

MEETING NOTICE AND AGENDA
EXECUTIVE COMMITTEE
Wednesday, January 25, 2017
6:00PM
RPC Conference Room
156 Water St., Exeter, NH

- 6:00 I. Approval of Minutes from November 30, 2016 **MOTION TO APPROVE** *[Attachment 1]*
- 6:05 II. Financial Report - Financial Report for November & December FY2017 *[Attachment 2]*
- 6:15 III. Staff Update
- 6:25 IV. Personnel Committee Report
- 6:45 V. FY 2017 Budget Monitoring Update & Proposed Amendment #1 *[Attachment 3]*
MOTION TO APPROVE
- 7:05 VI. Legislative Committee Report – Tracking Bills of Interest
- 7:15 VII. Initial Planning for the Annual Meeting
(guest speaker, venue, format)
- 7:30 VIII. Commission & MPO Meeting Calendar Review *[Attachment 4]*
- 7:40 IX. Other Business
A. February Commission meeting (Brentwood) Agenda?
B. Bylaw Committee Update
D. New Commissioner Orientation – before Feb Exec. Committee Meeting
C. Other
- X. Public Comment
- XI. Adjourn

ATTACHMENT 1

MINUTES
Executive Committee

Rockingham Planning Commission
November 30, 2016
RPC Conference Room, Exeter NH

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

Staff Present: C. Sinnott (Executive Director); A. Pettengill (Business Manager)

Guest: Sheryl Stephens Burke, CPA, MST, Melanson Heath

Chairman Wilson convened the meeting at 6 p.m.

I. Minutes of October 26, 2016

Turell moved to approve the Minutes of October 26, 2016 as presented; McDermott seconded. SO VOTED. (2 abstentions)

II. FY 16 Draft Financial Audit presentation, Sheryl Stephens Burke, CPA, MST

Wilson introduced and welcomed Sheryl. She thanked Pettengill for her help in the audit process and for being very responsive to requests. She explained that there is no need for the Single Audit Report this year as the RPC did not meet the Unified Grant Guidelines federal funds threshold of \$750,000. She noted that of course, the agency should still continue to follow uniform guidance standards and procedures even though the federal single audit will not be prepared. She noted that page 2 states it is the auditing opinion of Melanson that the RPC financial statements are presented fairly and conform with generally accepted accounting principles (GAAP), and are considered clean and unmodified. She reviewed the two types of accounting methods, Government-wide and Fund Financial Statements reported in the audit. Government-wide is a full accrual basis as exhibited by the Statements of Net Position on pages 8 & 9 and includes long term capital assets and liabilities. This basis includes a recent change which began with the FY 2015 audit, which requires financials for entities enrolled in a State Pension Plan to show the net pension liabilities of the unfunded liability portion of the State pension plan, in this case, NH Retirement System. By documenting this unfunded liability it negatively affects the financial statements by \$421,000, changing the Net Position to a negative \$354,203. All states that follow GASB guidelines require that if you are part of a State pension system, any unfunded liability of a pension system must be documented. There are several planning commissions in NH that have not joined the NH Retirement System so they're financials would not include an unfunded pension liability.

She continued by describing the Fund basis accounting which is a short term perspective as seen in the Balance Sheet and Statement of Net Position on pages 10-12.

She further explained that a key number to focus on in government accounting is on page 12, the Fund Balance. In this case, and due to a decrease in revenues in FY 16, the fund balance is \$49,386.

Discussion and questions followed regarding pension liability. Sheryl also distributed a Governance Letter which is a required communication to the client stating any findings, fraud, problems, or independence issues. She noted none were found Turell moved to recommend approval of the FY 2016 Annual Financial Statement to the full Commission, as presented; Marshall seconded. SO VOTED.

III. Financial Report October 2016

Sinnott noted that October was a positive revenue month and represents 33% through the fiscal year and 33% spent in expenses also. There were no questions.

IV. Contract Approvals

- A. NHDES NH Coastal Program High Water Mark Display Project: Sinnott noted that this is funded by NOAA (Nat'l Oceanic and Atmospheric Administration) through the NH Dept of Environmental Services Coastal Program (refer to Attachment 3). It's a project to coordinate installation of high water markers in the towns of Seabrook, Hampton, Rye & Portsmouth as a form of public education about flooding events that have happened in the past and how they relate to sea level rise projections. FEMA will pay for the markers and CZP/NOAA pays for the time. This project requires a 60/40 match so towns will be submitting in-kind match and the RPC's role is to work with each town to determine the appropriate locations of the markers. Coppelman moved to authorize the Executive Director to enter into and receive funds from NHDES for the High Water Mark Display project; Kravitz seconded. SO VOTED.
- B. CART Special Services contract: Sinnott stated that a contract is in place with CART for administrative transit planning services while they try to hire a Director. Discussion followed on the pros and cons of taking a contract like this one as it may impede staff from spending UPWP hours. It was also discussed whether it might make sense for the RPC to hire a consultant to run the transit system or for the RPC staff to act as administrative support long term. Sinnott noted that a job notice has gone out for Falk's position and we've received many good resumes.

V. Raymond Membership Update

Sinnott stated that Raymond is officially a member of the RPC region. The executive order was issued on November 2nd which completed the process. Sinnott will be attending a planning board meeting on December 1st to discuss commissioner representation, project and assistance needs and dues. Our natural resources consultant Theresa Walker will be working with the Town on an agriculture ordinance. The Town has not decided if they would like to pay the full year's worth of dues (July-June) and use some services against it right away, or just pay a pro-rated dues

discounting the first 5 months of the year. Discussion followed on asking Raymond to host the February Commission meeting.

VI. Legislative Forum- Review

Kravitz noted that there was great attendance this year, between 70 & 80 attendees. She stated that the positive remarks included the format worked well, set up was good. She thanked Taintor for filling in at the last minute. Some negative comments were it was too lengthy, and that the preambles were too long. But overall mostly positive feedback. A discussion followed on the pros and cons of "presentation vs. talking". It was also suggested that the Committee consider holding it in January instead of November.

VII. Strategic Planning Next Steps

Sinnott stated that staff met with Marshall and Wilson and worked on the business plan idea for a worthy RPC service to market. Marshall stated he was very impressed with the amount of work the staff had completed before the meeting in anticipation. They basically had decided that MS4 was the most likely worthy new service to be provided and they mapped it out as such by answering the list of questions he provided earlier. It was decided that in late January the staff would start communication with the towns about the service and it would include detailed information about how the town can work with the RPC to receive an audit of their MS4 situation. Staff will also release brochures on all their current services soon.

Discussion followed about the release of a brochure of all the current services and how important that is, especially since we don't often pitch these things to local officials. Also the type of solution we are looking for, funding source needed, and how to implement it, what is the format of the deliverable, who's the customer, what will the pricing be, etc. Wilson also noted that Rowden and LaBranche seem very interested in being part of the marketing these services and invested in the process. He also suggested that learning new things creates new energy. Kravitz suggested that the website be used as one of the tools to market and communicate to the towns.

VIII. Other Business

- A. December MPO/Commission meeting: Dec 14th, Hampton Tuck Museum; TIP, Long Range Plan, Ten Year Plan, adopt audit;
- B. Bylaw Committee Update: In progress – includes better explanation of the MPO as it relates to the Commission;
- C. Project Updates: Coastal Risks & Hazards Commission has finished its work and its final report. Committee members applauded Sinnott's efforts and leadership.
- D. Other: No Executive Committee meeting in December – (Next meeting January 25th); no Commission meeting in January

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary

ATTACHMENT 2

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
November December 2016

	Nov & Dec 2016	YTD FY 17	FY 17 Budget	Balance	% Budget
Income					
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ 9,811	\$ 142,306	\$ 142,306	\$ -	100.0%
Other Income	\$ -	\$ -	\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 60,446	\$ 146,251	\$ 233,592	\$ 87,341	62.6%
State Contracts	\$ 44,122	\$ 258,995	\$ 693,470	\$ 434,475	37.3%
Total RESOURCES	\$ 114,379	\$ 547,552	\$ 1,075,868	\$ 528,316	50.9%
Total Income	\$ 114,379	\$ 547,552	\$ 1,075,868	\$ 528,316	50.9%
Expense					
Newspaper/Media			\$ 1,500	\$ 1,500	0.0%
Contracted Printing	\$ 516	\$ 788	\$ 2,000	\$ 1,212	39.4%
Contracted Services	\$ 31,264	\$ 61,885	\$ 74,590	\$ 12,705	83.0%
Total Salaries	\$ 92,470	\$ 314,105	\$ 648,384	\$ 334,279	48.4%
Travel	\$ 2,363	\$ 4,392	\$ 7,500	\$ 3,108	58.6%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 65	\$ 232	\$ 500	\$ 268	46.4%
Janitorial	\$ 375	\$ 675	\$ 2,000	\$ 1,325	33.8%
Accounting	\$ 300	\$ 300	\$ 1,200	\$ 900	25.0%
Audit	\$ 8,000	\$ 8,000	\$ 11,250	\$ 3,250	71.1%
Bank & Service Charges	\$ -	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 235	\$ 3,833	\$ 6,500	\$ 2,667	59.0%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 4,916	\$ 16,962	\$ 33,952	\$ 16,990	50.0%
C Dental Insurance	\$ 1,545	\$ 5,023	\$ 10,907	\$ 5,884	46.1%
C Health Ins.	\$ 7,059	\$ 24,885	\$ 60,737	\$ 35,852	41.0%
C Life Insurance	\$ 150	\$ 487	\$ 1,100	\$ 613	44.3%
C LTD Insurance	\$ 212	\$ 689	\$ 1,881	\$ 1,192	36.6%
C NH Retirement 414E	\$ 5,949	\$ 18,027	\$ 38,350	\$ 20,323	47.0%
C STD Insurance	\$ 154	\$ 501	\$ 1,111	\$ 610	45.1%
**Equipment	\$ -	\$ -	\$ 10,100	\$ 10,100	0.0%
**Equipment & Software Maint.	\$ 209	\$ 7,190	\$ 12,500	\$ 5,310	57.5%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
November December 2016

	Nov & Dec 2016	YTD FY 17	FY 17 Budget	Balance	% Budget
General Insurance	\$ 587	\$ 1,763	\$ 4,625	\$ 2,862	38.1%
Misc	\$ (389)	\$ (1,958)	\$ 6,500	\$ 8,458	-30.1%
**Office Supplies	\$ 2,829	\$ 5,987	\$ 12,750	\$ 6,763	47.0%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 6,925	\$ 23,606	\$ 49,601	\$ 25,995	47.6%
SUTA	\$ -		\$ 500	\$ 500	0.0%
**Postage	\$ 350	\$ 550	\$ 2,500	\$ 1,950	22.0%
Rent	\$ 8,322	\$ 24,806	\$ 49,772	\$ 24,966	49.8%
Telephone & Internet	\$ 753	\$ 2,254	\$ 5,100	\$ 2,846	44.2%
**Training & Workshops	\$ -	\$ 286	\$ 2,000	\$ 1,714	14.3%
Utilities	\$ 773	\$ 3,221	\$ 6,250	\$ 3,029	51.5%
Total Expense	\$ 175,931	\$ 528,739	\$ 1,066,010	\$ 537,271	49.6%
Net Ordinary Income	\$ (61,552)	\$ 18,813			
Unobligated Funds			\$ 4,857	\$ 4,857	
Fund Balance Accrual	\$ -		\$ 5,000	\$ 5,000	
ICR Reserve			\$ -	\$ -	
Net	\$ (61,552)	\$ 18,813	\$ 1,075,867	\$ 547,128	

NOTE: December 31st is 50% through the fiscal year

ATTACHMENT 3

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

ATTACHMENT 3

FUNDING CATEGORY	AMEND#1 FY 2016 Funding	ACTUAL FY 2016 Funding	ADOPTED FY2017 Funding	AMEND#1 FY2017 Funding	\$ Change	% Change	Comments
I. LOCAL DUES AND SERVICES	\$378,226	\$347,606	\$331,006	\$314,981	-\$16,025	-4.8%	
Local Dues	\$130,524	\$130,524	\$142,306	\$142,306	\$0	0.0%	Includes 100% Raymond dues
Circuit Rider Services	\$139,202	\$117,056	\$133,692	\$132,692	-\$1,000	-0.7%	
Plan Review Income (Tier 2); Admin	\$1,500	\$0	\$2,500	\$1,500	-\$1,000	-40.0%	estimate
Brentwood	\$19,282	\$19,282	\$19,282	\$19,282	\$0	0.0%	hourly rate - \$62/hr
East Kingston	\$10,416	\$10,416	\$10,416	\$10,416	\$0	0.0%	hourly rate - \$62/hr
Fremont	\$16,306	\$13,702	\$9,796	\$9,796	\$0	0.0%	hourly rate - \$62/hr supplemental
Kensington	\$9,238	\$9,238	\$9,238	\$9,238	\$0	0.0%	hourly rate - \$62/hr
Kingston	\$27,528	\$27,528	\$27,528	\$27,528	\$0	0.0%	hourly rate - \$62/hr
Newton	\$11,346	\$11,346	\$11,346	\$11,346	\$0	0.0%	hourly rate - \$62/hr
Atkinson	\$8,184	\$8,184	\$8,184	\$8,184	\$0	0.0%	hourly rate - \$62/hr
Hampton Falls CR/TA	\$17,360	\$17,360	\$17,360	\$17,360	\$0	0.0%	hourly rate - \$62/hr
N. Hampton CR/TA	\$18,042	\$18,042	\$18,042	\$18,042	\$0	0.0%	hourly rate - \$62/hr
TBG Local Grant Match	\$2,000	\$2,000	\$5,000	\$6,500	\$1,500	30.0%	
Stratham Agric Comm support	\$2,000	\$2,000	\$0	\$0	\$0	--	complete in FY16
Hampton Design Guidelines			\$0	\$2,500	\$2,500	--	basis for TBG match
Epping NRI			\$0	\$2,000	\$2,000	--	
Sandown MS4 Impl.			\$0	\$2,000	\$2,000	--	
Placeholder	\$3,000	\$3,000	\$5,000	\$0			
Other Local Contracts	\$106,500	\$98,026	\$50,008	\$33,483	-\$16,525	-33.0%	
Seabrook SRTS Travel Plan	\$7,258	\$0	\$7,258	\$0	-\$7,258	--	assuming project not going forward
Exeter MP Update	\$5,500	\$3,500	\$0	\$2,000	\$2,000	#DIV/0!	complete in FY16
Hampton F. MP Update Pt. 2	\$35,000	\$35,000	\$0	\$0	\$0	--	complete in FY16
Fremont RSMS (UPWP match)	\$1,500	\$1,500	\$0	\$0	\$0	--	complete in FY16
Newton CIP	\$0	\$4,095	\$0	\$0	\$0	--	
No. Hampton MP updates	\$3,000	\$0	\$0	\$0	\$0	--	complete in FY16
No. Hampt. Hist. Resource mapping	\$0	NA	\$1,500	\$1,500	\$0	0.0%	new project
Rye Visioning & MP	\$4,500	\$5,750	\$5,000	\$5,750	\$750	15.0%	continuation
Placeholder UPWP 50% match	\$2,500	\$0	\$5,000	\$5,000	\$0	0.0%	Assumes one RSMS;
Regional HHW Management	\$2,500	\$2,000	\$2,500	\$2,000	-\$500	-20.0%	fee for organizational services
PREPA Contracts	\$22,750	\$17,013	\$8,750	\$12,233	\$3,483	39.8%	for Rye, Hampton, N. Hampton \$24.5K total
Exeter Temp. Planning Services	\$22,750	\$23,080	\$0	\$0		--	contract ended
Stratham Temp Planning Serv.	\$0	\$4,488	\$0	\$0		--	
ERSLAC TA Contract	\$0	\$1,500	\$0	\$0		--	move to 'other funding' in FY17
Misc. Local Contracts	\$6,500	\$100	\$20,000	\$5,000	-\$15,000	-75.0%	Placeholder

FUNDING CATEGORY	AMEND#1 FY 2016 Funding	ACTUAL FY 2016 Funding	ADOPTED FY2017 Funding	AMEND1 FY2017 Funding	\$ Change	% Change	Comments - DRAFT FY15
II. TRANSPORTATION PLANNING	\$557,900	\$561,548	\$556,650	\$684,112	\$127,462	22.9%	see below
UPWP (FHWA/FTA/SPR)	\$528,550	\$509,938	\$528,550	\$547,162	\$18,612	3.5%	balance of UPWP 2 year contract
FTA 5310 RPC Admin	\$8,100	\$3,209	\$8,100	\$7,200	(\$900)	-11.1%	conservative estimate (5% of passth)
FTA 5310 Passthrough to COAST/RR/TA	\$0	\$48,401	\$0	\$90,000	\$90,000	--	new transit provider added
Highway Perf. Standards Pilot Proj.	\$11,250		\$20,000	\$22,500	\$2,500	12.5%	100% of contract in FY17; Sub contract with SRPC
CART Planning Services	\$10,000		\$0	\$17,250	\$17,250	--	CART FTA Planning allocation for temp support & planning
III. OTHER STATE & FEDERAL FUNDING	\$164,175	\$125,792	\$136,820	\$137,662	\$842	0.6%	--see below--
Targetted Block Grant	\$11,111	\$11,111	\$11,111	\$11,111	\$0	0.0%	2nd year of biennium
Coastal Program TA	\$12,500	\$12,500	\$12,500	\$12,500	\$0	0.0%	continued (reduced) CZP funding level
NHHSEM Haz Mit Plnng (Fremont)	\$3,000	\$1,494	\$0	\$0	\$0	--	Next Plan update
NHHSEM Haz Mit Plnng (So Hamp.,	\$13,500	\$13,100	\$0	\$0	\$0	--	2 updates
NHHSEM - Tides to Storms	\$8,114	\$8,114	\$0	\$0	\$0	--	project completed in FY16
NHHSEM FY2016 Plan Updates (Ports., Plaistow, No. Hampton)	\$0	\$0	\$23,500	\$15,667	(\$7,833)	-33.3%	75% of income in FY17
NHDES EPA Brownfields (D'Agostino Rose Farm; passthrough)	\$54,000	\$52,756	\$0	\$3,201	\$3,201	--	balance of grant
NHDES/PTAPP Pollution Tracking (604B)	\$26,450	\$10,450	\$10,000	\$0	(\$10,000)	--	Expected continuation of project with 604B funding
NHDES/604B Epping Green	\$7,500	\$3,440	\$2,500	\$4,060	\$1,560	62.4%	balance of grant in FY17
NHCP/NERRS C-RISE	\$20,000	\$12,827	\$15,713	\$17,873	\$2,160	13.7%	Second year of \$30.7K total
NHDES Sourcewater Protection - Seabrc Fremont Source Water Protection	\$8,000	\$0	\$6,500	\$9,500	\$3,000	46.2%	Project delayed - none spent in FY'16
NHDES Sourcewater Protection - Regl. E	\$0	\$0	\$10,000	\$0	(\$10,000)	--	Assume \$10,000 project; 50% in FY18
NOAA PSM SAIL & Exeter Resil.	\$0	\$0	\$22,996	\$35,000	\$12,004	52.2%	Confirmed Projs. - \$105K over 18 mon.; 46.5K passthrough
NOAA PSM High Water Mark Proj.	\$0	\$0	\$14,500	\$8,500	(\$6,000)	-41.4%	Confirmed Proj. (\$26K 18mo.)
NHDES 604B - Powwow Watershed Plnng	\$0	\$0	\$0	\$15,000	\$15,000	--	Approved application; \$28,000 over 18
IV. OTHER	\$51,000	\$34,407	\$51,392	\$28,562	(\$22,830)	-44.4%	
REDC -- CEDS	\$8,500	\$5,325	\$5,325	\$5,325	\$0	0.0%	assumes same scope of work
ERLSLAC Tech. Assistance	\$0	\$0	\$2,000	\$2,000	\$0	0.0%	T. Walker assistance to ERLSAC
NE Oceans Research Council- Tides/Storms Imple.	\$36,000	\$28,330	\$17,567	\$21,237	\$3,670	20.9%	\$49567 Nov-15 to 09-16
NHCF MS4 Regional Assistance Prog.	\$0	\$0	\$20,000	\$0	(\$20,000)	--	NHCF grant not funded
Miscellaneous	\$6,500	\$752	\$6,500	\$0	(\$6,500)	--	pass through items no longer shown
TOTAL/PROJECTED FUNDS**	\$1,151,301	\$1,069,353	\$1,075,868	\$1,165,317	\$89,449	8.3%	
PASS-THROUGH OR CONTRACTED	\$149,555	\$198,542	\$74,590	\$163,095	\$88,505	118.7%	See section IV of Expense Budget)
OPERATING BUDGET	\$1,014,004	\$888,171	\$1,001,278	\$1,002,222	\$944	0.1%	

SUMMARY - FY 2016 & 2017

FUNDING SOURCE	AMEND#1 FY2016	ACTUAL FY2016	ADOPTED FY2017	AMEND#1 FY2017	FY-16 vs. FY-17		NOTES
Member Dues	\$130,524	\$130,524	\$142,306	\$142,306	\$0	0.0%	\$0.97/per capita rate; includes Raymond; no Salem or Danville
Circuit Rider & CZP TA	\$139,202	\$117,056	\$133,692	\$132,692	(\$1,000)	-0.8%	Pending contracts based on old rate of \$62/hr.
Local Contracts	\$108,500	\$100,026	\$55,008	\$39,983	(\$15,025)	-17.8%	wrong direction!
Transp. Plnng.	\$557,900	\$561,548	\$556,650	\$684,112	\$127,462	23.3%	2nd year of UPWP; adds SHRP-2 & 5310
State & Direct Fed. Funding	\$164,175	\$125,792	\$136,820	\$137,662	\$842	0.5%	2 NOAA Special Merit Projs approved, one at lower budget
Other/Misc.	\$51,000	\$34,407	\$51,392	\$28,562	(\$22,830)	-55.7%	MS4 TA programremoced
TOTAL	\$1,151,301	\$1,069,353	\$1,075,868	\$1,165,317	\$89,449	7.8%	
PASS-THROUGH & CONTRACTED	\$149,555	\$198,542	\$74,590	\$163,095	\$88,505	59.2%	
OPERATING BUDGET	\$1,014,004	\$888,171	\$1,001,278	\$1,002,222	\$944	0.1%	

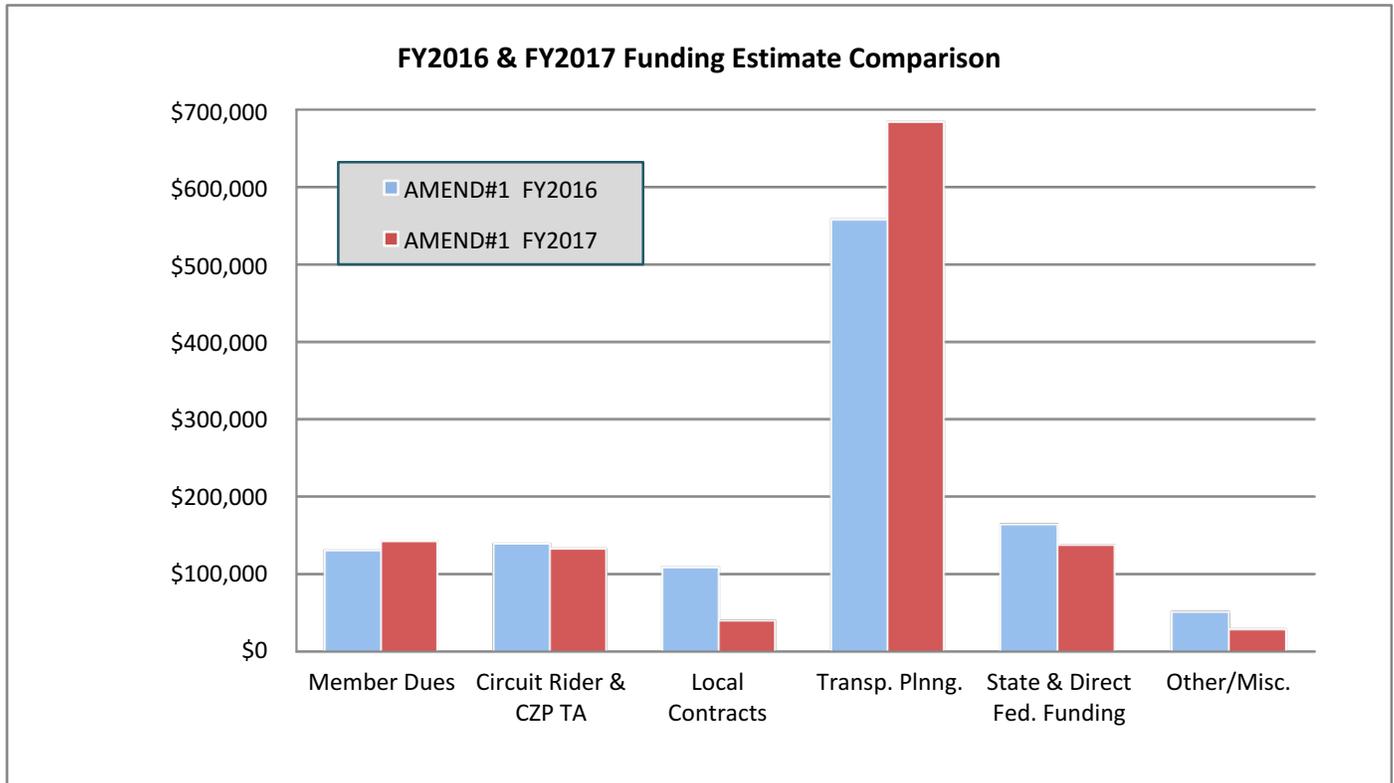


TABLE 2
EXPENSE BUDGET FOR FISCAL YEAR 2017 **AMENDMENT #1**
Rockingham Planning Commission

I. LINE ITEM BUDGET FOR FY 2017							
LINE ITEM	Account Number	ACTUAL FY2016	ADOPTED FY2017	AMEND1 FY2017	\$\$ Change in Amd#1	% Change	Amendment #1 Comments
Salaries	6100	\$ 648,467	\$ 648,384	\$ 639,390	\$ (8,994)	-1.4%	Reduced heath ins stipend for one staff; reduced FY time for replacement staff
Contracted Services	6115	\$ 198,542	\$ 74,590	\$ 163,095	\$ 88,505	118.7%	See Section IV below for details
Travel & Expenses	6116	\$ 7,350	\$ 7,500	\$ 7,500	\$ -	0.0%	reduced travel pool and/or milage rate
Bank Service Charge	6200	\$ 282	\$ 350	\$ 350	\$ -	0.0%	renewal of credit line
Taxes-Payroll	6110/6111	\$ 48,957	\$ 49,601	\$ 48,913	\$ (688)	-1.4%	tracks salaries 7.65%
Unemployment Insurance	6210	\$ 158	\$ 500	\$ 500	\$ -	0.0%	no change
Health Insurance	6212	\$ 56,662	\$ 58,237	\$ 58,237	\$ (0)	0.0%	17% increase; lower staff utilization
Health Ins Deductible (separated)		\$ 2,000	\$ 2,500	\$ 2,500	\$ -	0.0%	RPC deductible assistance (new max/per empl.: \$500/yr)
Dental Insurance	6214	\$ 10,490	\$ 10,907	\$ 10,907	\$ -	0.0%	Assumes 5% increase
Life & Disability Insurance	6216	\$ 3,650	\$ 4,092	\$ 4,092	\$ -	0.0%	assumes no change
Retirement - 457 Plan	6218	\$ 40,104	\$ 33,952	\$ 33,952	\$ 0	0.0%	maintains parity with NHRS contrib. one fewer staff
Retirement - NHRS	6218	\$ 33,260	\$ 38,350	\$ 37,597	\$ (753)	-2.0%	Employer rate = 11.17%
General Insurance	6220	\$ 4,087	\$ 4,625	\$ 4,625	\$ -	0.0%	based on current estimates
Rent	6230	\$ 48,816	\$ 49,772	\$ 49,772	\$ -	0.0%	per lease agreement
Janitorial		\$ 2,015	\$ 2,000	\$ 2,000	\$ -	0.0%	biweekly
Telephone & Internet	6240	\$ 5,041	\$ 5,100	\$ 5,100	\$ -	0.0%	based on YTD estimate
Office, Cmptr., Copier Suppl.	6250	\$ 11,575	\$ 12,750	\$ 12,750	\$ -	0.0%	based on YTD estimate
Postage	6260	\$ 1,491	\$ 2,500	\$ 2,500	\$ -	0.0%	based on YTD estimate
Audit	6270	\$ 9,962	\$ 11,250	\$ 9,250	\$ (2,000)	-17.8%	no single audit req. for FY16
Utilities	6280	\$ 5,737	\$ 6,250	\$ 6,250	\$ -	0.0%	based on YTD estimate
Contract Printing	6118	\$ 2,860	\$ 2,000	\$ 2,000	\$ -	0.0%	based on YTD estimate
Newspaper & Media	6117	\$ 3,304	\$ 1,500	\$ 1,500	\$ -	0.0%	MPO TIP Amd notices tto website only
Equipment & Software Maint.	6311	\$ 11,582	\$ 12,500	\$ 15,000	\$ 2,500	20.0%	adds software formerly included in Equipment (Acct 6400)
Dues & Subscriptions	6340	\$ 5,885	\$ 6,500	\$ 6,500	\$ -	0.0%	(APA, AMPO, NARC, NHARPC, NHMA, Chamber, SEL)
Training, Workshops, Conf.	6350	\$ 625	\$ 2,000	\$ 2,000	\$ -	0.0%	Based on current spending
Accounting	6360	\$ -	\$ 1,200	\$ 300	\$ (900)	-75.0%	Accting/Quickbooks consulting
Payroll Processing	6361	\$ 480	\$ 500	\$ 500	\$ -	0.0%	TBD
Miscellaneous	6380	\$ 1,280	\$ 6,500	\$ 2,000	\$ (4,500)	-69.2%	annual meeting subsidy; other misc
Equip. Purchase. & Lease	6400	\$ 3,031	\$ 10,100	\$ 7,500	\$ (2,600)	-25.7%	See Section II below for details
Depreciation	****	\$ -	\$ -	\$ -	\$ -	--	none
Fund Balance Accrual	****	\$ -	\$ 5,000	\$ 20,000	\$ 15,000	300.0%	as able to set funds aside
Unobligated Funds**	****	\$ (98,340)	\$ 4,857	\$ 8,736	\$ 3,879	79.9%	to balance budget (based on projected revenue)
TOTAL		\$ 1,069,353	\$ 1,075,868	\$ 1,165,317	\$ 89,449	8.3%	from Table 1 - funding budget
Pass-through/Contr Services		\$ 198,542	\$ 74,590	\$ 163,095	\$ 88,505	118.7%	See Section IV below for details
TOTAL OPERATING		\$ 870,811	\$ 1,001,278	\$ 1,002,222	\$ 944	0.1%	

RPC FY 2017 Line Item Budget, **AMEND#1** - continued

II. EQUIPMENT DETAIL						
Items	ACTUAL FY-2016	ADOPTED FY-2017	AMEND1 FY2017	\$\$ Change	% Change	
Computer Software	\$ -	\$ 2,500	\$ -	\$ (2,500)	-100.0%	Moved to 'Equip and Software Maint.'" (Acct 6311)
Computer replacements	\$ 1,450	\$ 1,000	\$ 2,000	\$ 1,000	31.3%	computer replacements
Server & Network	\$ 1,278	\$ 3,000	\$ 1,500	\$ (1,500)	-250.0%	cloud storage, misc
Misc office equip & furniture.	\$ 303	\$ 600	\$ 2,000	\$ 1,400	70.0%	Conference phone mics, misc
Transportation Misc Equip		\$ 2,500	\$ 1,500	\$ (1,000)	-28.6%	see UPWP
Contingency		\$ 500	\$ 500	\$ -	0.0%	--
Total	\$ 3,031	\$ 10,100	\$ 7,500	\$ (2,600)	-21.5%	

III. AGENCY CONTRACTING & DUES RATE						
Non-Passthrough Budget,	\$ 870,811	\$ 1,001,278	\$ 1,002,222	Change	% Change	Comments
No. Employees (fulltime equiv.):	10.33	10.25	9.75	(0.50)	-4.9%	10 full time staff + interns (n/c consultant)
Total person-hours:	21486	21320	20280	(353.60)	-1.7%	based on 2080 hours/year
Available person-hours:	18511	18368	17472	(556.64)	-3.0%	less holidays, vacation, and sick leave
Agency Operating Cost/Hr	\$ 58	\$ 59	\$ 63	1.97	3.3%	incl. 10% cost contingency
CR Avg. Cost/hr.	NA	\$ 70	\$ 70		0.0%	
Recommended Member Hourly Rate	\$62 / \$62	\$63 / \$66CR	\$63 / \$66CR	\$1 / \$4	1.6%/6.5%	Regl. Rate: \$63/hr.; CR Hourly Rate \$66/hr
Recommended Non-member Hourly Rate	\$75	\$85	\$85	\$0	0.0%	approx. 35% above member rate;
Dues Rate	FY17: \$0.97	FY18: \$0.99	FY18: \$0.99	\$ -	0.0%	

RPC FY 2017 Line Item Budget, **AMEND#1** - continued

IV. CONTRACTED SERVICES DETAIL						
Items	ACTUAL FY-2016	ADOPTED FY-2017	AMEND#1 FY-2017	\$ Change	% Change	
Legal Services	\$ -	\$ 1,500	\$ 1,000	\$ (500)	-33.3%	
Brownfields application & grant management	\$ 2,076	\$ -	\$ -	\$ -	--	No new EPA application
Brownfields D'Agostino site assessment	\$ 50,305	\$ -	\$ -	\$ -	--	Credeire passthrough
CEDS Update	\$ 1,675	\$ 1,860	\$ 1,890	\$ 30	1.6%	Based on current year scope
ERSLAC Asst.	\$ 1,258	\$ 1,800	\$ 1,800	\$ -	0.0%	Subcontracted to T. Walker
Stratham Agr Comm Support	\$ 1,582	\$ -	\$ -	\$ -	--	Subcontracted to T. Walker
Rye & So. Hamp[ton Haz Mitigation Plan Updat	\$ 13,008	\$ -	\$ -	\$ -	--	Subcontracted to T. Walker
Fremont Haz Mitigation Plan Update	\$ 1,814	\$ -	\$ -	\$ -	--	Subcontracted to T. Walker
Haz Mit Plan update assistance		\$ 8,750	\$ 13,125	\$ 4,375	50.0%	TW to lead Portsmouth and Plaistow updates
NHHSEM/FEMA - SCAM Proj- Outreach	\$ 1,392	\$ -	\$ -	\$ -	--	Project completed in FY16
PTAPP - RPC assistance	\$ 1,628	\$ -	\$ -	\$ -	--	Project completed in FY17
PTAPP Passthrough	\$ 25,530	\$ -	\$ -	\$ -	--	Project completed in FY18
NE Oceans Research Council - Tides/Storms Imple.	\$ 7,765	\$ 4,500	\$ 5,100	\$ 600	13.3%	Remainder of project in FY16
NHDES-NHCP/NOAA C-RISE	\$ 698	\$ 5,500	\$ 5,500	\$ -	0.0%	Tides to Storms in Great Bay
CR Contracting:	\$ 9,974	\$ 12,180	\$ 12,180	\$ -	0.0%	Assumes H. Falls continues as subcontracted service
Website Devel.	\$ 1,750	\$ 2,500	\$ -	\$ (2,500)	-100.0%	enhancements
FTA 5310 Passthrough	\$ 48,401	\$ -	\$ 90,000	\$ 90,000	--	
Miscellaneous & Contingency	\$ 2,139	\$ 3,000	\$ 3,000	\$ -	0.0%	general contingency
General Contracted Services SUB-TOTAL	\$ 170,995	\$ 41,590	\$ 133,595	\$ (77,965)	-187.5%	
UPWP Non-Personnel Costs						<i>(per UPWP)</i>
100 Transportation-specific legal services	\$ 300	\$ -	\$ 500	\$ 500	--	CART to take on more of cost
200 Congestion Management Process (CMP)	\$ -	\$ -	\$ -	\$ -	--	special counts, equip., or analyses
300 Website devel. Other public outreach	\$ 1,750	\$ -	\$ -	\$ -	--	ongoing development of MPO site
400 Software (HCS,Trax, Petra, Other)	line item	line item	line item			moved to equipment/software budget
400 Software Maint (TransCAD)	line item	line item	line item			moved to equipment/software budget
400 Traffic Counting Services	\$ 24,734	\$ 25,000	\$ 25,000	\$ -	0.0%	**24K/yer, half attributed to FY 15
400 Traffic Modeling Consulting Assist.	\$ 763	\$ 5,000	\$ 3,500	\$ (1,500)	-30.0%	RSG and other services
400 Equipment supplies and repairs	line item	line item	line item			(included in equipment budget line item)
400 Traffic Counting Contr management		\$ 2,500	\$ -	\$ (2,500)	-100.0%	consultant
400 Data Acquisition, Census		\$ 500	\$ 500	\$ -	0.0%	Coop population projections - OEP / CNHRPC
UPWP Sub-Total	\$ 27,547	\$ 33,000	\$ 29,500	\$ (3,500)	-10.6%	(other direct UPWP expesnse included in budget line items for training, printing & equip.)
Total	\$ 198,542	\$ 74,590	\$ 163,095	\$ 88,505	118.7%	Consulting budget line item

ATTACHMENT 4

Rockingham Planning Commission

Commission & MPO Committee Schedule for FY 2017

January 2017 – June 2017

FOR REVIEW

Committees	January, 2017	February, 2017	March, 2017	April, 2017	May, 2017	June, 2017
Full Commission	01-11-17 NONE - meeting advanced to December 2016	02-08-17 7:00 PM Location: Brentwood Rec Center - MS4 Update - Roundtable -	03-08-17 7:00 PM Location: Folsom Tavern? - HBAC? - Roundtable -	04-12-17 7:00 PM Location: Raymond? MPO Meeting – see below (Commission business as needed)	05-10-17 7:00 PM Location: Seabrook? - FY18 Slate - FY18 Budge - -	06-14-17 6:00 PM Location: • Annual Meeting Annual Report Elections Speaker:
Exec. Committee	01-25-17 6:00 PM RPC Office	02-22-17 6:00 PM RPC Office	03-22-17 6:00 PM RPC Office	04-26-17 6:00 PM RPC Office	05-24-17 6:00 PM RPC Office	06-28-17 6:00 PM RPC Office
MPO Policy Committee	01-11-17 NONE - meeting advanced to December 2016	None	As needed	04-12-17 7:00 PM Location: - DOT Commissioner? - TYP Submittal - LRTP; CMAQ - UPWP	As needed	None
MPO Technical Advisory Comm. (held as needed)	01-26-17 9:00 AM RPC Office	02-23-17 9:00 AM RPC Office	03-23-17 9:00 AM RPC Office	04-27-17 9:00 AM RPC Office	05-25-17 9:00 AM RPC Office	06-22-17 9:00 AM RPC office
Regional Master Plan Committee	Not scheduled	Not scheduled	Not scheduled	Not scheduled	Not scheduled	Not scheduled
Regional Impact Committee	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
Legislative Policy Committee	01-09-17 4 PM RPC Office and 01-23-17 4PM, RPC Office	02-13-17 4:00 PM RPC Office and 02-27-17 (tentative)	03-13-17 4:00 PM RPC Office (03-27-17 – reserve)	4-10-17 4:00PM RPC Office	05-08-17 4:00PM RPC Office	As Needed
Nominating Committee	As needed	As needed	03-29-17 4:00 PM RPC Office	04-26-17 4:00 PM RPC Office	As needed	As needed
Communications/Outreach (new)	meeting schedule not yet established (semi-monthly?) >>>					
Personnel Committee	01/23/17; 6PM, RPC	TBD	TBD	TBD	As needed	As needed