUNE 30, 2015

**ASSETS AND DEFERRED OUTFLOWS OF RESOURCES**

Current:

Cash and short-term investments	\$ 79,710
Accounts receivable	181,272
Prepaid expenses	<u>2,380</u>
Total current assets	263,362

Noncurrent:

Capital assets, net of accumulated depreciation	<u>20,274</u>
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TOTAL ASSETS 283,636

Deferred Outflows of Resources 34,638

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES 318,274

**LIABILITIES AND DEFERRED INFLOWS OF RESOURCES**

Liabilities

Current:

Accounts payable	9,170
Accrued payroll and related liabilities	<u>11,866</u>
Total current liabilities	21,036

Noncurrent:

Compensated absences	28,591
Net pension liability	<u>407,418</u>
Total noncurrent liabilities	<u>436,009</u>

TOTAL LIABILITIES 457,045

Deferred Inflows of Resources 159,149

TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES 616,194

**NET POSITION**

Net investment in capital assets	20,274
Unrestricted	<u>(318,194)</u>

TOTAL NET POSITION \$ (297,920)

The accompanying notes are an integral part of these financial statements.

ROCKINGHAM PLANNING COMMISSION  
GOVERNMENTAL ACTIVITIES  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2015

	<u>Expenses</u>	<u>Program Revenues</u> Operating Grants and <u>Contributions</u>	Net (Expenses) Revenues and Changes in <u>Net Position</u> Governmental <u>Activities</u>
<b>Governmental Activities:</b>			
Planning services	\$ <u>1,109,420</u>	\$ <u>1,051,625</u>	\$ <u>(57,795)</u>
Total Governmental Activities	\$ <u><u>1,109,420</u></u>	\$ <u><u>1,051,625</u></u>	(57,795)
 <b>General Revenues:</b>			
Local dues			136,209
Miscellaneous			<u>3</u>
Total general revenues			<u>136,212</u>
Change in Net Position			78,417
 <b>Net Position:</b>			
Beginning of year, as restated			<u>(376,337)</u>
End of year			\$ <u><u>(297,920)</u></u>

The accompanying notes are an integral part of these financial statements.

ROCKINGHAM PLANNING COMMISSION

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2015

	General Fund
<b>ASSETS</b>	
Cash and short-term investments	\$ 79,710
Accounts receivable	181,272
Prepaid expenses	<u>2,380</u>
TOTAL ASSETS	<u>\$ 263,362</u>
 <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	
Liabilities:	
Accounts payable	\$ 9,170
Accrued payroll and related liabilities	<u>11,866</u>
TOTAL LIABILITIES	21,036
Deferred Inflows of Resources	107,019
Fund Balances:	
Nonspendable	2,380
Restricted	<u>132,927</u>
TOTAL FUND BALANCE	<u>135,307</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 263,362</u>

The accompanying notes are an integral part of these financial statements.

ROCKINGHAM PLANNING COMMISSION  
 RECONCILIATION OF TOTAL GOVERNMENTAL FUND  
 BALANCES TO NET POSITION OF GOVERNMENTAL  
 ACTIVITIES IN THE STATEMENT OF NET POSITION

JUNE 30, 2015

<b>Total governmental fund balances</b>	\$	135,307
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		20,274
• Deferred outflows of resources from net pension liability		34,638
• Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:		
Compensated absences		(28,591)
Net pension liability		(407,418)
• Deferred inflows of resources from net pension liability		<u>(52,130)</u>
<b>Net position of governmental activities</b>	<b>\$</b>	<b><u>(297,920)</u></b>

The accompanying notes are an integral part of these financial statements.

ROCKINGHAM PLANNING COMMISSION

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2015

	General <u>Fund</u>
<b>Revenues:</b>	
Government contracts	\$ 1,051,625
Local dues	136,209
Other	<u>3</u>
Total Revenues	1,187,837
<b>Expenditures:</b>	
Current:	
Bank service charges	763
Dues and subscriptions	7,675
Employee benefits	148,097
Insurance	4,637
Miscellaneous	4,741
Office supplies	12,631
Payroll taxes	47,395
Postage	3,122
Printing and reproduction	3,793
Program equipment, rental, maintenance, and support	32,141
Rent	48,036
Salaries and wages	625,212
Technical and professional services	157,956
Telephone	5,311
Training	685
Travel	10,003
Utilities	<u>8,617</u>
Total Expenditures	<u>1,120,815</u>
Excess (deficiency) of revenues over expenditures	67,022
<b>Fund Equity, Beginning of Year</b>	<u>68,285</u>
<b>Fund Equity, End of Year</b>	<u><u>\$ 135,307</u></u>

The accompanying notes are an integral part of these financial statements.

ROCKINGHAM PLANNING COMMISSION

RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2015

<b>Net change in fund balances - Total governmental funds</b>	\$ 67,022														
<ul style="list-style-type: none"> <li>Governmental funds report capital purchases as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense: <table> <tr> <td style="padding-left: 40px;">Capital asset purchases</td> <td style="text-align: right;">14,087</td> </tr> <tr> <td style="padding-left: 40px;">Depreciation</td> <td style="text-align: right;">(3,098)</td> </tr> </table> </li> <li>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds: <table> <tr> <td style="padding-left: 40px;">Compensated absences</td> <td style="text-align: right;">(370)</td> </tr> <tr> <td style="padding-left: 40px;">GASB 68 net pension liability changes: <table> <tr> <td style="padding-left: 40px;">Net pension liability</td> <td style="text-align: right;">53,482</td> </tr> <tr> <td style="padding-left: 40px;">Deferred outflows of resources</td> <td style="text-align: right;">(576)</td> </tr> <tr> <td style="padding-left: 40px;">Deferred inflows of resources</td> <td style="text-align: right;"><u>(52,130)</u></td> </tr> </table> </td> <td></td> </tr> </table> </li> </ul>		Capital asset purchases	14,087	Depreciation	(3,098)	Compensated absences	(370)	GASB 68 net pension liability changes: <table> <tr> <td style="padding-left: 40px;">Net pension liability</td> <td style="text-align: right;">53,482</td> </tr> <tr> <td style="padding-left: 40px;">Deferred outflows of resources</td> <td style="text-align: right;">(576)</td> </tr> <tr> <td style="padding-left: 40px;">Deferred inflows of resources</td> <td style="text-align: right;"><u>(52,130)</u></td> </tr> </table>	Net pension liability	53,482	Deferred outflows of resources	(576)	Deferred inflows of resources	<u>(52,130)</u>	
Capital asset purchases	14,087														
Depreciation	(3,098)														
Compensated absences	(370)														
GASB 68 net pension liability changes: <table> <tr> <td style="padding-left: 40px;">Net pension liability</td> <td style="text-align: right;">53,482</td> </tr> <tr> <td style="padding-left: 40px;">Deferred outflows of resources</td> <td style="text-align: right;">(576)</td> </tr> <tr> <td style="padding-left: 40px;">Deferred inflows of resources</td> <td style="text-align: right;"><u>(52,130)</u></td> </tr> </table>	Net pension liability	53,482	Deferred outflows of resources	(576)	Deferred inflows of resources	<u>(52,130)</u>									
Net pension liability	53,482														
Deferred outflows of resources	(576)														
Deferred inflows of resources	<u>(52,130)</u>														
<b>Change in net position of governmental activities</b>	\$ <u><u>78,417</u></u>														

The accompanying notes are an integral part of these financial statements.

## ROCKINGHAM PLANNING COMMISSION

### Notes to Financial Statements

#### 1. Summary of Significant Accounting Policies

The accounting policies of the Rockingham Planning Commission (the "Commission") conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

##### A. Reporting Entity

The Rockingham Planning Commission is a special-purpose public agency, established pursuant to New Hampshire RSA 36:45-53, governed by a member elected Board of Commissioners. Its purpose is (1) to provide regional planning services in order to prepare and maintain a coordinated plan for development of the region (taking into account present and future needs) with a view toward encouraging the most appropriate use of land, and (2) to provide technical planning assistance to local governments.

On May 30, 2000, the State of New Hampshire enacted Chapter Law 200:1 (codified in RSA 36) entitled "Regional Planning Commissions" with an effective date of July 29, 2000. The law specifically re-enacts the status of Regional Planning Commissions as "political subdivisions" of the State of New Hampshire. The law also: amends the purpose therein (RSA 36:45); amends the formation and representative of its members (RSA 36:46); and specifically defined its finances (RSA 36:49).

In fiscal year 2015, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

##### B. Government-wide and Fund Financial Statements

###### Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

### Fund Financial Statements

Separate financial statements are provided for governmental funds.

### C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

#### Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Amounts reported as *program revenues* include operating grants and contributions. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

#### Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments are recorded only when payment is due.

### D. Cash and Short-Term Investments

Deposits with financial institutions consist of deposits in checking and savings accounts.

### E. Capital Assets

Capital assets include furniture and equipment, vehicles, and leasehold improvements. Capital assets are defined by the Commission as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of two years. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the estimated useful lives of the respective assets over a period of three to seven years.

F. Compensated Absences

It is the Commission's policy to permit employees to accumulate earned but unused vacation benefits. All vested vacation pay is accrued when incurred in the government-wide financial statements.

G. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between the current assets and current liabilities/deferred inflows. The Commission reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and, therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Commission's fund balance classification policies and procedures are as follows:

- 1) Nonspendable funds are either unspendable in current form (i.e., prepaid items) or can never be spent.
- 2) Restricted funds are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.
- 3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the Commission (i.e., the Board of Commissioners).
- 4) Assigned funds are used for specific purposes established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent fiscal year.
- 5) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Commission uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on

their use either through the enabling legislation adopted by the Commission or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

**H. Use of Estimates**

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

**2. Cash and Short-Term Investments**

The carrying amount of the Commission’s deposits with financial institutions at June 30, 2015 was \$79,710. The difference between the carrying amount and the bank balances represent reconciling items, such as deposits in transit and outstanding checks, which have not been processed by the bank at June 30, 2015. At June 30, 2015 the bank balance was fully insured by the FDIC.

**3. Accounts Receivable**

Receivables are primarily comprised of amounts due from federal, state, and local governments for contractual services.

**4. Capital Assets**

Capital asset activity for the year ended June 30, 2015 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, being depreciated:				
Furniture and equipment	\$ 156,887	\$ 14,087	\$ (35,773)	\$ 135,201
Vehicles	12,284	-	-	12,284
Leasehold improvements	3,382	-	-	3,382
Total capital assets, being depreciated	172,553	14,087	(35,773)	150,867
Less accumulated depreciation	<u>(163,268)</u>	<u>(3,098)</u>	<u>35,773</u>	<u>(130,593)</u>
Total capital assets, being depreciated, net	<u>\$ 9,285</u>	<u>\$ 10,989</u>	<u>\$ -</u>	<u>\$ 20,274</u>

## 5. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of assets that are applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets.

The following is a summary of the deferred outflows of resources balance as of June 30, 2015:

	<u>Governmental Activities</u>
Changes in proportion and differences between contributions and proportionate share of pension contributions	\$ 5,125
Pension contributions subsequent to the measurement date	<u>29,513</u>
Total	<u><u>\$ 34,638</u></u>

## 6. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of assets that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities.

The following is a summary of the deferred inflows of resources balance as of June 30, 2015:

	<u>Governmental Activities</u>
Dues from members collected in advance	\$ 107,019
Net difference between projected and actual pension investment earnings	<u>52,130</u>
Total	<u><u>\$ 159,149</u></u>

## 7. Line of Credit

In July 2014, the Commission entered into a \$30,000 line of credit, secured by all assets. This line is payable upon demand and requires monthly interest payments on the outstanding balance at 2% over the bank's Prime Rate of interest. This line is renewable annually, and there is a requirement that for 30 days during the year, the line balance must be \$0. As of June 30, 2015, the Commission had no outstanding balance on the line of credit.

**8. Operating Leases**

The Commission rents office space under a five-year lease agreement that ends on August 31, 2018. Annual lease payments totaled \$48,036 for the year ended June 30, 2015. Future lease obligations are as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2016	\$ 48,822
2017	49,779
2018	50,759
2019	<u>8,487</u>
Total	\$ <u>157,847</u>

**9. Restricted Net Position**

The accompanying entity-wide financial statements report restricted net position when external constraints from grantors or contributors are placed on net position.

**10. Commitments and Contingencies**

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Commission expects such amounts, if any, to be immaterial.

**11. 457b Retirement Plan**

Beginning in January 2008, all employees hired prior to July 1, 2003, have the option of participating in a 457b plan. The 457b plan is a non-qualified retirement plan in which contributions are invested in mutual funds subject to market fluctuations. Under this plan, an employee may make salary reduction contributions, not to exceed a statutorily limited percentage. The Commission matches the employee's contribution subject to a maximum of 10.77% of the employee's gross compensation. The Commission's matching contribution charged to expense during the year ended June 30, 2015 was \$37,502.

**12. New Hampshire Retirement System**

The Commission follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB State-*

ment No. 27, with respect to the State of New Hampshire Retirement System (NHRS).

A. Plan Description

Full-time employees participate in the State of New Hampshire Retirement System, a cost sharing, multiple-employer defined benefit contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters, and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to *Group I*. Police officers and firefighters belong to *Group II*. All assets are held in a single trust and are available to each group. Additional information is disclosed in the NHRS annual report publicly available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

B. Benefits Provided

Group I members at age 60 or 65 (for members who commence service after July 1, 2011) qualify for a normal service retirement allowance based on years of creditable service and average final salary for the highest of either three or five years, depending on when their service commenced. The yearly pension amount is 1/60 or 1.667% of average final compensation (AFC), multiplied by years of creditable service. At age 65, the yearly pension amount is recalculated at 1/66 or 1.515% of AFC multiplied by years of creditable service.

Group II members who are age 60, or members who are at least age 45 with at least 20 years of creditable service, can receive a retirement allowance at a rate of 2.5% of AFC for each year of creditable service, not to exceed 40 years. Members commencing service on or after July 1, 2011 or members who have a nonvested status as of January 1, 2012 can receive a retirement allowance at age 52.5 with 25 years of service or age 60. The benefit shall be equal to 2% of AFC times creditable service up to 42.5 years. However, a member who commenced service on or after July 1, 2011 shall not receive a retirement allowance until attaining the age of 52.5, but may receive a reduced allowance after age 50 if the

member has at least 25 years of creditable service where the allowance shall be reduced, for each month by which the benefit commencement date precedes the month after which the member attains 52.5 years of age by  $\frac{1}{4}$  of 1% or age 60.

Members of both groups may qualify for vested deferred allowances, disability allowances and death benefit allowances subject to meeting various eligibility requirements. Benefits are based on AFC or earned compensation and/or service.

*C. Contributions*

Plan members are required to contribute a percentage of their gross earnings to the pension plan, which the contribution rates are 7% for employees and teachers 11.55% for police and 11.80% for fire. The Commission makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and is 10.77% of covered compensation. The Commission's contributions to NHRS for the year ended June 30, 2015 were \$29,513, which were equal to its annual required contribution.

*D. Summary of Significant Accounting Policies*

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the NHRS and additions to/deductions from NHRS' fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

*E. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2015, the Commission reported a liability of \$407,418 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2013. The Commission's proportion of the net pension liability was based on a projection of the Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2013, the Commission's proportion was .01070917 percent.

At the most recent measurement date of June 30, 2014, the Commission's proportion was .01085411 percent, which was a decrease of .00014494 percent from its previous year proportion.

For the year ended June 30, 2015, the Commission recognized pension expense of \$28,736. In addition, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Net difference between projected and actual earnings	\$ -	\$ 52,130
Changes in proportion and differences between contributions and proportionate share of contributions	5,125	-
Contributions subsequent to the measurement date (fiscal year 2015)	<u>29,513</u>	<u>-</u>
Total	<u>\$ 34,638</u>	<u>\$ 52,130</u>

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2016	\$ (17,592)
2017	11,921
2018	11,921
2019	11,921
2020	<u>(679)</u>
Total	<u>\$ 17,492</u>

**Actuarial assumptions:** The total pension liability in the June 30, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent per year
Salary increases	3.75 - 5.8 percent average, including inflation
Investment rate of return	7.75 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2000 mortality table, projected to 2020 with Scale AA. The table includes a margin of 15% for men and 17% for woman for mortality improvements.

The actuarial assumptions used in the June 30, 2013 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2005 – June 30, 2010.

The long-term expected rate of return on pension plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major class are summarized in the following table:

Asset Class	Target Allocation Percentage	Weighted Average Average Long-Term Expected Real Rate of Return
Large Cap Equities	22.50 %	3.25%
Small/Mid Cap Equities	7.50	3.25%
Total domestic equities	30.00	
Int'l Equities (unhedged)	13.00	4.25%
Emerging Int'l Equities	7.00	6.50%
Total international equities	20.00	
Core Bonds	18.00	-0.47%
High-Yield Bonds	1.50	1.50%
Global Bonds (unhedged)	5.00	-1.75%
Emerging Market Debt (external)	0.50	2.00%
Total fixed income	25.00	
Private equity	5.00	5.75%
Private debt	5.00	5.00%
Real estate	10.00	3.25%
Opportunistic	5.00	2.50%
Total alternative investments	25.00	
Total	100.00 %	

**Discount Rate:** The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member

contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the pension plan's actuarial funding policy and as required by RSA 100-A:16. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the proportionate share of the net pension liability to changes in the discount rate:* The following presents the Commission's proportionate share of the net pension liability calculated using the discount rate of 7.75 percent, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.75%) or one percentage-point higher (8.75%) than the current rate:

<u>Fiscal Year Ended</u>	1% Decrease <u>(6.75%)</u>	Current Discount Rate <u>(7.75%)</u>	1% Increase <u>(8.75%)</u>
June 30, 2014	\$ 536,636	\$ 407,418	\$ 298,404

*Pension plan fiduciary net position:* Detailed information about the pension plan's fiduciary net position is available in the separately issued NHRS financial report.

### **13. Risk Management**

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the Commission carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

### **14. Post-Employment Healthcare Insurance Benefits**

The Commission was required to implement GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. Statement 45 requires government entities to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when

they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time. However, since the Commission does not provide post-employment benefits to retirees, GASB Statement 45 is not applicable.

**15. Beginning Net Position Restatement**

The beginning (July 1, 2014) net position of the Commission has been restated as follows:

	Governmental <u>Activities</u>
As previously reported	\$ 49,350
GASB 68 implementation	<u>(425,687)</u>
As restated	<u><u>\$ (376,337)</u></u>

**ROCKINGHAM PLANNING COMMISSION**  
**SCHEDULE OF PROPORTIONATE SHARE**  
**OF THE NET PENSION LIABILITY**  
**(Unaudited)**

<u>New Hampshire Retirement System:</u>	<u>2015</u>
Proportion of the net pension liability for the most recent measurement date	0.1085411%
Proportionate share of the net pension liability for the most recent measurement date	\$ 407,418
Covered-employee payroll for the most recent measurement date	\$ 337,292
Proportionate share of the net pension liability as a percentage of its covered-employee payroll	120.79%
Plan fiduciary net position as a percentage of the total pension liability	66.32%

*Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.*

See Independent Auditors' Report.

**ROCKINGHAM PLANNING COMMISSION**  
**SCHEDULE OF CONTRIBUTIONS**  
(Unaudited)

<u>New Hampshire Retirement System:</u>	<u>2015</u>
Contractually required contribution for the current fiscal year	\$ 29,513
Contributions in relation to the contractually required contribution	<u>(29,513)</u>
Contribution deficiency (excess)	<u>\$ -</u>
Covered-employee payroll for the current fiscal year	\$ 282,694
Contributions as a percentage of covered-employee payroll	10.4%

*Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.*

See Independent Auditors' Report.



**ROCKINGHAM PLANNING COMMISSION**

**Independent Auditors' Reports Pursuant  
to Governmental Auditing Standards  
and The Single Audit Act Amendments of 1996**

**For the Year Ended June 30, 2015**

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Additional Offices:

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

Independent Auditors' Report

To the Board of Commissioners  
Rockingham Planning Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Rockingham Planning Commission, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated December 9, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Melanson Heath*

December 9, 2015

Additional Offices:

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND  
REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY OMB CIRCULAR A-133

Independent Auditors' Report

To the Board of Commissioners  
Rockingham Planning Commission

**Report on Compliance for Each Major Federal Program**

We have audited the Rockingham Planning Commission's compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of the Commission's major federal programs for the year ended June 30, 2015. The Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of the Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with

auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Commission's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, the Rockingham Planning Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015.

### **Report on Internal Control Over Compliance**

Management of the Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a

deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Purpose of this Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133**

We have audited the financial statements of the governmental activities and each major fund of the Commission as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements. We issued our report thereon dated December 9, 2015, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Melanson Heath*

December 9, 2015

**ROCKINGHAM PLANNING COMMISSION**

Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2015

<u>Federal Agency</u>				
<u>Cluster</u>				
<u>Federal Office</u>	Pass Through	Federal	Amount	Federal
Program Title	Identifying	CFDA	Provided to	Expenditures
	Number	Number	Subrecipients	
<u>U.S. Department of Commerce</u>				
<u>National Oceanic and Atmospheric Administration</u>				
Passed Through State Department of Environmental Services:				
Coastal Zone Management Administration Awards	N/A	11.419	\$ -	\$ 12,500
Coastal Zone Management Administration Awards	N/A	11.419	12,300	31,250
Total Coastal Zone Management Administration Awards			12,300	43,750
<u>National Telecommunications and Information Administration</u>				
Passed Through Southwest Region Planning Commission:				
State Broadband Data and Development Grant Program, Recovery	N/A	11.558	-	25,926
Total U.S. Department of Commerce			12,300	69,676
<u>U.S. Department of Housing and Urban Development</u>				
<u>Office of Sustainable Housing and Communities</u>				
Passed Through Nashua Regional Planning Commission:				
Sustainable Communities Regional Planning Grant Program	N/A	14.703	-	37,835
Total U.S. Department of Housing and Urban Development			-	37,835
<u>U.S. Department of Transportation</u>				
<u>Federal Highway Administration</u>				
Passed Through State Department of Transportation:				
Highway Planning and Construction	SPR-PL-1(41)	20.205	-	610,143
Highway Planning and Construction	20863	20.205	-	34,958
Total Highway Planning and Construction			-	645,101
Total U.S. Department of Transportation			-	645,101
<u>U.S. Environmental Protection Agency</u>				
<u>Office of Water</u>				
Passed Through State Department of Environmental Services:				
Water Quality Management Planning, Recovery	N/A	66.454	3,700	11,200
Total U.S. Environmental Protection Agency			3,700	11,200
<u>U.S. Department of Homeland Security</u>				
Passed Through State Department of Energy and Management:				
Pre-Disaster Mitigation	N/A	97.047	-	16,660
Pre-Disaster Mitigation	N/A	97.047	-	2,115
Pre-Disaster Mitigation	N/A	97.047	-	3,309
Total Pre-Disaster Mitigation			-	22,084
Total U.S. Department of Homeland Security			-	22,084
Total Federal Expenditures			\$ 16,000	\$ 785,896

The accompanying notes are an integral part of this schedule.

## **ROCKINGHAM PLANNING COMMISSION**

### Notes to the Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2015

#### **Note 1. Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of the Commission under programs of the federal government for the year ended June 30, 2015. The information in this Schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of the Commission, it is not intended to and does not present the financial position or changes in net assets of the Commission.

#### **Note 2. Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented when available.

#### **Note 3. Subrecipients**

Of the federal expenditures presented in the Schedule, the Commission provided \$12,300 of federal awards to subrecipients under CFDA 11.419 Coastal Zone Management Administration Awards and \$3,700 under CFDA 66.454, Water Quality Management Planning, Recovery.

**ROCKINGHAM PLANNING COMMISSION**

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2015

**SECTION I - SUMMARY OF AUDITORS' RESULTS**

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified?  yes  no
- Significant deficiencies identified?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

Federal Awards

Internal control over major programs:

- Material weaknesses identified?  yes  no
- Significant deficiencies identified?  yes  none reported

Type of auditors' report issued on compliance for major programs:

Highway Planning and Construction Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?  yes  no

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
20.205	Highway Planning and Construction

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee?  yes  no

**SECTION II - FINANCIAL STATEMENT FINDINGS**

None.

**SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

None.

**SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS**

None.

Rockingham Planning Commission  
February 10, 2016

## NH Land Use Law Update

Ben Frost  
Director, Public & Legal Affairs



## First Amendment

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; ***or abridging the freedom of speech***, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

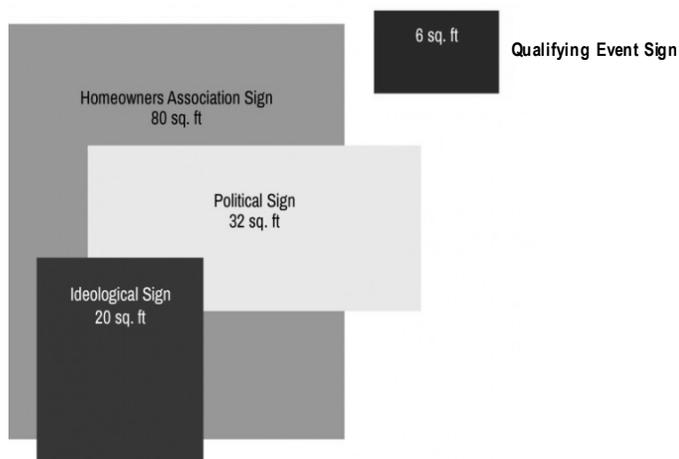
Applied to states through the 14<sup>th</sup> Amendment



## And “Ideological” Signs

- They can be larger (i.e. 20 sq. ft.) than “qualifying event” signs but not as big as political signs
- They can be displayed for an unlimited period of time.
- However, they can’t be displayed in the right-of-way.

## Maximum Sizes for Noncommercial Temporary Signs in Gilbert



## Majority Opinion

"A law that is content based on its face is subject to strict scrutiny regardless of the government's benign motive, content-neutral justification, or lack of 'animus toward the ideas contained' in the regulated speech."

Note: "Strict scrutiny" – content-based restriction is necessary to serve a compelling governmental interest and is narrowly drawn to achieve that end.

## Majority Opinion

"The Town's Sign Code is content based on its face. It defines 'Temporary Directional Signs' on the basis of whether a sign conveys the message of directing the public to church or some other 'qualifying event.'"

## Majority Opinion

“The Town’s Sign Code likewise singles out specific subject matter for differential treatment, even if it does not target viewpoints within that subject matter. Ideological messages are given more favorable treatment than messages concerning a political candidate, which are themselves given more favorable treatment than messages announcing an assembly of like-minded individuals. That is a paradigmatic example of content-based discrimination.”

## Majority Opinion

“Yet the [Gilbert]Code allows unlimited proliferation of larger ideological signs while strictly limiting the number, size, and duration of smaller directional ones. **The Town cannot claim that placing strict limits on temporary directional signs is necessary to beautify the Town while at the same time allowing unlimited numbers of other types of signs that create the same problem.**”

## Majority Opinion

"An innocuous justification cannot transform a facially content-based law into one that is content neutral" and "Innocent motives do not eliminate the danger of censorship presented by a facially content-based statute, as future government officials may one day wield such statutes to suppress disfavored speech."

**Outcome:** regulations on event-based signs are not content neutral because they are different from regulations on signs with other content;  
 ∴ unconstitutional. *But how far does this go?*  
 It's a unanimous decision, after all...

## "Signs" of Hope in the Court

OPINION OF THE COURT

*Thomas*  
 Roberts  
 Scalia

Alito  
 Kennedy  
 Sotomayor

CONCURRING OPINIONS

*Alito*      *Kagan*      *Breyer*  
 Kennedy      Ginsburg  
 Sotomayor      Breyer

*The Court's Middle Ground*



## Helpful Hints from Alito

- Content Neutral Sign Regulations:
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***Accessory  
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## Accessory Dwelling Units

### ▪ SB 146 Next Steps

- Requires signature by Governor Hassan
- Effective date: June 1, 2017

## Accessory Dwelling Units

- SB 146 Next Steps
  - Educate municipalities about the new ADU law and how to meet its requirements
    - Create training materials and other resources
    - Work with partners
      - New Hampshire Business and Industry Association
      - New Hampshire Homebuilders Association
      - New Hampshire Municipal Association
      - Office of Energy and Planning
      - Regional Planning Commissions
      - Workforce Housing Coalitions

## Questions?

**George Reagan**  
greagan@nhhfa.org

**Ben Frost**  
bfrost@nhhfa.org



**EXHIBIT A**  
**SCOPE OF WORK**

Rockingham Planning Commission:

The Rockingham Planning Commission (RPC) will use Local Source Water Protection grant funds to assist the Town of Seabrook to prepare a groundwater reclassification application and complete the application process in accordance with state administrative rule Env-Dw 901, Groundwater Reclassification. The GAA reclassification will protect the wellhead protection area(s) associated with the municipal wells that provide groundwater to Seabrook's public water system identified under US EPA ID 2111010. Specifically, the following tasks as described in the application submitted to NHDES will be accomplished:

**Task 1: Project Organization and Municipal Review Team**

- 1.1 Meet with municipal staff and develop a specific process and schedule and strategy for preparation of the groundwater reclassification application and coordination of related tasks.
- 1.2. Using NHDES' Groundwater Reclassification Checklist, obtain information from NHDES and/or Town of Seabrook necessary to complete the application. This includes the WHPA delineation map, up-to-date potential contamination source (PCS) inventory report (items 5-6f on the checklist) and management plan (items 7-13 on the checklist). Create an Excel file with columns containing property owner mailing addresses. Provide all items to NHDES for review and comment.

**Task 2: Outreach to Neighboring Municipalities**

- 2.1 Coordinate with the Town of Seabrook to conduct outreach activities in three neighboring municipalities (South Hampton, South Hampton, Kensington) to discuss Seabrook's prospective groundwater GAA reclassification. Outreach objectives and methods will be clarified by the project team along with a timeline and submitted to NHDES for review and comment.
- 2.2 Outreach will explain the reclassification program, its purpose, educational benefits, BMP inspection activities and restrictions on high-risk land uses. Existing NHDES outreach materials and reclassification guidance will be used and/or referenced in outreach materials as will information from Task 1. Outreach will focus on the importance and need for collaboration to protect groundwater, schedule and nature of educational and PCS BMP inspection activities.
- 2.3 Selectman will include a description of PCS BMP inspections, and an invitation to attend an inspection in Seabrook. Obtain a preliminary consensus of the neighboring communities' Boards of Selectman and follow up on any concerns. Provide a summary of comments and concerns expressed at outreach events in Seabrook and affected neighboring communities. The summary will include meeting dates, attendee lists, presentations/materials used and will be forwarded to NHDES.

2.4 Request neighboring affected communities establish an arrangement to coordinate inspections of PCSs with Seabrook once every three years by the Town of Seabrook or an official designed by the Selectman in the neighboring community. Submit meeting minutes indicating a motion to coordinate on regular PCS inspections or copy of a written arrangement.

**Task 3: Planning Board and/or Selectman Meetings and Meetings with Neighboring Communities**

3.1 Attend up to six (6) meetings with the Planning Board and/or Board of Selectmen in Seabrook and up to six (6) meetings with affected neighboring communities to explain the reclassification program, address concerns and/or provide updates on the application status. Meetings with affected neighboring community

**Task 4: Hold a Public Informational Meeting**

4.1 Organize and hold one“public informational meeting” at a convenient time and public location to provide information about the reclassification application in accordance with Env-Dw 901.14. Keep written minutes and submit description containing items 4a-4f found on the Groundwater Reclassification Checklist consistent with Env-DW 901.06(g). Submit a summary with minutes to NHDES as well as copies of public notice. Notify NHDES in advance of the time and date of this meeting.

**Task 5: Attend Public Hearing on Groundwater Reclassification Application**

5.1 Attend a public hearing organized by NHDES in accordance with notice requirements within RSA 485- C:9, VI and 901.11(2).

**Task 6: Final Reclassification Application**

6.1 Review NHDES Reclassification Program checklist and prepare final reclassification application completing all application requirements on the checklist. Submit a copy of complete reclassification application for NHDES review and comment.

6.2 Present to Town of Seabrook final application for Town of Seabrook selectman signature per Env-DW 901.

6.3 Provide a copy of the application and request a letter of support or neutrality from each affected neighboring municipal Board of Selectman to include in GAA reclassification application.

6.4 Forward final reclassification application to Town of Seabrook Board of Selectman and a copy to NHDES. Attend final Seabrook Board of Selectman meeting involving a vote on the application.

**Quarterly progress report forms must be completed by grant recipients or their subcontractor and submitted to NHDES every three months beginning with the first full 3 month quarter after grant approval from Governor & Council.**

**EXHIBIT B**  
**BUDGET & PAYMENT METHOD**

All services shall be performed to the satisfaction of the Department of Environmental Services before payment is made. All payments shall be made upon receipt and approval of stated outputs and upon receipt of associated invoice. **If invoice is less than initial estimate only the amount on the invoice will be paid.** Payments shall be made in accordance with the following schedule based upon completion of specific tasks:

<b>Task Number/Description</b>	<b>Source Water Protection Grant</b>
<b>Task 1: Project Organization and Municipal Review Team</b>	\$2,900
<b>Task 2: Outreach to Neighboring Municipalities</b>	2,400
<b>Task 3: Planning Board and/or Selectman Meetings</b>	\$1,600
<b>Task 4: Hold a Public Informational Meeting</b>	\$450
<b>Task 5: Attend Public Hearing on Groundwater Reclassification Application</b>	\$210
<b>Task 6: Prepare Final Reclassification Application</b>	\$1,940
<b>TOTAL</b>	<b>\$9,500</b>

**EXHIBIT C**  
**SPECIAL PROVISIONS**

Subparagraphs 1.7 of the General Provisions shall not apply to this Agreement.

Changes to the Scope of Services or reallocation of grant funds require DES approval in advance. Payments will be made based on submitted invoices.

Work must be completed by the completion date listed on the grant agreement (section 1.6). Requests for payment along with required proof of work must be submitted no later than 90 days after the completion date or the grant will be closed out and funds will no longer be available.

If a deadline extension is requested the grantee must make that request for approval at least two months before the completion date. Failure to do so may result in lower rankings of future grant applications.

Federal Funds paid under this agreement are from a Grant to the State from the U.S. Environmental Protection Agency, Drinking Water State Revolving Fund Set-Asides under CFDA #66.468. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant are hereby adopted in full force and effect to the relationship between this Department and the grantee.

## SB 146 – Accessory Dwelling Units


**Material from: NH Housing Finance Authority & Rockingham Planning Commission**

Presented by Cliff Sinnott  
 Rockingham Planning Commission  
 February 10, 2016



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## Accessory Dwelling Units

- **SB 146 Next Steps**
  - Requires signature by Governor Hassan
  - Effective date: June 1, 2017

## Accessory Dwelling Units

- Concerns
  1. State zoning mandate
    - Others: Excavations, Workforce Housing, Manuf. Housing
  2. Must allow ADUs everywhere single family dwelling are permitted. No local discretion re:
    - High density lakeshore development (WQ)
    - High density beach development (Crowding, parking)
    - Urban SF neighborhoods (Crowding, parking)
    - Provides 'end-around' from intentional density limits

## Accessory Dwelling Units

- Concerns
  3. 'Single family dwelling' not defined RSAs
    - Does it mean a detached single family house?
  4. Minimum Square Foot ADU requirement (750) may be to large for some settings
  5. SB146 - a solution in search of a problem?

### Towns with Accessory Units/In-Law Apartment Regulations

RPC Region: 23 of 26

Town	Article/Chapter/Section	Page	Town	Article/Chapter/Section	Page
Atkinson	Section 460	231	New Castle	6.6	239
Brentwood	300.002.004	15	Newfields	4.14	20
Danville	Article 4	23	Newington	none	
East Kingston	Article 8	25	Newton	Section 13	6
Epping	6.13	44	North Hampton	V – Section 513	no page #
Eeter	4.2	4.7	Plaistow	Section 8	56
Fremont	IV-a	no page #	Plymouth	none	
Greenland	3.7.11	30	Rye	Section 506	78
Hampstead	IV-14	223	Salem	490.802	no page #
Hampton	none		Sandown	Article 2 – Section 5	64
Hampton Falls	III – 7.2	19	Seabrook	Section 8.200	225
Kendington	8.4.F	23	South Hampton	Not available on line	
Kingston	206	206-1	Stratham	5.4	77

## Accessory Dwelling Units

- Positives
  1. ADUs = Affordable Units under 674:58-61
  2. An ADU that would non-conforming use can be denied
  3. ADUs are one of the least disruptive ways to expand Workforce Housing supply.
  4. Positive changes made to the original bill in House:
    1. Local option to limit to 'attached' only
    2. Counted as workforce housing units
    3. Allowed under conditional use permit (and spec. exception)
    4. Local option for "Appearance" controls

## Going Forward

- Next Steps for RPC?
  - Planning Advisory Memo – Spring /Summer 2016
  - Regional Workshop - Summer / Fall 2016
  - Model / Sample ADU Ordinance? Fall 2016
  - Request amendment to address concerns? – Fall 2016

## Sign regulations after *Reed v. Gilbert*



NH Housing Finance Authority

presented by  
Glenn Greenwood  
Rockingham Planning Commission  
February 10, 2016



## First Amendment

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; **or abridging the freedom of speech**, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

Applied to states through the 14<sup>th</sup> Amendment

## *Reed v. Town of Gilbert*, U.S. Supreme Court (June 18, 2015)

The Good News Community Church and its pastor, Clyde Reed placed temporary signs in the public right of way to direct people to its Sunday services. The Church did not have a permanent location, and used the temporary signs as an simple way to alert parishioners about the location, date and time of its events



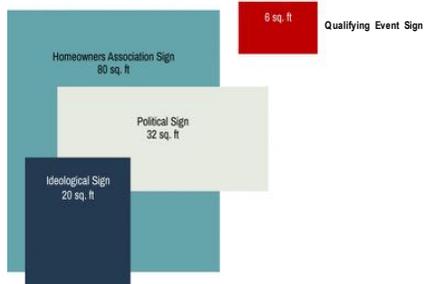
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- Maximum time up: 12 hours before, until 1 hour after the event
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- They can be larger (i.e. 20 sq. ft.) than “qualifying event” signs but not as big as political signs
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## Maximum Sizes for Noncommercial Temporary Signs in Gilbert



### Majority Opinion



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Note: "Strict scrutiny" – content-based restriction is necessary to serve a compelling governmental interest and is narrowly drawn to achieve that end.

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"The Town's Sign Code is content based on its face. It defines 'Temporary Directional Signs' on the basis of whether a sign conveys the message of directing the public to church or some other 'qualifying event.'"

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"The Town's Sign Code likewise singles out specific subject matter for differential treatment, even if it does not target viewpoints within that subject matter. Ideological messages are given more favorable treatment than messages concerning a political candidate, which are themselves given more favorable treatment than messages announcing an assembly of like-minded individuals. That is a paradigmatic example of content-based discrimination."

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"Yet the [Gilbert]Code allows unlimited proliferation of larger ideological signs while strictly limiting the number, size, and duration of smaller directional ones. **The Town cannot claim that placing strict limits on temporary directional signs is necessary to beautify the Town while at the same time allowing unlimited numbers of other types of signs that create the same problem.**"

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OPINION OF THE COURT	CONCURRING OPINIONS		
Thomas Roberts Scalia Alito Kennedy Sotomayor	Alito Kennedy Sotomayor	Kagan Ginsburg Breyer	Breyer
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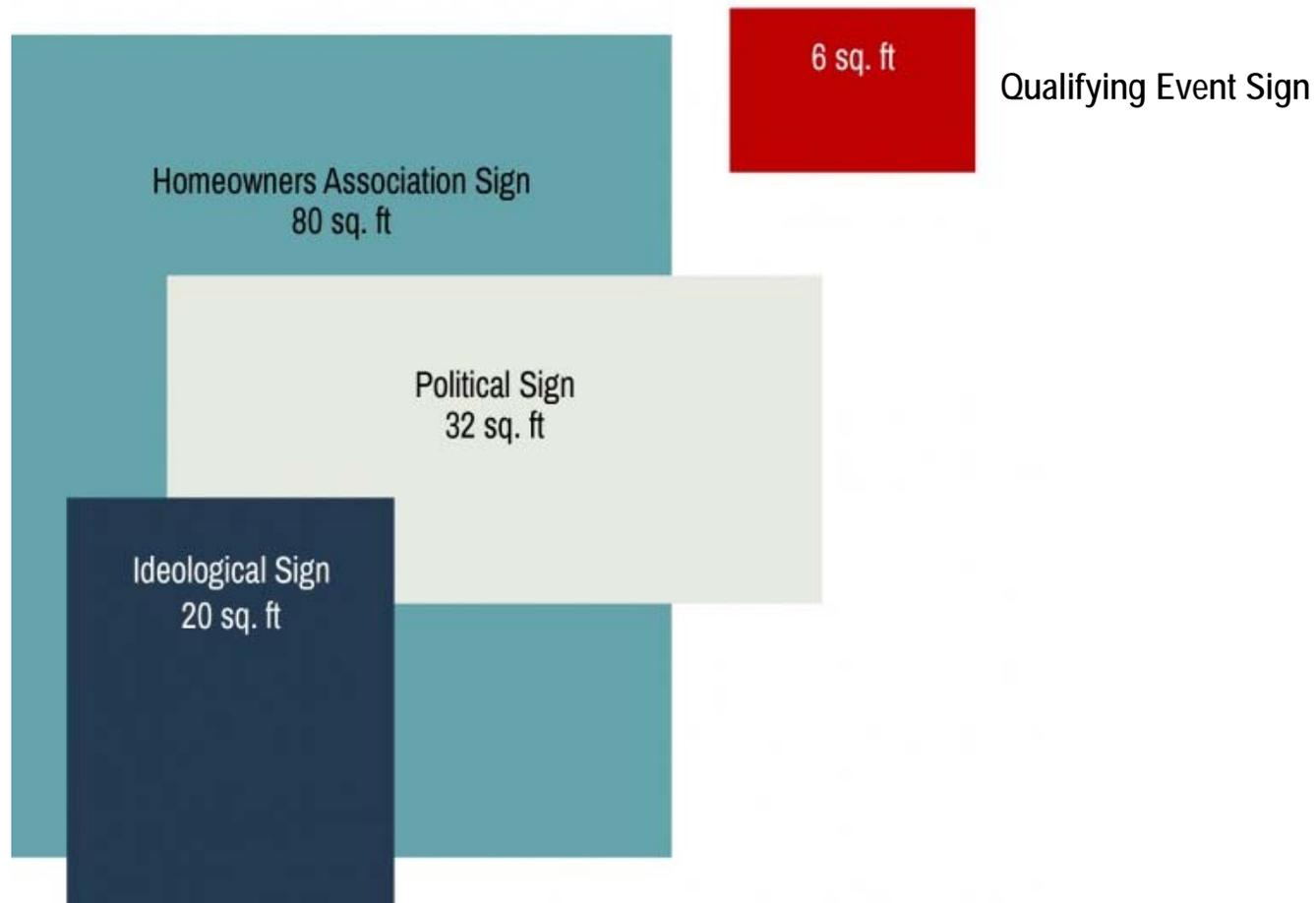
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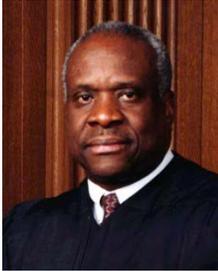
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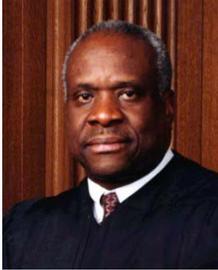
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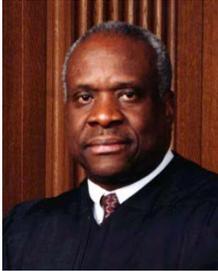
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## OPINION OF THE COURT

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- An **accessory dwelling unit** is a really simple and old idea
  - Early 20<sup>th</sup> century. A common feature in SF homes
  - A second small **dwelling** right on the same grounds (attached to or within) your regular single-family house
    - *Ex. An apartment over the garage, in the basement.*
- ADUs are also called *accessory apartments, in-law apartments, family apartments, or secondary units*

# Accessory Dwelling Units

- An **accessory dwelling unit** is a really simple and old idea



# Accessory Dwelling Units

- An **accessory dwelling unit** is a really simple and old idea



# Accessory Dwelling Units

*Accessory  
Apartment*  
Warner, NH



# Accessory Dwelling Units

- Benefits of ADU's
  - Increase a community's housing supply without further land development
  - Facilitates efficient use of existing housing stock & infrastructure
  - An affordable housing option for many low- and moderate-income residents
  - Elderly and/or disabled persons who may want to live close to family members
    - or caregivers, empty nesters, and young adults

# Accessory Dwelling Units

- ADU's are an important component of affordable housing advocacy
- Municipal land use ordinances for ADU's vary widely and many restrict to family members.

# Accessory Dwelling Units

- Impetus for SB 146
  - New Hampshire's changing demographics
  - New Hampshire Housing 2014 study: *"Housing Needs and Preferences in New Hampshire"*
    - Slower population growth
    - Job quality/income
    - Mismatch of housing stock and needs and desires of changing population-young AND old
    - Older adults want to "Age in Place" or "Age in Community"
  - Homebuilders unable to fulfill homeowner requests to create ADU's for a family member or caregiver

# Accessory Dwelling Units

- **SB 146 (passed by both Senate and House)**
  - Requires all municipalities to allow an attached ADU in any single-family house by right, special exception, or conditional use permit
  - Standards for a single-family home also apply to combined SF and ADU (ex. lot coverage, occupancy per bedroom)
    - Municipality can limit the number of unrelated individuals that occupy a single unit
    - Applicant for permit to construct an ADU must make adequate provisions for water supply and sewage disposal
  - Requires interior door between units but prohibits from requiring it to be unlocked

# Accessory Dwelling Units

- **SB 146 (passed by both Senate and House)**
  - Municipality may
    - Require adequate parking to accommodate an ADU
    - Require owner occupancy of one of the units (but can't say which)
    - Require demonstration that a unit is the owner's *primary* dwelling unit
    - Control for architectural appearance
    - Limit how many ADU's per single family dwelling
  - Municipality may not
    - Limit ADU to 1 bedroom or to be less than 750 s.f.
    - Require familial relationship between occupants of different units
    - Require additional lot area or other dimensional standards for ADU (*but it may for a detached ADU*)

# Accessory Dwelling Units

- **Other elements of SB 146**
  - Detached ADU's
    - Municipalities may permit but is NOT a requirement
    - A municipality may require increased lot size
    - Must comply with elements of SB 146
  - Amends NH RSA 674:21 Innovative Land Use Controls
    - ADU's are removed from list along with its definition

# Accessory Dwelling Units

- SB 146 Next Steps
  - Requires signature by Governor Hassan
  - Effective date: June 1, 2017

# Accessory Dwelling Units

- SB 146 Next Steps
  - Educate municipalities about the new ADU law and how to meet its requirements
    - Create training materials and other resources
    - Work with partners
      - New Hampshire Business and Industry Association
      - New Hampshire Homebuilders Association
      - New Hampshire Municipal Association
      - Office of Energy and Planning
      - Regional Planning Commissions
      - Workforce Housing Coalitions

# Questions?

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